COMDIS Department Meeting Agenda

Date:8/30/2023

Time: 9:00-3:00

Location: WH 3002

Attendees:

Welcome/Introductions

9:30 HR present Communication Style Activity

The 4 communication style archetypes you'll find in the workplace and how to work better with each one

Approve Minutes

- Minutes 5_17_2023
- Public posting of dept approved agendas and minutes: <u>Faculty and Staff Resources | College of Education and Professional Studies</u>

Approve Graduate Faculty Exceptions

- Beth Miller Swanson
- Kaia Feggestad
- Heather Bernhardt

Information Items

- UWW Welcome Week Events
- Registrar Calendars
- Dept. Calendar
 - o Orientation Week 2023
 - o 2023-2024 Courses
 - o 2023-2024 Clinic Calendar
 - Audio lab equipment calibration TBD in Oct
 - Advising Dates: Graduate
 - Fall
 - 2nd year- Tuesday 10/24 5:30-6:00, WebEx
 - 1st year- Wednesday 10/25 1:00-2:00, In Person
 - Spring
 - 2nd year- Monday 3/11 1:45-2:45
 - 1st year- Wednesday 4/10 1:00-2:00
 - Advising Dates: Undergraduate
 - Fall dates
 - Friday October 6, 11:45-12:45 (in person)
 - Wednesday October 25 2:30-3:30 (hybrid)
 - Thursday October 26 3:00-4:00 (hybrid)

- Spring dates
 - Wednesday March 20 1:00-2:00 (hybrid)
 - Monday April 8 1:45-2:45 (hybrid)
 - Wednesday April 10 3 3:00-4:00 (hybrid)
- o COMDIS 485B Capstone Seminar Interview
 - Feb 28 & Mar 6 4:00-5:00
- Portfolio Day
 - May 6 12:30-2:30
 - Debrief 2:30-4:30
- Grad application opened July 15th- closes Feb 1st
 - SCOTUS decision
 - AACTE Statement
 - <u>Statement on Inclusivity | UW-Whi</u>tewater
- Promotion & Tenure
 - o Personnel Rules
 - o COMDIS Promotion & Tenure Standards
 - Workload Assignments for COMDIS
 - Department Approved Surveys/Evaluations
 - o Review, Reappointment, and Tenure Timeline for 2023-2024 | UW-Whitewater
 - O Schedule peer review of teaching for academic year
 - COMDIS Peer Review Form Blank.docx
- Tenure track faculty reviews
 - o Portfolio due Sept 11
 - Faculty PURPLE BOOK
 - O Document of intent for 2023-2024 for new folks due 9/11
 - Document of Intent Blank.docx
 - SAMPLE Document of Intent.docx
- Post Tenure Review- every 5 years after being awarded tenure
 - Post Tenure Review Webpage
 - Post Tenure Review Policy
- Staff Performance Reviews
 - Academic Staff Assembly Rules
 - Academic Staff Purple Book
 - o Academic Staff
 - Review in 1st two years of appointment- Completed by March 1
 - Review after 2 years in position- completed by Dec 1st
 - University Staff
 - University Staff Council
 - Blank Univ Staff Review form.docx
 - Review completed by March
 - Student Employees
 - Graduate Assistantships (GA)
 - Document completion of mandatory trainings
 - Document completion of FERPA

- COMDIS GA Performance Eval Form
 - Review completed by supervising faculty member in Dec or Mar
 - Send completed review to Dept Chair
- Student Hourly have 29 hours total each
 - DA can help with entering hours and approval of timesheets
- Policies
 - o CARE Team Resources for Helping Students in Distress.pdf
 - O Direct all accommodations requests to the appropriate office
 - Center for Students with Disabilities
 - <u>UW-Whitewater Sexual Violence, Sexual Harassment and Intimate Partner</u> Violence Policy
 - Title IX Coordinator: titleix@uww.edu
 - Religious Accommodations
 - Associate Vice Chancellor Kristin Plessel: <u>plesselk@uww.edu</u>
 - o Employee Assistance Program
- Dept meetings:
 - COMDIS Department Meeting Materials 2023-2024
 - O Agenda link sent out via email on Monday B4 meeting
 - Let dept chair know if like to add anything to agenda by Friday B4 meeting
 - O Attend with device that can connect to wifi in order to open links and documents
 - Meeting requests on outlook calendar
 - Hold Wednesday 1:00-3:30 <u>every week</u> to work on department projects or meetings with department members
 - Mid Semester meeting: Wed 1/17/2024 9:00-3:00
 - End of Semester meeting: Wed 5/15/2024 9:00-3:00
- Reminders:
 - Provide set office hours for fall semester to Pedro by Sept 13 (can be virtual)
 - Full time faculty and instructional staff (with full teaching loads) plan for 5 hours of office hours per week, let dept chair know if you have different plan/rationale
 - Contact hours (direct and indirect) refresher
 - For courses: required to meet 50 minutes per credit hour per week for 16 weeks.
 - In a normal academic term (16 weeks), students should plan to schedule two hours per week for each credit per course for learning activities.
 - Mandatory <u>Syllabus Language Information</u>
 - Post syllabi digitally and provide copy to Pedro by Sept 13th
 - INSTRUCTIONS FOR POSTING SYLLABI
 - o COMDIS Department Operational Guidelines
 - information to share with Department Chair via email
 - Travel, leave, or sick time
 - Requests for resources/purchases
 - Items for meeting agenda
 - Funding Information (even before submission)
 - Plans/goals for future projects/clinics/camps/prof. development/etc
 - Schedule check in/FYI meeting with department chair for fall semester if needed

