

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 Monthly Faculty Meeting

Chairperson/Responsible Contact: Dr. Corine Myers-Jennings

Purpose of the Meeting: Updates for the upcoming months and semester

Date: 10/6/2017 **Time:** 10:30AM **Location:** HSBA RM# 2005

Departments/Participants/Groups/Agencies Represented:

Dr. Corine Myers-Jennings, Dr. Matthew Carter, Mrs. Melissa Carter, Dr. Crystal Randolph, Mrs. Karen Noll, Dr. Mary Gorham-Rowan, Mrs. Lorena Cole, Mrs. Katie Walden

Primary Outcomes:

I. Approval of September 2017 Meeting Minutes

Approved; Dr. Carter motioned for approval, Dr. Gorham-Rowan second the motion, all were in favor

II. Summary of SEUCE Conference

SEUCE SE Network Conference rotates by state. The host was VSU and UGA, eight states represented 20 programs. Next year's conference will be in Lafayette LA and 2019 will be in Chapel Hill, NC. The conference is always the last weekend of September. ASHA will require supervisor's to obtain two hours of CEU Ethics every three years. ASHA has not announced if they will offer the Ethic's CEU's or if you will be responsible to obtain the Ethic's CEU's on your own

III. Innovated Grant (CSI)

The Innovated Grant fosters inter-professional and collaboration between nursing and Communication Sciences and Disorders. Dr. Hannibal has been working with nursing in regards to speech & hearing and vital sign screenings. Dr. Hannibal and nursing have been looking at the roles and responsibilities of each of the two professions.

IV. Information on Graduate School and Thesis Committee Discussion

One student took over a year to complete a Thesis and another took several months. Ms. Teresa is wanting a departmental paper and not a Thesis. Dr. Myers-Jennings requested faculty vote and inputs by the beginning of the week in regards to a Thesis versus a departmental paper. See attachment "Timeline for Successful Defense of Thesis" provided by Dr. Mary Gorham-Rowan

V. Rubrics for the Clinic Evaluations sheets committee report

The committee met and has come up with an off-campus rubric that all agree with. The committee changed some wording on the on-campus sheets; what is being assessed and descriptions. Mrs. Cole will send everyone a copy to review.

VI. Recruitment and Retention

Dr. Carter informed faculty that funds are available in regards to recruitment and retention. The committee would like to create a video and brochures as well as develop a survey. Dr. Myers-Jennings mentioned sending packets to Jr. Colleges. Dr. Carter and Dr. Johnson mentioned recruiting a marketing student that would be interested in volunteering his/her expertise. Volunteers are needed to help draft and edit a survey. Dr. Randolph mentioned an informal talk night at the dormitories. What would you start, stop, change feedback from outgoing Advance?

VII. Updates

Website: Dr. Shirley Andrews and Ms. Ashley have been in communication and the Special Education degrees are showing on the CSD Website. The name has not been changed, the statement and mission statement needs updating to reflect Communication Sciences and Disorders and Special Education. Please review the webpage and give your input.

IEP and IER: We looked at schedule for Fall 2018, Spring 2018, Summer 2019 and Fall 2019, hours had to be turned in on Monday so that the Provost could allocate funding for summer

Data: The data collected from last year to this year, shows improvement

Positions: Provost has not reviewed College of Education yet. They are going school by school. Please let's have a point of action if we can advertise; handouts at ASHA, put the posting on the announcement board. We can post on the CAA page as well. At this moment we do not have permission to do anything but we need to have a plan in place.

Upgrade requests: Carpet in clinic \$7046.00, new copier, surface probe device, and Windows based tablets. The dean did rank the carpet #2.

Open House: October 14th Student rep is Kathryn Moye

Announcements and Reminders

1. Open House for February 3rd 2018 ~ Dr. Hannibal and Mrs. Backes
Still need two volunteers for April 7, 2018
2. Fall Break October ~ 12 month faculty must turn in request if you take Fall Break off

Timeline for Successful Defense of Thesis

- I. **First semester (Beginner)**
 - a. **Successful Research Project completed for CSD 5110**
 - i. **Serves as prospectus.**
 - ii. **Project should either:**
 1. **Pilot certain elements of thesis (data collection methods, survey methods, etc.).**
 2. **Collect a portion of data that will be used in larger scale thesis**
 - b. **Thesis Committee Determined and Meeting Called.**
 - i. **According to website, committee must consist of three individuals (1 outside of department).**
 - ii. **Thesis chair will call this meeting and ensure the attendance of each member.**
 - iii. **Meeting will consist of:**
 1. **Overall review of Purpose and Rationale.**
 2. **Detailed description of Methodology.**
 3. **Discussion regarding methodology.**
 4. **Agreement upon methodology which signifies the OK to proceed with IRB approval.**
 - c. **Research project completed in CSD 5110 resubmitted to thesis chair in order to revise as a THESIS as opposed to a class project.**
 - i. **Recommended revisions will incorporate any changes in methodology recommended by committee in addition to any recommended changes in Review of the Literature.**
- II. **Second Semester (Intermediate)**
 - a. **IRB documents drafted by student and finalized by chair**
 - b. **IRB submitted (responsible party is at chair's discretion)**
 - c. **IRB approval obtained**
 - d. **Student must demonstrate appropriate data collection abilities to chair**
 - e. **Student will be allowed to begin data collection.**
 - f. **Committee meetings will be on an as-needed basis. Email communication takes precedence.**
 - g. **Data collection most likely not completed in 2nd semester**
- III. **Third Semester (Advanced)**
 - a. **Data collection completed and data entry into SPSS or Excel completed by student**
 - b. **Data analyzed by student and committee members.**
 - c. **Student meets with thesis chair to discuss interpretation of results**
 - d. **If data not collected by end of final semester before in/externship, thesis option should be re-evaluated between student and chair**

IV. Fourth and Fifth semester.

- a. Comps are taken at midterm of fourth semester.
- b. Praxis commonly taken during fourth semester.
- c. First draft of thesis written including literature review, methods, results, discussion/conclusions, implications, and limitations along with APA formatted references. Chair's discretion regarding overall formatting, inclusion of required pages (table of contents, etc.). This draft is submitted to chair.
- d. Chair to return proofed thesis document to student within two weeks.
- e. Student allowed two weeks to make corrections and return to chair.
- f. Chair either grants approval or recommends further revisions. After approval, entire thesis should be disseminated to entire committee. Document should be formatted according to grad school and include all appendices, signature pages, table of contents, etc..
- g. Thesis committee meeting scheduled two weeks after dissemination of entire thesis (optional)
- h. Oral thesis defense scheduled one week after committee meeting if held. If no committee meeting, then defense to be held no sooner than 2 weeks after dissemination of entire thesis.
- i. Thesis chair must inform graduate school via memo or email of successful defense
- j. Students must submit final approved version of thesis to graduate school no later than two weeks before graduation. Precise dates announced via graduate school website. Submission guidelines also found via graduate school website.