COMDIS Department Meeting Minutes

Date:8/30/2023

Time: 9:00-3:00

Location: WH 3002

Attendees: Bernhardt, Becker, Feggestad, Busch, Aranda, Gilbertson, Hammer, Swanson

Welcome/Introductions

- Share something that recharges or energizes
- Share something that is an opportunity or challenge

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

- <u>Minutes 5_17_2023</u> (Moved and approved 6- aye, 2 abstentions)
- Public posting of dept approved agendas and minutes: <u>Faculty and Staff Resources | College of</u> <u>Education and Professional Studies</u>

Approve Graduate Faculty Exceptions (Moved and approved 4-aye)

- Beth Miller Swanson
- Kaia Feggestad
- Heather Bernhardt

Information Items

- UWW Welcome Week Events
- <u>Registrar Calendars</u>
- Dept. Calendar
 - Orientation Week 2023
 - <u>2023-2024 Courses</u>
 - o 2023-2024 Clinic Calendar
 - Audio lab equipment calibration TBD in Oct
 - Confirm Oct 10th is the date
 - Let students know not to check out items between Oct 7-Oct 13
 - 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)
- 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
 - <u>SCOTUS decision</u>
 - <u>AACTE Statement</u>
 - Statement on Inclusivity | UW-Whitewater
- Promotion & Tenure
 - <u>Personnel Rules</u>
 - COMDIS Promotion & Tenure Standards
 - Workload Assignments for COMDIS
 - <u>Department Approved Surveys/Evaluations</u>
 - <u>Review, Reappointment, and Tenure Timeline for 2023-2024 | UW-Whitewater</u>
 - Schedule peer review of teaching for academic year
 - COMDIS Peer Review Form Blank.docx
- Tenure track faculty reviews
 - Portfolio due Sept 11
 - Faculty PURPLE BOOK
 - Document of intent for 2023-2024 for new folks due 9/11
 - Document of Intent Blank.docx
 - <u>SAMPLE Document of Intent.docx</u>
- Post Tenure Review- every 5 years after being awarded tenure
 - Post Tenure Review Webpage
 - <u>Post Tenure Review Policy</u>
- Staff Performance Reviews
 - Academic Staff Assembly Rules
 - Academic Staff Purple Book
 - 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
 - <u>COMDIS GA Performance Eval Form</u>
 - Review completed by supervising faculty member in Dec or Mar
 - Send completed review to Dept Chair
 - Student Hourly have 29 hours total each
 - <u>Student Employment Policy HandbookRevised2023.docx</u>
 - DA can help with entering hours and approval of timesheets
- Policies
 - CARE Team Resources for Helping Students in Distress.pdf
 - Direct all accommodations requests to the appropriate office
 - Center for Students with Disabilities
 - <u>UW-Whitewater Sexual Violence, Sexual Harassment and Intimate Partner</u> <u>Violence Policy</u>
 - Title IX Coordinator: <u>titleix@uww.edu</u>
 - Religious Accommodations
 - Associate Vice Chancellor Kristin Plessel: plesselk@uww.edu
 - Employee Assistance Program
- Dept meetings:
 - o COMDIS Department Meeting Materials 2023-2024
 - 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
 - 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 every week 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
 - 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 <u>2023-2024 Courses</u>
 - Review spring courses and connect with Lynn to discuss any updates

Updates

- Enrollment
 - Engage in recruitment efforts as able
 - Consider providing clinical experiences, graduate student connection for campus visits/tours
 - Prioritize high quality experiences in our courses and clinics
- Online Post Bac
 - Asking instructors to remain flexible with late adds during the first few weeks of the semester
- Undergraduate Clinic
 - Updates at next meeting
 - Aim for recruitment materials ready for undergraduates Oct 1
- Curricular Changes: <u>COMDIS BS Major Requirement Checklist 2024 BA_BS_Elective draft.docx</u>
 - Add BA
 - 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
 - Dept curricular rep submit proposals for deadline meetings to target fall 2024 implementation
- Professional Development for 2023-2024:
 - \$1,000 for faculty, additional \$1,000 for research conference presentation
 - <u>COEPS PDP-Research Diss Form 2023-24.pdf</u> (Prioritize those submitted by 11/1)
 - \$500 for academic staff
 - \$250 for university staff
 - Anticipate \$500 COEPS funded license CEU for clinical supervisors
 - Will provide update from Dean when available
- Portfolio for 2025 Cohort
 - Approach to Clinical Practice Grading Rubric-Revised 2023
 - Key assignments in checkpoints
 - <u>COMDIS 661/662 Evaluating Resources</u>
 - <u>COMDIS 675: Literature Review</u>
 - COMDIS 711: Study Design
 - COMDIS 780 Research Theory Summary Table
- <u>Materials Room Inventory</u>
- UW-Whitewater Graduate Program Google Folder

- <u>UW-Whitewater Graduate Program</u>
- Winterim and Summer Courses
 - Winterm
 - Summer
 - Beth: COMDIS 781 Pediatric placement practicum, 9 wk session, 3 credits
 - Busch: COMDIS 270 Intro to COMDIS, online, 1 section, 1st 3 week session, 3 credits
 - Lynn touch base with COEPS advising team regarding 2nd-to 1st week session change
 - Feggestad/Bernhardt: COMDIS 492: Field Study (3 credits),
 - 1 3W1 Summer Session
 - 1 3W2 Summer Session
 - Others? (none at this time)

Assessment

- Undergraduate
 - <u>Undergraduate Research in COMDIS since 2013</u>
 - Add any projects, study teams
 - Undergrad Assessment Plan for COMDIS
 - Track changes to courses and the rationale for the change on 2023-2024 tab
 - 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
 - 2023 Spring Advising Survey
 - <u>Undergraduate Exit Survey</u>
- Graduate
 - Graduate Assessment Plan for COMDIS
 - Update portfolio assignments to reflect current course assignments
 - Grad Cohort Workplace Data.xlsx
 - Portfolio 2023
 - <u>2017 2023 Overall feedback on Portfolio Presentations and Suggested Changes</u>
 - Summer 2023 Graduate Advising Survey Results (4.80 satisfaction rating)
 - Supervisor Feedback Summer 2023
 - 2023 Spring Graduate Advising Survey
 - 2023 Summer Graduate Advising Survey
 - <u>Graduate Exit Survey</u> (4.17 satisfaction rating)
 - <u>COMDIS Advisory Board Meeting Minutes 2023</u>
- Post Bac
 - <u>Postbac Exit Survey</u>

Plan and Goals (not discussed)

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

Code of Conduct- beneficence (not discussed)

Committee Assignments: COMMITTEE MEMBERS 2023-2024.docx

- Only 1 change: swap Beth for Lynn on COEPS Scholarship committee
- Lynn identify students for Dean's council

Student Issues (not discussed)

- 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 (not discussed)
- WSHA
 - Student posters and tracks available for the Feb convention
 - Consider presenting on specialty topics
 - Support student membership/participation
- Curriculum (not discussed)
 - 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 (not discussed)
 - <u>Q&A Advising Attendance</u>
 - Mental health elements