o 2023-2024 Courses

Updates

- Enrollment
- Online Post Bac
- Undergraduate Clinic
- Curricular Changes: COMDIS BS Major Requirement Checklist 2024 BA BS Elective draft.docx
 - o Add BA
 - o Reduced credit for 240 and 380 from 4 to 3
 - Move ENGLISH 281, CIGENRL 310, ENGLISH 370, PWP 371, PWP 372 to unique requirements
 - Add electives for 2 credits
 - COMDIS 491, COMDIS 492, COMDIS 493, COMDIS 498, COMDIS 498R
- Professional Development for 2023-2024:
 - o \$1,000 for faculty, additional \$1,000 for research conference presentation
 - COEPS PDP-Research Diss Form 2023-24.pdf (Prioritize those submitted by 11/1)
 - o \$500 for academic staff
 - o \$250 for university staff
 - O Anticipate \$500 COEPS funded license CEU for clinical supervisors
- Portfolio for 2025 Cohort
 - Approach to Clinical Practice Grading Rubric-Revised 2023
 - Key assignments in checkpoints
 - COMDIS 661/662 Evaluating Resources
 - COMDIS 675: Literature Review
 - COMDIS 711: Study Design
 - COMDIS 780 Research Theory Summary Table
- Materials Room Inventory
- UW-Whitewater Graduate Program Google Folder
 - UW-Whitewater Graduate Program
- Winterim and Summer Courses
 - Winterm
 - Summer
 - o Beth: COMDIS 781 Pediatric placement practicum, 9 wk session, 3 credits
 - Busch: COMDIS 270 Intro to COMDIS, online, 1 section, 2nd 3 week session, 3 credits
 - Feggestad/Bernhardt: COMDIS 492: Field Study
 - o Others?

Assessment

- Undergraduate
 - o Undergraduate Research in COMDIS since 2013
 - Undergrad Assessment Plan for COMDIS
 - o Key assignment data for undergraduate courses (426, 481, 385, 484, 485B): 2022-2023
 - Undergrad Graduates and Post Grad Plans
 - o COMDIS 485B 2021,2022, 2023, 2024 Capstone Interview Assessment

- o <u>Undergraduate Exit Sur</u>vey
- Graduate
 - Graduate Assessment Plan for COMDIS
 - o Grad Cohort Workplace Data.xlsx
 - o Portfolio 2023
 - o 2017 2023 Overall feedback on Portfolio Presentations and Suggested Changes
 - O Summer 2023 Graduate Advising Survey Results (4.80 satisfaction rating)
 - O Supervisor Feedback Summer 2023
 - Graduate Exit Survey (4.17 satisfaction rating)
 - o COMDIS Advisory Board Meeting Minutes 2023
- Post Bac
 - Postbac Exit Survey

Plan and Goals

- <u>2023-2028 strategic plan</u>
- Department Strategic Plan- 2019-2025
- Annual <u>Dept Goal Brainstorm</u>

Code of Conduct- beneficence

Committee Assignments: COMMITTEE MEMBERS 2023-2024.docx

Student Issues

- Contemplate closed session to discuss confidential student matters under Wis. Stat. § 19.85(1)(f)
- roll call vote to go into closed session
- roll call vote to go out of closed session

Other Items:

- SLPA
- WSHA
- Curriculum
 - o COMDIS 485B- 8 wk 2 of fall semester
 - Review courseleaf language/titles/descriptions for currency
 - Ex. COMDIS 355 listed in catalog as "Normal Lang Disorder"
- Advising
 - Q&A Advising Attendance
 - Mental health elements