

Dewar COE Meeting Documentation Form

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.

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Committee/Group Name: ASL/Interpreting Program

Chairperson/Responsible Contact: Christia Williams

Purpose of the Meeting: Monthly Program Meeting

Date: December 18, 2013 **Time:** 2:00PM **Location:** EDUC 1047

Departments/Groups/Agencies Represented: In attendance: Nanci Scheetz, Christia Williams

Primary Outcomes:

1. Program revisions
 - Error in lab hours must be corrected for 4010/4020
 - All others awaiting Academic Committee approval
2. Numbers for 2013-2014
3. Scheduling work day for portfolio review and CCIE alignment
4. Scheduling Mock EIPA for spring
5. Internship format revision/clarification

Actionable Items/Planned Follow-up:

1. CW will contact department head and complete necessary paperwork to correct hours error.
2. CW emailing Deaf Studies minors who are CSD majors to check for schedule conflicts in fall of their senior year. Possibly look to offering evening section of ASL III taught by an adjunct if numbers are large enough to support it.
3. Continue to monitor numbers for distance program. Currently 10 projected for ASL I/II distance summer 2014; could not sustain these numbers with one section in distance courses. May need

to revise program admissions procedure/language to limit.

4. Portfolio review and CCIE alignment work day scheduled for 1/17/14.
5. Mock EIPA scheduled tentatively for the week of 4/7 for INTP 4080 students. CW will email Bill Muntz for scheduling in studio.
6. Interns will have one placement rather than two for spring 2014 to avoid the loss of momentum typically experienced during the switch. Every attempt will be made to place them in settings different than where they were placed for practicum.