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Faculty Meeting Minutes & Agendas

Communication Disorders & Sciences

8-18-2015

August 18, 2015

Communication Disorders & Sciences

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Recommended Citation

Communication Disorders & Sciences, "August 18, 2015" (2015). *Faculty Meeting Minutes & Agendas*. 24.
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Communication Disorders & Sciences
Faculty Meeting Minutes
August 18, 2015
9:00 – 12:00

- I. Communications
 - a. CAA/ASHA Thank You
 - b. COS Kickoff Social Invitation (initial if planning to attend)
 - c. EIU Alumni Magazine

- II. Announcements
 - a. Welcome to New Faculty
 - b. Calendar of Events
 - i. Tuesday, August 18: Transfer Advisement
 - ii. Wednesday, August 19: New Faculty Orientation
 - iii. Thursday, August 20: Freshman Advisement
 - iv. Friday, August 21: PROWL events for new students
 - v. Friday, August 28, 4:00 – 6:00: COS Kickoff Social
 - vi. Wednesday, September 2, 11:00 – 12:30: Faculty Meeting
 - vii. Wednesday, September 9, noon: CFR applications due to Research & Sponsored Programs
 - viii. Wednesday, September 16: submissions for Publishing Scholars due
 - ix. Saturday, September 19, 8:30 a.m.: COS Advisory Board Meeting
 - x. Monday, October 5, noon: President's Fund for Research and Creative Activity (PRFCA) applications due (hand delivered to Research & Sponsored Programs)
 - xi. Wednesday, October 7, 11:00 – 12:30: Faculty Meeting
 - xii. Friday October 9: COS Early Research Support Grant, COS Seed Grant, COS Visiting Scholars Grant applications due to Chair; COS Interdisciplinary Research in the Sciences (IRIS) applications due
 - xiii. Saturday, October 24: Homecoming
 - xiv. Wednesday, October 28: Celebration of Publications, Creative Works, and Grants reception
 - xv. Wednesday, November 4, 11:00 – 12:30: Faculty Meeting
 - xvi. Wednesday, December 2, 11:00 – 12:30: Faculty Meeting

- III. Discussion Items
 - a. Autism Center
 - i. Gail presented updates on the Autism Center. The STEP program was approved the end of May; those involved met regularly all summer to prepare the plan. Gail is providing an inservice today for multiple offices around campus related to working with students with Autism. Students move in tomorrow. Western Kentucky is the closest university to provide a similar program, which charges \$8000 for fewer services than we provide. Katie Shaffer, Elizabeth Rumbaugh, Cassie Cox, and Bailey McClellan will serve as individual mentors for the students. 3-4 individuals have agreed to sponsor students to pay the extra fee related to

the STEP services. The goal of the program is to initially provide intensive support, then support will fade as students settle in – the focus is on transition for academics, social skills, and daily living. STEP has their own app within PROWL. This year there are 4 confirmed participants, and 2 potential additional students. Gail has had contact with 3 families of students who are currently high school seniors and are interested in enrolling next fall. Rebecca Edgington has some CUs assigned so that she can work with Gail. There are also 2 graduate assistants this fall: Meghan Levy (evaluations) and MaryBeth Xenakis (STEP). Housing has provided space in the basement of Thomas Hall. Mary Beth will oversee Sunday, Tuesday, Thursday study halls. Regular contact will be made with faculty who are teaching the courses. Gail has permissions in place this year to access grade information, talk with parents, and talk with instructors, and work with resident assistants. Mentors will take them to social events to get them involved in campus activity.

- ii. The Autism Conference is scheduled for Friday, September 25 from 9:00 – 3:30. Gail distributed a paper copy of the flier, and Jean will send it electronically later this week for distribution to any interested parties.
- iii. With an advisory board in place and a pilot year completed, grant funding opportunities for the Autism Center will be explored this year.

b. Chair

- i. Angela reviewed the following policies and procedures:
 - 1. Faculty are encouraged to cover classes when absent; cancellations should be limited to one per semester when outside projects or assignments are given to compensate for scheduled class time.
 - 2. Maintain confidentiality of grade and student information. Do not post grades outside your office. Also make sure to close doors when confidential information is being discussed.
 - 3. Final exams are to be administered at the published time unless cleared in advance with the chair & dean (both undergraduate and graduate courses). Angela's GA will prepare a final exam schedule to be saved in the faculty drive, under schedules.
 - 4. Make sure you are following University Syllabus policy when writing course syllabi. A paper copy of the policy was distributed; it is also saved electronically in the Course Syllabi folder. Syllabus checklists for each course will be distributed by the end of the week.
 - 5. Office Hours need to be posted outside your office door. Required hours are 5 hours over 2 days or 4 hours over 3 days. These hours should be scheduled outside of other meeting and class times.
- ii. Angela shared some new ideas that came from the Leadership Academy that she attended prior to CAPCSD in April. She will be taking one hour per week as "quiet time" – time with the office door closed to have uninterrupted work time. She will put a note on her door to let others know when she will be available. Angela encouraged other faculty to consider using this approach as well to accomplish those tasks that require

focus. In addition, she will do “rounds” at least once per month during the Wednesday 11-12:30 time on weeks that we do not have faculty meeting. She will walk around to faculty offices, checking in, and offering opportunities for informal conversations.

