

COUNCIL OF ACADEMIC PROGRAMS IN  
COMMUNICATION SCIENCES AND DISORDERS

EXECUTIVE BOARD CONFERENCE CALL  
MINUTES  
September 28, 2005

Present: Brasseur, Hurtig, Fox, Kimelman, Laven, Mahshie, Masterson, Meyer, O'Rourke, Reuler

The phone meeting was called to order by President Hurtig at 8:10 am, September 28, 2005

- I. Faculty Search Survey (Fox)
- Update from Fox on the survey
  - Kimelman suggested using more Carnegie classifications
  - Discussion re the importance of finding out who is filling faculty positions

**Action: Fox will follow up with IRB at OSU regarding the survey.**

- II. Facilitated Meeting regarding issues of accreditation (Hurtig)
- The facilitator is currently having phone conversations with participants
  - The meeting will be on Oct. 14, 2005 in Oakbrook, Illinois

**Action: At the conclusion of the meeting regarding issues of accreditation, the facilitator will prepare a summary document for publication. This summary will be presented at the CAPCSD meeting at ASHA in November, 2005.**

- III. Sandestin Site Update (Laven)
- Complimentary tram service has been arranged
  - Two hotels will be available
  - Exhibition space will be good and is proximal to meeting rooms

**Action: Laven will continue to work with the resort on issues related to the 2006 conference arrangements.**

- IV. CAPCSD Meeting at ASHA Conference (Hurtig)
- CAPCSD Board will meet with ASHA EB on Thursday, 11/17/05

**Action: Board members will receive a vendor list from last year and packets for new vendors.**

- V. Website Update (Hurtig)

**Action: Hurtig will set up a conference call with Maurice Mendel, Ed Brainerd, Mahshie, Kimelman, Masterson, and Laven to discuss the future of the website.**

- VI. Learning Object Repository (Masterson)
- Doug Martin, Chair of LOR committee, requested that the initial version of the LOR be on his own website because of difficulties/challenges with using a university site
  - There is no fee for using Martin's website
  - The LOR committee will meet in Cincinnati on Oct. 28, 2005

**Motion (Fox, Meyer): The initial version of the LOR will be on Doug Martin's website. Unanimous approval.**

- VII. The Committee for the Study of Demographics (Kimelman)
- Kimelman raised question of ethics policy regarding the handling of material that comes in from surveys
  - Four committee members were recommended by Kimelman and approved by the Board

**Action: Hurtig will send letters of appointment to the committee members.**

**Action: Brasseur will work with appropriate individuals regarding a confidentially statement.**

**Action: Kimelman will email Brasseur the ethics information he received from ASHA.**

- VIII. Higher Education Data Base (Kimelman)
- ASHA hopes to have the first module up and running in time for the ASHA conference
  - The letter of agreement may be reviewed by ASHA's legal counsel and the CAPCSD may also need it reviewed by an attorney

**Action: CAPCSD Board members will explore legal counsel and the costs associated with having an attorney review the letter of agreement regarding the Higher Education database.**

- IX. 2005 Conference Proceedings (Fox)

**Action: Fox will arrange for the 2005 Conference proceedings to be put on the CAPCSD website as soon as he receives them from Nan Ratner.**

- X. Survey Contract and Bill

- Significant portions of the survey were not usable. There were other aspects of the agreed upon scope of work that were not delivered.
- The initial reflects payment for these problem areas. No follow-up bill has been received from the agency with whom the Council was working on the on-line survey.

**Action: Mahshie will contact the agency and subsequently make recommendations to the CAPCSD Board as to how to handle payment for the survey.**

XI. Honors & Awards Committee and Nominations Committee (Mahshie)

**Action: Mahshie will contact recommended committee members for the Honors and Awards Committee and the Nominations Committee.**

**Motion (Mahshie/Reuler): Harriet Gregg will be named as Chair of the 2005-06 Honors and Awards Committee. Unanimous approval.**

**Action: Awardees will be notified before the CAPCSD conference.**

**Action: Nominations for Board positions will be given to the Nominations Committee for Board action at the January Board meeting.**

XII. 2009 Conference site (Mahshie)

- Mahshie reported that he has not yet heard from Conference Direct re. costs for the sites in Monterey or regarding the feasibility of a site in Newport Beach

XIII. Science Fair Project (Masterson)

**Action: Masterson will send a committee list for the Science Fair Project to the Board by email.**

XIV. Approval of August 26, 2005 Conference Call Minutes

**Motion (O'Rourke, Meyer): The minutes of the conference call on Aug. 26, 2005 were unanimously approved.**

### Motions

**Motion (Fox, Meyer): The initial version of the LOR will be on Doug Martin's website. Unanimous approval.**

**Motion (Mahshie/Reuler): Harriete Gregg will be named as Chair of the 2005-06 Honors and Awards Committee. Unanimous approval.**

**Motion (O'Rourke, Meyer): The minutes of the conference call on Aug. 26, 2005 were unanimously approved.**

**Actions**

**Action: Fox will follow up with IRB at OSU regarding the survey.**

**Action: At the conclusion of the meeting regarding issues of accreditation, the facilitator will prepare a summary document for publication. This summary will be presented at the CAPCSD meeting at ASHA in November, 2005.**

**Action: Laven will continue to work with the resort on issues related to the 2006 conference arrangements.**

**Action: Board members will receive a vendor list from last year and packets for new vendors.**

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**Action: Mahshie will contact recommended committee members for the Honors and Awards Committee and the Nominations Committee.**

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