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Faculty Meeting Minutes & Agendas

Communication Disorders & Sciences

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March 5, 2014

Communication Disorders & Sciences

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Communication Disorders & Sciences

Faculty Meeting Minutes

March 5, 2014

I. Communications

- A. Brookes Publishing - New Textbook Brochure; Pro-Ed New Spring Textbooks
- B. Primal Pictures Flyer for Human Anatomy
- C. University Learning Goals Summary
- D. EIU Fact Brochure
- E. Spring Fling Bazaar for EIASE Deaf/Hard of Hearing Program
- F. Booth Library Periodical Review
- G. Invitation to participate in standardization of CASL-2

II. Announcements

- A. Spring Calendar of Events – CDS Calendar
 - 1. March 7, Friday – Department Retreat – 10:00-4:00
 - 2. April 2, Wednesday – Faculty meeting – 11:00-2:00
 - 3. April 2, Wednesday – Transfer Advisement – McNamara
 - 4. April 10, Thursday – Transfer Advisement – Calvert
 - 5. April 10, Thursday – Graduate Expo
 - 6. April 10, Thursday – Sigma Xi Banquet
 - 7. April 11, Friday – Sciencefest
 - 8. April 17, Thursday – Transfer Advisement – Anthony
 - 9. April 24, Thursday – NSSLHA Banquet
 - 10. April 25, Friday – Honors Presentations & Graduate Research Symposium
 - 11. April 28, Monday – Transfer Advisement – Fahy
 - 12. April 30, Wednesday – Faculty Meeting – 11:00-2:00
- B. Minutes of February 19 were approved by consensus (Anthony /Smitley).

III. Discussion Items

- A. Chair Discussion Items
 - 1. The list for admission to the CDS Undergraduate Honors program was distributed for review. Six students were selected to invite into the program.
 - 2. The CDS Master's Degree received the 2013 Provost Assessment Award, with a stipend of \$2,500. This was the fourth award for the Department and second for the M.S. program, with previous awards in 2002, 2005, and 2011. Gail and Jill accepted the award at the Dean's Council Meeting on February 25.
 - 3. Gail received notification that the CDS Department is the recipient of the School of Continuing Education Outstanding Achievement in Technology Award, which will be presented on March 30 in the University Ballroom. Gail asked if any additional faculty are available to attend; she will RSVP for the Department.
 - 4. Faculty were asked to generate equipment needs for next year. Tena will get bids for an FM system, specifically two transmitters and four receivers. A suggestion was made to purchase stands for the iPads would facilitate recording. A couple new laptops were requested to replace problematic ones. Any other ideas should be forwarded to Gail.
 - 5. The Summer Textbook Issue List was distributed for faculty review.
 - 6. The schedule for events on April 25 was discussed.
 - a. Oral comprehensive exams will be scheduled between 8:00-10:00. The committee will be Anthony, Mulvey, and Fahy.
 - b. Written comprehensive exams will be scheduled from 11:00-2:00 out of the Department.

- c. Graduate research posters will be scheduled from 10:30-12:00.
- d. Honors thesis presentations will be from 12:00-1:30.
- 7. Faculty were reminded to complete midterm evaluations, including students who requested it to graduate with distinction.
- 8. The Booth Library Periodical and Standing Order Review list was distributed for faculty review. Feedback should be channeled through Tena McNamara, who is the CDS representative. Any journals not being used should be deleted; additional requests can be made but are not guaranteed to be added.
- 9. Gail requested that any materials for retreat be forwarded to her by the end of the day today so faculty can receive materials tomorrow.
- 10. The Decatur Breakfast Sertoma Club has approved two \$1,000 scholarships for next year. They would prefer a student who resides in Macon county or central Illinois as the recipient.

B. Graduate Program

- 1. The Graduate Application Process for this year was discussed. General consensus was reached on the following:
 - a. CSDCAS protocol has helped significantly with the rubric information
 - b. A larger initial faculty review committee would split up the work
 - c. Applicants should be culled down by the faculty committee by 1) eliminating applicants who have multiple courses to make up and 2) full faculty discussion of EIU internal applicants
 - d. A list of approximately 100 or less can be read/reviewed by the entire faculty or those interested in participating
 - e. Full faculty review should be categorizing by group with a numerical rating (e.g., accept, high wait, low wait, deny each have a numerical rating), but discussion continued on whether there should be a limit on the specific number of possibilities within each group.
- 2. Two students were discussed for Summer graduate assistantships, one in technology and one administrative; the front office graduate assistant is all year. Gail will contact the two students suggested to see if they are willing to work this summer.
- 3. A Graduate Student Visitation Day will be held on Friday, March 28 for students accepted into the graduate program who are in the process of making a decision.

D. Committees

- 1. Curriculum
 - a. The revised 2014-2015 undergraduate course sequence was distributed for clarification as faculty are beginning to conduct advisement appointments. Chris put the schedule of registration dates in each of the advisors' mailboxes. Angela will contact the College of Sciences to see if a group waiver can be done for the accepted curricular changes. Advisors will need to complete individual waivers for any students waiving CDS 4900 – Undergraduate Clinic.
 - b. Angela will follow up on any revisions that need to be made to the Honors Program regarding the current listing PSY 2610 as the required statistics course.
 - c. Special Topics for Summer 2014 to Summer 2015 were discussed. A second Special Topic will be added for this summer and scheduled at the same time as Executive Functions to give students an option. Possibilities for fall, spring and next summer were also discussed.

d. Jill reviewed the Revised University Learning Goals that were approved by CAA on January 16, 2014. She highlighted several points.

- i. CAA is in year 3 of a 5 year plan to address some of the issues with EIU student body performance in writing, speaking, and critical thinking.
- ii. State funding is continuing to decrease and is transitioning to performance-based funding. As the common core has been integrated into the K-12 level, the next step is to determine the expectations in higher education. Funding will be tied to demonstrated outcomes.
- iii. The university is looking at benchmarks in general education year and will be looking at bench marks in majors the year. Departments will need to be accountable to the Learning Goals.

next
following
accountable to the Learning

Action Plan Grid for 2013-2014

Action	Person/Committee Responsible	Time Frame
Update CDS Website & Tour of Facility	Beth, Becky	Fall 2013
Monitor SLP Distance Master's; Develop and implement modifications for admission of second cohort	Gail, Frank, Becky, Lynn, Angela	Spring 2014
Review, update, and secure university approvals for graduate curricular changes	Curriculum Committee	DONE
Review, update and develop undergraduate curriculum in concert with EIU Learning Goals	Curriculum Committee	Spring 2014
Develop materials, structure, and procedures to implement initiation of Autism Center	Clinic Committee	Fall 2014
Review and develop appropriate graduate curricular changes to meet revised ISBE standards	Curriculum Committee	Spring 2014
Develop Online Graduate Handbook	Becky	Fall 2013

cc: Provost Lord
Dean Ornes
Booth Archives