- iii. Ethics Training is required for all faculty. New faculty should have completed the booklet training at the time of hire; all faculty (including new faculty) will be notified by email about completing the online training beginning in October. Continuing employees do not have to complete the DCFS training again; new faculty will need to complete this if they have not already done so.
- iv. FY16 Budgets have not yet been released. Cuts are still being made at various employment levels across campus. Given the uncertainty of the coming year’s budget, travel reimbursement will be limited to \$500, plus registration for one conference. Travel applications should still be completed for all work-related travel and receipts submitted following travel; if additional funds are available at the end of the year, faculty may be reimbursed beyond the \$500. The department will continue to pay ASHA dues for faculty.
- v. Fall 2015 and Spring 2016 course schedules were distributed. Spring schedule needs to be finalized in the next week; anyone who has questions or concerns about assignments or schedules should talk with Angela ASAP.
- vi. Please keep the Wednesday 11-12:30 faculty meeting time open in your schedule; on weeks we do not have faculty meetings, this can be used for committee meetings.
- vii. In order to make advising more efficient, advisee assignments were reorganized as follows:
 1. Becker: Juniors
 2. Bergstrom: Sophomores & Recruitment/dept. contact
 3. Chambers: Seniors & Jr/Sr Transfers
 4. Fahy: Jr/Sr Transfers & 2nd Bachelors
 5. Goldacker: Current advisees & transfers
 6. Gurevich: Honors & Juniors
 7. Mulvey: Sophomores
 8. Smitley: New transfers & Recruitment/dept. contact
 9. Throneburg: Graduate Students
 10. Edgington, Ramrattan, Scott: no assignments for fall; will do training in spring ‘16

Advisors should check their advisee paper files and compare to the advisee listing in PAWS; let Sandi know about any discrepancies.
- viii. The ASHA Reaccreditation visit will be scheduled for fall 2016. The reaccreditation report will be due in February 2016. Angela will be asking for various items from faculty to complete the report and to prepare for the site visit.
- ix. The departmental Policy Manual needs to be reviewed and updated. Angela distributed a paper copy to all with point persons designated on

various sections. Everyone should read through the manual and bring any changes or updates to Angela or the point person designated for that section.

- x. Angela reviewed departmental goals discussed at retreat and highlighted some tasks initiated Spring 2015. She noted that the discussion of who we are as a department reflected that we have a very clinical focus, and that we have a collaborative and cohesive environment among faculty and students. She distributed a copy of the long term plan from 2014 with these goals merged in a draft format. Faculty are asked to review the document and provide feedback to Angela directly. Feedback will be summarized for a more focused discussion at future faculty meetings. New goal areas added to the plan include:
 - 1. Undergraduate Recruitment
 - 2. Alumni Connections
 - 3. Faculty Teaching and Learning Resources – regular discussions
 - 4. Examine Cohort Model
 - 5. Undergraduate & Graduate Research
- xi. Coordinators/Committee Chairs for 2015-16:
 - a. Clinic (Trina)
 - b. Autism Center (Gail)
 - c. Curriculum (Jill)
 - d. Assessment (Nichole)
 - e. Alumni/Special Events (Jean)
 - f. Recruitment (Beth)
 - g. Awards (TBA – need a replacement for Brenda)
 - h. Website (Naomi)
 - i. NSSLHA (Naomi & Courtney)
 - j. Library Coordinator (TBA – need a replacement for Tena)
 - k. Cohort (Becky)
- c. Graduate Program
 - i. One of the traditional students has requested a program extension; she will not take Voice or Advanced Language this fall, and will extend her program by one semester.
 - ii. Becky provided an overview of the distance cohort program for new faculty.
 - iii. Student concerns were discussed. In the cohort, one student received a C in Research. Jill, Trina, and Becky have talked with her related to class concerns. The student is aware of the concerns and the need to address them. Two students will do remediation plans for writing with Jill.
- d. Clinic Director
 - i. Share Point training is today at 1:00 with Cay Kolling and Mindy Hurst. GAs will attend, New faculty and any faculty who want a refresher should also attend. Also, at 2:30 today Mark Johnson is conducting D2L training in McAfee.
 - ii. Wednesday at 9:00 is clinic clean-up; please allow your GA to be available.

