

**COUNCIL OF ACADEMIC PROGRAMS
IN COMMUNICATION SCIENCES AND DISORDERS**

**Conference Call
September 20, 2007
9:00 am EDT**

**Minutes
Approved 10/25/07**

Members Present: Hooper (President), Masterson, Fox, Laven, Mendel, Messick, Reuler, Schwarz, Small

Members Absent: Kimelman

I. Call to Order

- The meeting was called to order at 9:00 am EDT by Julie Masterson, Past-President

II. Approval of August 20, 2007 conference call minutes and notes

Motion (Small, Fox): The minutes of the CAPCSD Executive Board conference call meeting on August 20, 2007 were unanimously approved.

III. Proposed Budget Revisions

- Mendel distributed the proposed 2007-08 budget revisions which reflected the following adjustments:
 - Increased conference expenses
 - Increased conference registration fees
 - Computer projector purchase
 - Expenses for the 6/07 EB meeting to be covered in the 07-08 budget

Motion (Masterson/Reuler): The proposed revisions to the 2007-08 budget were unanimously approved.

IV. Summer Institute Update

Motion (Fox/Mendel): A Summer Institute Oversight Committee will be established. The CAPCSD V.P. for Research and Academic Development will be the monitoring officer. Unanimous Approval.

V. ASHFoundation Gold Tournament

- CAPCSD has agreed to sponsor a hole with a \$400.00 donation at the ASHFoundation Tournament

VI. Learning Object Exchange (LOEx) Update

Action: Masterson and Doug Martin will have discussion regarding housing the LOEx and moving forward with the infrastructure needed.

VII. Bring in the Best Update

Motion (Masterson/Fox): The CAPCSD will provide up to \$250.00 for development of the Bring in the Best website. Unanimous Approval.

VIII. Centralized Application System (CSDCAS)

- Final specifications will be completed by October 15, 2007

Action: Masterson will send the CSDCAS link to the CAPCSD EB when the specifications are completed.

Motion (Masterson/Mendel): The CAPCSD will provide up to \$500.00 for the design of the CSDCAS website portal. Unanimous Approval.

Motion (Masterson/Mendel): The CAPCSD will provide up to \$400.00 for a CSDCAS booth at the Graduate Information Center at ASHA. Unanimous Approval.

Action: The CSDCAS committee will develop a flyer to be handed out at the Graduate Information Center.

IX. CAPCSD Business Meeting November, 2007

Action: Hooper will develop an agenda for the CAPCSD Business Meeting.

Action: CSDCAS will be highlighted at the Business Meeting. Hooper will notify members through the list serve regarding the meeting and the agenda.

Action: Laven will get information on costs for a cash bar and snacks at the Business Meeting.

Action: The CAPCSD EB will vote by email on approving funds for a cash bar and snacks as soon as an estimate of costs is received.

X. CAPCSD EB Meeting and CAPCSD/ASHA EB Meeting November, 2007

Action: The CAPCSD EB will meet at 8:30 am on Committee Day at ASHA.

Action: Hooper will contact ASHA President, Anderson, regarding the meeting time for the CAPCSD/ASHA EB meeting on Committee Day at ASHA.

X. CAPCSD Committee Lists

Action: CAPCSD EB will send committee member updates to Reuler.

XI. 2008 CAPCSD Conference

- Small reported that speakers are lined up for the conference

XII. January 2008 CAPCSD EB Meeting

Action: The CAPCSD EB meeting will be January 17-19, 2008.

Action: Masterson will contact Conference Direct regarding signing the contract at the Tradewinds Resort in St. Petersburg, Florida for the EB meeting.

XIII. Communication Committee Update

- Messick reported that the Demographic Survey was launched 9/19/07 and will run through the end of October
- The Salary Survey will launch Feb. 1-March 15, 2008.
- Messick will be involved in a joint CAPCSD/HES presentation at ASHA

Action: Messick will announce the CAPCSD/HES presentation at the CAPCSD Business meeting.

Action: Messick will contact potential Communications Committee members. The CAPCSD EB will approve committee members once they are identified.

XIV. Essential Functions Committee Update

- Schwarz reported that the Essential Functions Committee wrote an article for Division 10 Perspectives and the ASHA Leader.

XV. Adjournment

- The meeting was adjourned at 10:00 EDT

Motions

Motion (Small, Fox): The minutes of the CAPCSD Executive Board conference call meeting on August 20, 2007 were unanimously approved.

Motion (Masterson/Reuler): The proposed revisions to the 2007-08 budget were unanimously approved.

Motion (Fox/Mendel): A Summer Institute Oversight Committee will be

established. The CAPCSD V.P. for Research and Academic Development will be the monitoring officer. Unanimous Approval.

Motion (Masterson/Fox): The CAPCSD will provide up to \$250.00 for development of the Bring in the Best website. Unanimous Approval.

Motion (Masterson/Mendel): The CAPCSD will provide up to \$500.00 for the design of the CSDCAS website portal. Unanimous Approval.

Motion (Masterson/Mendel): The CAPCSD will provide up to \$400.00 for a CSDCAS booth at the Graduate Information Center at ASHA. Unanimous Approval.

Actions

Action: Masterson and Doug Martin will have discussion regarding housing the LOEx and moving forward with the infrastructure needed.

Action: Masterson will send the CSDCAS link to the CAPCSD EB when the specifications are completed.

Action: The CSDCAS committee will develop a flyer to be handed out at the Graduate Information Center.

Action: Hooper will develop an agenda for the CAPCSD Business Meeting.

Action: CSDCAS will be highlighted at the Business Meeting. Hooper will notify members through the list serve regarding the meeting and the agenda.

Action: Laven will get information on costs for a cash bar and snacks at the Business Meeting.

Action: The CAPCSD EB will meet at 8:30 am on Committee Day at ASHA.

Action: Hooper will contact ASHA President, Anderson, regarding the meeting time for the CAPCSD/ASHA EB meeting on Committee Day at ASHA.

Action: The CAPCSD EB will vote by email on approving funds for a cash bar and snacks as soon as an estimate of costs is received.

Action: CAPCSD EB will send committee member updates to Reuler.

Action: The CAPCSD EB meeting will be January 17-19, 2008.

Action: Masterson will contact Conference Direct regarding signing the contract at the Tradewinds Resort in St. Petersburg, Florida for the EB meeting.

Action: Messick will announce the CAPCSD/HES presentation at the CAPCSD Business meeting.

Action: Messick will contact potential Communications Committee members. The CAPCSD EB will approve committee members once they are identified.