Dewar COEHS Meeting Documentation Form

This form should be completed by all non–statutory committees/groups for meetings associated with the COEHS. Statutory committees are required to maintain formal minutes.
The completed form should be filed according to approved COEHS policies and procedures.

Committee/Group Name: CSD Faculty

Chairperson/Responsible Contact: Corine Myers-Jennings

Purpose of the Meeting: Monthly Faculty Meeting

Date: 08/22/2014  Time: 10:00 am  Location: HSBA 2005

Departments/Participants/Groups/Agencies Represented: Dr. C.Myers-Jennings, Dr. K. Lamb, Dr. M. Carter, Dr. J. Coston, Ms. L. Backes, Ms. M. Carter, Ms. L. Cole, Dr. C. Randolph, Dr. L. Adams, Ms. T. Enloe, Ms. S. Miller, Ms. K. Noll, Ms. L. Wagner

Primary Outcomes: Discussed upcoming CAA/ASHA site visit in October, assigned faculty members to review and revise documents, update on department webpage and clinic brochure, and discussion of course outlines

Actionable Items/Planned Follow-up: None at this time

Revised 11/15/12
Department of Communication Sciences and Disorders
Faculty Meeting
August 22, 2014

Attendance: Dr. C. Myers-Jennings, Dr. K. Lamb, Dr. M. Carter, Dr. J. Coston, Ms. L. Backes, Ms. M. Carter, Ms. L. Cole, Dr. C. Randolph, Dr. L. Adams, Ms. T. Enloe, Ms. S. Miller, Ms. K. Noll, Ms. L. Wagner

ASHA Site Visit:
  Interviews
  Supervisors will need to sign up under Daphne’s name. Faculty members will sign up under Earl and Maher. Please sign up today – this must be submitted by Wednesday. Do not sign up under the trainee’s name.

  Public Comment Forum is set for Thursday at 4:00 pm. We will secure the HSBA Auditorium if possible.

Committees:
  Public Announcement: Lynn and Jade
  Faculty Handbook: Mary, Ted, and Karen
  KASA Form: Katherine, Crystal, and Renee. New form starts September 1 and must have 2014 standards.
  Clinic Handbook: Lorena, Susan, Matt, and Melissa
  Recruitment Packet: Katherine, Matt, and Lynn

ASHA Application:
  The application is 400+ pages. The completed online application is converted to PDF and downloaded. Survey questions were copied and distributed to faculty. Will also be sent electronically to faculty for review.

  Old strategic plan was submitted – the new plan was not available at the time of submission. We have 30 days to submit additions/addendums (new strategic plan/new faculty). The College of Education mission statement changed on 8/21.

KASA Form:
  The KASA form is not required for certification, but we must have a tracking method.

Student Handbook:
  The student handbook is used for communication information regarding equitable treatment.
Website:
   Website content is open for comments and suggestions from faculty, and will be updated as needed over the coming weeks.

Course Outlines:
   Previous semesters have not been changed, but this semester’s must reflect the new layout from the College of Education. InTASC standards do not need to be on course outlines. ASHA standards need to be listed – use 2014 standards not 2005. List as CAA/ASHA.

Enrollment:
   Undergrad enrollment is down overall by 11% this semester.