<div align="center">**COMDIS Department Meeting Minutes**</div>

Date: 4/17/2024

Time: 1:00-3:30

Location: RS 2007B or WebEx
https://uww.webex.com/uww/j.php?MTID=m6e09bfd35ef44dd588a588ee71dc020e

Attendees:

- In Person: Bernhardt, Busch, Feggestad, Aranda, Gilbertson
- WebEx: Swanson, Becker, Hammer

Approve Minutes

- COMDIS Meeting Minutes 4_3_2024 (moved and approved, 6 aye, 2 abstentions)

Information Items
- Dept. Calendar
  - Fairhaven Training 4/19 12:00-2:00
  - Dept Meeting 5/1 1-3:30
  - Portfolio day 5/6 12:30-2:30, debrief 2:30-4
  - Commencement 5/11
    - Hooding ceremony 1-2 in UC
  - Grades Due 5/14 by 12:00 noon
  - Dept Meeting 5/15 11:00-3:00
  - End 9 month Contract 5/17
  - New Cohort Advising 7/17
  - Contract start 8/26
  - Dept Meeting 8/28 1:00-4:00
  - COEPS Forum 8/29
- RS 1040: Cleared of all materials June 24 for summer install of instructional tech
- DPI
  - COMDIS DPI Eval & Documentation Meeting 4_11_2024
    - Clinic team discuss pre-student teaching options
  - 4/23 DPI visit Winther 1013
    - 8:30-9:25AM - Welcome and DPI updates about recent bills and rule changes.
    - 9:30-10:25AM - Opportunity gaps - bring your wild licensure program ideas to discuss with each other and our DPI liaison.
- COMDIS Advisory Board Meeting Minutes 4_11_2024
- Clinic Director
  - Busch end 5/17
  - Feggestad start 5/18
- National Speech, Language & Hearing Month (0.7 cont ed hrs) opportunities from WSHA

Curriculum Currency Review (Hammer)

- Hammer will send email with next steps, plans to submit changes into courseleaf by end of spring 2024 term

DRAFT: COMDIS Dept Annual Report 2023-2024
- Please make any updates/additions by 4/19

COMDIS 2024-2025 Advisory Board Member Nominees
- Continue to add to document until 5/17

Department Meetings
- Change meeting on 5/1 from dept meeting to clinical team only
- Shorter meetings but 2x a month
  - Information items as email/independent review
  - Discussion of info items is helpful to some
- Fewer meetings during midterm
- Gilbertson propose 2024-2025 dept meeting schedule at 5/17 meeting

Orientation Week
- Online modules & assignments due 7/16
  - Faculty approach examples
  - Language
  - Hearing screening
  - Handbooks/policy
  - Assessment
  - Portfolio/Approach
- Gilbertson update portfolio guidelines (specifically disposition artifact)

Committee Updates
- COEPS Inclusive Excellence Committee- preparing expert panel presentation for students entering k-12 placements for fall 2024, request inclusion of presentation in course requirement/EC
- TELCE- student teaching observation form review, DPI is reviewing criminal background check systems (possibly renewed closer to full time placement)
- Associate Dean Search Open
- COEPS Admin
  - Faculty senate updates
    - Mandatory syllabus language for excused absence starting fall 2024
    - Working on layoff policy for financial crisis or program discontinuation
    - Working on annual review for faculty (likely 2024-2025 project)
  - Undergraduate tuition increase 4.5%
  - DE fund allocation priorities may be changing- full update at COEPS fall forum
  - Working on COEPS generic PD & guidelines for compensation for coordinators/directors

Student Issues (none to discuss)
- 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

Senior Seminar Debrief (not discussed)
- COMDIS Capstone Interview Assessment

Advising Debrief (not discussed)
- Q&A Advising Attendance

Other Items:
- Office Hours Infographic
- Portfolio day process/instructions sent via email
  - Everyone will have 2-3 graduate student portfolios to review before 5/6/24