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Faculty Meeting Minutes & Agendas

Communication Disorders & Sciences

2-3-2016

February 3, 2016

Communication Disorders & Sciences

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Communication Disorders & Sciences
Faculty Meeting Agenda
February 3, 2016
11:00 – 1:00

- I. Approval of Minutes - January 2016 & Retreat
 - a. A motion was made (Smitley) and seconded (Ramrattan) to approve the January 2016 minutes. Minutes were unanimously approved.
 - b. A motion was made (Smitley) and seconded (Becker) to approve the January 2016 Retreat minutes. Minutes were unanimously approved.
- II. Announcements
 - a. Calendar of Events
 - i. Thursday, February 11 – Saturday, February 13: ISHA Convention
 - ii. Monday, February 15: Admitted Student Day
 - iii. Wednesday, March 2: Faculty Meeting
 - iv. Thursday, March 3: Sigma Xi Banquet
 - v. Saturday, March 5: Admitted Student Day
 - vi. Wednesday, March 9: Graduate Applications Meeting
 - vii. Friday, March 11: Possible Graduate Applications final meeting
 - viii. March 14 – 18: Spring Break
 - ix. Monday March 28: Undergraduate Visit Day
 - x. Wednesday, April 6: Faculty Meeting
 - xi. Wednesday, April 13: Clinic Scheduling Meeting 11:00 – 12:30
 - xii. Friday, April 15: Undergraduate Visit Day
 - xiii. Wednesday, April 27: Faculty Meeting
 - xiv. Thursday, April 28: NSSLHA Banquet @ U Hotel, Charleston
 - xv. Thursday, May 5: Undergraduate Visit Day
 - xvi. Saturday, May 7: Graduation and Department Reception
 - xvii. To be scheduled: Admitted Graduate Student Day (late March/early April)
- III. Discussion Items
 - a. Chair
 - i. Angela distributed the list of applications to the undergraduate major. Advisors were asked to make sure that all sophomore level advisees have applied to the major. Letters will be sent out the end of the week.
 - ii. Advisement assignments for 2016-17 will be as follows:
 - 1. Becker: seniors
 - 2. Bergstrom: juniors & recruitment/department contact
 - 3. Edgington: sophomores
 - 4. Fahy: Jr/Sr transfers & 2nd Bachelor's
 - 5. Gurevich: Honors and seniors
 - 6. Mulvey: juniors
 - 7. Ramrattan: sophomores
 - 8. Scott: sophomores
 - 9. Smitley: New transfers & recruitment/department contact
 - 10. Throneburg: Graduate students

- iii. Angela provided updates on the status of the spending freeze announced last week.
- b. Clinic Director
 - i. The camera in the classroom stopped working. It has temporarily been switched with the camera from the sensory room. Quotes for replacement cameras range from \$1230.00 to \$1750.00.
 - ii. Frank described concerns regarding the lack of payment of clinic fees by some clients and their families. Although payment deadlines are outlined, many do not pay fees until the end of the semester after several reminders have been given. This semester, clients will be sent letters reminding them of installments due at the beginning of February and the beginning of March, with a final payment deadline of April 1. Clients who have not paid fees will not be scheduled for the subsequent semester. Notes will be made on scheduling sheets so that supervisors can give one last reminder to clients before the end of the semester, but will again notify clients that payment is required to be scheduled.
- c. Graduate Coordinator
 - i. 260 completed graduate program applications will be reviewed. The first batch has been reviewed by faculty, and the second group has been started.
- d. Committee Updates
 - i. Clinic committee
 - 1. Trina presented a proposal from the Clinic Committee requesting a \$375 course fee to be added to the following clinic courses: CDS 4900, CDS 5900, CDS 5970, CDS 5980, and CDS 5985. A motion to approve was made (Becker) and seconded (Fahy). Discussion followed regarding the intended use of the fee, including payment of ASHA dues and continuing education fees for both on and off-campus supervisors to support maintenance of the Certificate of Clinical Competence (CCC) required to supervise students. The motion was unanimously approved.
 - ii. Awards
 - 1. Rebecca Edgington announced recipients of the following scholarships:
 - a. Margaret C. Hollowell Scholarship: Elizabeth Jansen
 - b. Ryan Struebing Distinguished Graduate Student Award: Cassie Cox
 - 2. Please submit nominations for the NSSLHA Distinguished Graduate Student Award to Rebecca Edgington by Monday, February 8
 - iii. Curriculum committee
 - 1. Jill provided updates on current curriculum committee topics, including plans to update course proposals for all 2000 level CDS classes to allow for online offerings, the possibility of offering an autism certificate program, and ways to offer expanded opportunities for our undergraduate students and to inform them through more intentional advising materials.

IV. Other

- a. Courtney asked faculty for input regarding the possibility of having a silent auction at the NSSLHA Banquet as a fundraiser for the group. Faculty were generally in support of the idea and noted that this had been done in the past.

The meeting was adjourned at 12:40.

cc: Provost Lord
Dean Klarup
Booth Archives