

Dewar COE Meeting Documentation Form

Department of Communication Sciences and Disorders

This form should be completed by all non–statutory committees/groups for meetings associated with the COE.

Statutory committees are required to maintain formal minutes.

The completed form should be filed according to approved COE policies and procedures.

Committee/Group Name: CSD Speech & Hearing Clinic

Chairperson/Responsible Contact: Lorena Cole 219-1330

Purpose of the Meeting: Discuss updates and clinical concerns regarding student clinicians, or other areas regarding the clinic

Date: 7/10/2013 **Time:** 11-12 **Location:** CSD conference room

Departments/Participants/Groups/Agencies Represented: Lorena Cole, Lora Backes, Lila Carson, Tanya Enloe, Melissa Carter, Susan Miller, and Karen Noll

Primary Outcomes: **1. Order of the Signature of names on DX/Progress reports:** it was decided that we would keep the current order (supervisor on left and clinician on right) **2. Change the wording of the Dress code in Handbook:** it was agreed that the wording needed to be changed. Lora and Lorena will work on this. **3. Review the new paperwork for client folders** – supervisors read and reviewed **4. List of new tests and materials** – a new list was given for the supervisors to see the new tests/materials.

Lora asked to add change the wording on the SOI for supervisors (see attached)

Actionable Items/Planned Follow-up: