

## COMDIS Department Meeting Minutes

For most efficiency, items highlighted in blue should be reviewed before the meeting

Date: 1/26/2022

Time: 1:00-3:00

Location: RS 2007B

Attendees: Morton, Busch, Nieto, Swanson, Gilbertson, Aranda, Kieck, Hammer

Approve Minutes from 1/14 meeting (motioned and approved, 8- ayes)

- [Minutes 1 14 2022](#)

### Information Items

- Dept. Calendar: [Calendar](#)
- Syllabi
  - [Syllabus Language Information](#)
  - Copy submitted through online system
  - Copy to Pedro for department by 1st day of class
- COMDIS Scholarship (pending donor's signature)
  - Dates to meet donors
    - March 11 from 5:30-6:30 virtual info session
    - March 12 from 10-11:30 in person open house
    - April 6 from 1:00-3:00 department meeting and observe clinic
    - April 8 from 10:30-1:00 medical simulation
- Contract Dates for 2022-2023 are:
  - Full year: 8/22/2022-5/19/2023
  - First Semester: 8/22/2022-1/4/2023
  - Second Semester: 1/5/2023-5/19/2023
- Training from Financial Services is available:
  - Training sessions are setup and available to staff through: <https://my.uww.edu/SignUp/Admin>
  - Cost Transfer Training= January 25<sup>th</sup> at 9am
  - Travel Policy Training
    - February 22<sup>nd</sup> at 10am
    - March 23<sup>rd</sup> at 10am
  - E-Reimbursement Training
    - February 15<sup>th</sup> at 10am
    - March 15<sup>th</sup> at 10am
  - WISER= February 23<sup>rd</sup> at 1:30 pm

### Department Updates

- Grad App review

- Process & Language: [Prospective Students | Department of Communication Sciences & Disorders](#)
- Check Access: <https://webadmit.org/session/new>
- Send assignments to reviewers Feb 3
- Return reviews Feb 14
- Discussions/decisions at Feb 16 meeting
- Post Bac
- Clinical Assistant Professor Search
- 2021-2022 Dept Spending Priorities & [Budget](#)
- CAA Report
  - [CAA 2022 Full Report.pdf](#)
  - [CAA 2022 Faculty Details.pdf](#)
  - [CAA 2022 Course Details.pdf](#)
  - [CAA 2022 Clinic Details.pdf](#)

### Committee Updates

- COEPS Admin
  - Budgets will adjust for 2% salary increase, promotion, etc.
  - Learning communities returning (recruitment strategy)
  - Research dissemination practices will likely stay same for 2022-2023
  - Use student help dollars
  - Tuition reimbursement- for academic staff/university staff may be returning and only for courses at UWW (not DBA or MBA classes)
  - Recruitment projects
    - Near completers
    - Stop outs in last year
    - Review student data that comes from applied to 10th day of classes
    - Hiring an additional admission counselor
- Curriculum
  - Plan to package curricular changes
  - Consultation updates
    - EDFOUND consulted for EDFOUND 243 required
    - SOC consulted and looking for alternative course
    - BIO and Physics not respond yet
- Academic staff
  - Promotion process updated for UWW and now looking to make UWRock process congruent
  - Complete mandatory trainings
- COEPS diversity committee
  - Working to update COEPS diversity statement
  - Lulu will be leading the department discussion on this in 2/9
- Graduate council- Cody is alternate for spring 2022

### Fall Schedule

- [Fall 2022 Schedule](#)
  - Consider open courses as we talk about workload for fall 2022
- Due in WINS by 2/4/22

#### Assessment

- Grad Portfolio rubric for check ins
  - [2017 - 2021 Overall feedback on Portfolio Presentations and Suggested Changes](#)
  - [W Approach to Clinical Practice Grading Rubric 2023 Cohort.docx](#)
    - Students should be at satisfactory at checkpoint 1, good at checkpoint 2, excellent at checkpoint 3
    - The rubric will be used at each checkpoint and needs to track each student performance level on the rubric at each checkpoint and submitted to the CANVAS assignment in the cohort page
- Revise exit surveys- need leader to draft changes (not discussed)
  - BS grads- track grad admission, alignment with program SLOs
  - MS grads- alignment with program SLOs

#### Credit for Supervision (motioned and seconded, 8-aye)

- [Proposal to Revise Credit Load Assignment for Supervision](#)

#### Student Issues

- GA change
- Waiting for follow-up with student after meeting with CSD
- Placement attendance concern

Practicum Supporting Supervisor Evaluation- determine process for clinic supervisor evaluation when they are not instructor of record (not discussed)

- [CALIPSO Supervisor feedback - blank.docx](#)
- [Practicum Course Evaluation.docx](#)
- Types of evals in the department:
  - Course eval (for all academic courses)
  - Practicum eval (for UWW practicum supervisors)
  - CALIPSO Supervisor Feedback (for field placement supervisors)
- Need UWW Field Placement Coordinator Eval

#### Course format/program delivery (not discussed)

- [COVID-19: Distance Education/Alternative Delivery](#)
- [COVID-19 Guidance From CFCC](#)

#### Other Items (not discussed)

- 2023 Diversity standards & curriculum
- SLPA summer clinic and seminar
  - [Pathways: Speech-Language Pathology Assistant Certification](#)
- Off-Site Supervisor Manual and CANVAS Course