- iii. On Thursday, Jong & Megan will map GA laptops to drives. Onbase training is also scheduled on Thursday; if you have summer clinic documents that need to be uploaded, GAs should take care of this Thursday afternoon or Friday so items are loaded before fall clinic begins. Laptops will be available for GAs to work on.
- iv. The department was awarded an additional GA. Megan Miller will be primarily assigned to ISR and departmental support. Hillary Young will support the cohort program, including technology for students and faculty teaching cohort courses. Hillary will ensure that cohort classes are recorded and bring in flip camera if the ISR system is not working.
- v. Cheryl Clapp is providing technology support for Continuing Education; she has offered availability in evenings and weekends to help distance students. Mark Johnson is our contact for D2L concerns, and Cay Kolling for Panther Share. Frank will talk to Sandi about generating a technology contacts directory for faculty and GAs.
- vi. Becky noted that we need to consider what our technology needs are outside the existing college support and GA time. If we can hire a person with technology fees from the cohort, that person could coordinate our department-specific technology and oversee the GAs. The primary concern is the immediacy of most of our technology needs (e.g., cohort students in synchronous meetings, ISR system during clinic hours)
- vii. Frank reviewed and distributed a copy of the clinic dress code. This will remain unchanged from last year.
- viii. Autism Center Diagnostics will be scheduled on Tuesday, Thursday, and Friday. Space is becoming an issue because the diagnostic space needs to be blocked all semester, and several of our adult clients come for sessions at that time. Student schedules need to be cleared for those times as well.
- ix. The Client Attendance Policy was reviewed and copies distributed. It is the supervisor's and clinician's responsibility to communicate this policy to clients.
- x. Discharge Criteria was reviewed and distributed. Supervisors need to have discussions regarding dismissal with a client.
- xi. 49 clients from the community will be seen in the clinic this fall. We have added only 3 from the wait list on our clinic schedule. There are approximately 61 clients on our wait list.
- xii. For liability reasons, the Sensory room (2602) should only be used by clients with a clinician or supervisor present. Siblings should not be in the sensory room.
- xiii. Remember to check out and return client files promptly to front office. Students must return files by the end of the day. Faculty should adhere to this policy as well.
- xiv. The client parking permit has been updated to reflect all lots which are acceptable for parking. Faculty will be given a permit for our client spaces, which may be used only on days when there is no clinic. During most weeks, clients are scheduled Monday through Friday.

- xv. Students in capstone class will be signing up in the clinician's room to observe diagnostics. Make sure that graduate students coordinate pre- and post-diagnostic meetings with observers and allow them to see report revisions.
- xvi. Faculty were reminded to check items out and/or write a note to indicate that you have taken materials from the materials center.
- xvii. Clients with outstanding accounts are not re-scheduled for subsequent semesters. If accounts are cleared, they can be scheduled.
- xviii. The fee for a TB Test is covered by clinic for faculty. Test dates this fall are Aug. 25, 27, Sept. 1, 3 at 8:00-12:00 & 1:00-4:30 downstairs in Career Center All returning faculty need the 1-step and can go either week. New faculty will need the 2 step unless they have had a 2 step in the past and have had the 1 step test every year since.
- xix. The Department Emergency Plan was distributed and reviewed. Please check your contact information at the end of the packet and give updates to Frank
- xx. Please complete diagnostic evaluations of student performance ASAP after the diagnostic process is completed and give a copy to students. Please do not wait to the end of the semester. Also be sure to give copies of written observation comments to clinicians.
- xxi. Clinic scheduling meeting for the spring '16 will be Monday, Nov. 2 11:00-12:30.
- xxii. Bob West is our new BSW and will be working the third shift. We now have only one BSW for the entire building. Let Frank know if you see things that are not getting done or leave a note for Bob.
- xxiii. Classroom capacities were re-evaluated this summer. Capacity for the Seminar Room is 16; classroom capacity is 46 (45 students plus instructor).
- xxiv. Mandated Reporter training renewal not required for continuing faculty. Clinicians now have to do this training.
- xxv. Permission needs to be obtained from a class instructor prior to recording a class session. Students need to talk with faculty about requesting a recording, and should not be going to the Tech GA. Decision is up to the instructor whether or not to record classes when a student is sick.
- xxvi. Diagnostic files will have an ICD form and a yellow diagnostic information form. Please ensure clinicians fill these out and turn in to Frank.
- xxvii. Frank distributed a list of the current 2015-2016 DPC members and reviewed the rotation of tenured faculty.
- xxviii. We have a new contract with Treatment Learning Center in Kansas, IL for behaviorally disordered students. 3 clinicians will be providing services on Tuesday & Thursday. Courtney will be supervising. We have 11 graduate students in outside clinical assignments on Tuesday & Thursday mornings.

e. Other

- i. Jean will send an electronic copy of Autism Conference flier to distribute to anyone who might be interested
- ii. Nichole noted she is working with ITS to work out some changes with the new assessment system. The new system was used for the first time with the new grad classes this summer.

cc: Provost Lord
Dean Ornes
Booth Archives