

COPE Committee (February 8, 2012)

Attending: K Logan, B Vinson, J Wingate, J Reilly, A Holmes, S Griffiths

1. Computer work needed in clinical spaces

- a. Need to re-invigorate the department-level Technology Committee to examine this
 - i. Explore whether computers from Mini's former lab can be used for this need
- b. We need a protocol for updating & cleaning the computer hard drives (the computers run *very* slowly);
 - i. Example: the computers should be set on a defrag schedule (Neal can do this)
- c. Need to replace Rahul on college-wide IT committee
 - i. *Ken will contact Chris Sapienza about this*

2. Procedure for monitoring departmental activities and organizing data

- a. It would be helpful to create a database/spreadsheet in which we record important events and accomplishments that take place within the department (particularly those related to accreditation-related issues).
 - i. It can be updated by the COPE committee at each meeting
 - ii. *Ken will draft a template and email to committee for comments using the HES survey as a template/idea generator*

3. Tracking alumni

- a. Au.D. surveys its alumni annually now, but is moving to every two years; SLP every 3 years. Need to synchronize?
 - i. It was agreed that both degree programs will survey alumni every 3 years.
- b. How to keep in contact with alumni? Ideas...
 - i. Facebook or Linked In (select an alumnus to act as point person for keep up with classmates (their jobs, location, email address, etc.)
 - ii. Mentoring program (alumni as mentors to current students)
 - iii. Ask for gmail, aol, yahoo, etc. email addresses at graduation
 - iv. Add an *alumni tab* to the website; Tab would feature a mechanism through which alumni could update contact info; This could then be molded into an alumni directory, where people voluntarily enter contact info and personal news updates (Can it be made closed to only faculty and alumni?)
 - v. Distribute an electronic alumni newsletter that contains updates on alumni activities. (Faculty could seek help from alumni in coordinating, publishing it.)
 - vi. For all of the above, inform students of the reasons we need to contact them (e.g., job postings)

4. Exit Interviews

- a. Currently we do exit interviews for MA and AuD program graduates. We do not have a mechanism in place for the undergraduates or Ph.D. graduates.
 - i. UG version – create a Survey Monkey questionnaires with tie into Microsoft Access (which would allow for automated reminders).
 - ii. Tentative survey content:

1. Do you intend to apply to grad school? If yes, Which field? If no, what do you plan do instead? (e.g., Job?, Where?, What type?)
 2. Have you been admitted to a graduate program? If yes, where? Were you admitted into one of your top three choices? List the institutions you were offered admission to.
 3. Please provide a personal email for post-grad contact.
- iii. MA/AuD version
1. We already have existing questions/items (Betsy and Scott will send to Ken)
- iv. PhD version
1. Lori Altmann to provide input
 2. Perhaps start with PPHP's PhD program evaluation template as a means of generating content.

5. Academic Learning Compact Exam

- a. Reduce to 50 items and allow/encourage students to look up answers. In this way, the exam will function as a general review of the UG curriculum, which will be helpful as students embark on graduate school.
- b. Notify UG cohort by late February of the test format and date, Encourage students to review notes/materials from UG curriculum *prior to taking the exam*. The review should focus on main concepts/ideas.
- c. Scott will draft an email for the students (Note: Ken has a draft of the contact letter we have been using, and it is posted on s:// in ALC folder).
- d. Ken will distribute the existing exam to faculty so that existing questions can be reviewed and edited as needed.