

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: Clinic Meeting

Chairperson/Responsible Contact: Lorena Cole

Purpose of the Meeting: Discuss updates and concerns

Date: 11/01/2013 **Time:** 12-1 **Location:** CSD conference room

Departments/Participants/Groups/Agencies Represented: Lorena Cole, Katherine Lamb, Crystal Randolph, Lora Backes, Tanya Enloe, Susan Miller, Karen Noll, Melissa Carter, Corine Myers-Jennings, Renee Hannibal

Primary Outcomes: I. Review ranking levels of client/clinicians - People assigned: Katherine, Crystal, Lora, and Lorena

II. Review student concern forms (COE, CSD, new academic) Reviewed current forms and made suggestions to forms

III. Seminar/dropping clinic grade by whole letter - Reviewed and discussed consequences for missing seminar. Susan and Renee will write out a proposal for faculty to approve

IV. Items ordered - Gave handout of what was ordered

V. Clinic-client questionnaire asked supervisors to get client questionnaire completed

VI. Functional Goals (Renee) Did not get a change to discuss

VII. Typhon Evaluations - On campus evaluations now completed in Typhon and explained how to access them.

VIII. Archive Policy - Voted and approved Archive policy

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