

**Committee on Program Excellence**  
**Meeting Minutes - September 19, 2012**

Present: Alice Holmes, Scott Griffiths, Betsy Vinson, Judy Wingate, Chris Sapienza, Ken Logan

- **Student Grievance Committee**

- The committee reviewed the current procedures in place for issues related to grievances. Currently the procedures are spread across several documents and located in several places.
- We decided to consolidate this information into one document, which will be posted on the SLHS website. The document will include a recommended procedure for those who wish to file a grievance that deals with department-internal issues. (The document will be aimed particularly at student-initiated grievances.)
- A draft of the document will be finalized by COPE on Friday, September 21, 2012 and submitted to Dr. Sapienza and Dean Hanson for review. Once final approval is gained, it will be posted on the SLHS website.

- **UG Exit Survey**

- Last academic year, the COPE committee constructed an electronic survey that is to be administered to all graduating undergraduate students. The survey is to be administered through Survey Monkey and is designed to collect data about students' impressions of the undergraduate program. It is similar in structure and content to the survey currently in use for the B.HSc. degree. The survey contains questions that mirror our undergraduate SACS objectives.
- We will add an item to the survey in which the students are asked to rate the extent to which they feel our undergraduate program has prepared them for graduate school.
- In the next month, COPE will administer the survey to all students who graduated from our undergraduate program in May 2012 and August 2012. In the future, the examination will be administered to all students who are slated to graduate from the Bachelor's program in the Fall, Spring, and Summer semesters.

- **Academic Learning Compact Exam:**

- The committee agreed to move the exam from its present format (multiple-choice questions) to a "project-based" format in which students' performance on specific in-class projects is used to document attainment of SACS-related student learning outcomes (SLOs).
- We will meet with Aaron or Neal to discuss how project grades from course sections within E-learning might be exported to a central collection point.
- We will identify classes within which the potential projects for SLO documentation might take place.

- **Web-site reorganization**

- We discussed the organization and content of the SLHS website. Several committee members raised suggestions for how it might be improved. Recommendations:
  - Verify that Asha and CAA have the correct contact names for our SLP program directors and contact people.

- Development of a “Who to Contact” page (i.e., office staff and faculty members who can assist with particular inquiries).
- Trim the FAQ page by moving some content to its appropriate topic-level web pages.
- Review academic web-pages for content and organization
  - Alice will review Master’s page; Betsy the undergraduate page.
  - Ken will poll several senior-level students concerning their experiences with using our website.
- Betsy will prepare a template that Cassie can use to record the content of CSD websites at the following universities: Pitt, Wisconsin, Vanderbilt, Washington, UT-Dallas; UCF, USF, FSU. Particular emphasis will be on academic topics by degree and lay-out.
- **SACS**
  - In preparation for the SACS site visit next year, we will:
    - Establish a written plan for administration of department-level assessments (i.e., an annual calendar for survey release dates).
    - We also will review our current plan for how survey data are used to improve the program.
  - As noted above under the ALC exam, we will revise our current rubric for SLO assessment. This will now make use of in-class projects, assignments, and learning artifacts.
  - Ken and Scott will review the s://SACs folder for organization and make a hard copy of pertinent documents for accreditation review.
- **ASHA Convention Graduate Fair (Master’s and doctoral recruitment)**
  - SLHS will have table at the Graduate Information Fair at the ASHA Convention.
  - Clinical and academic faculty members are still needed to staff the table.
  - Lynn Niederlitz is currently revising the faculty bio pages so that they can be shown via Power Point at the Fair.
- **2+2 Program**
  - Alice Holmes reviewed the current status of the Department’s proposed 2+2 program, which is intended to provide the upper division curriculum in CSD for students who are hold the AA degree and wish to complete their Bachelor’s degree online.
  - The proposed program is coming into focus and will be soon be ready for presentation to Dean Hanson and the DL office. Further details will be shared with faculty once the program format has been finalized.