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:

Revised 11/15/12