

**COUNCIL OF ACADEMIC PROGRAMS IN
COMMUNICATION SCIENCES AND DISORDERS**
Phone conference
October 19, 2009
11:45 PM EST
Minutes

Members Present: Larry Small, President, Mikael Kimelman, Past President, Craig Champlin, Melody Harrison, Michael Kimbarow, Frances Laven, Cheryl Messick, Neil DiSarno, Bob Hanyak, and Brooke Hallowell, President Elect

Call to Order

Larry called the meeting to order at 11:45 am.

Secretary's Report

- Minutes of the September 14, 2009 meeting were approved.

Treasurer's Report

- Harrison reported that a new category was set up as an asset account for the projectors used at the annual meeting.

VP for Professional Development

- Hanyak reported that with regard to the spring conference, the committee is working with presenters to obtain needed information required for continuing education.

Past President's Report

- Kimelman reported that as of one week ago there were more than 1000 student applications in the CSDCAS process which is well ahead of last year.
- There were three requests from the CSDCAS committee.
 - The committee wants to revise the CSDCAS website. The committee has asked that a consultant be hired for approximately 20 hours of work at \$32/hr. Kimelman suggested that the Board budget \$1000 for this project.
 - **The second item the committee has requested come to the Board is a generation of a detailed manual for CSDCAS.** Programs could provide this manual to administrators to encourage them to become members of CSDCAS. The committee is suggesting printing and binding 200 copies of the manual to provide them to participating programs and have additional manuals to take to programs considering becoming CSDCAS member programs. The committee will create the manual. Kimelman reported that the cost of the manual will be approximately \$2500.
 - The third item the committee wanted presented to the Board has to do with visits to programs by CSDCAS committee members for the purposes of recruiting new programs. Kimelman proposed six recruiting trips for the remainder of the fiscal year at a cost of approximately \$1200 per trip. Kimelman is requesting that the Board fund \$7200 for one or more committee members **meet with** groups of programs who are likely to sign up with CSDCAS. Kimelman made a motion for the Board to provide \$11,000 to the CSDCAS Committee (\$3500 for the website and the remainder for travel). The motion was seconded by Hanyak and was unanimously approved.

VP for Communications

- Messick reported that the salary survey did not open on October 1, 2009 due to the fact that the system was not quite as confidential as was expected with regard to confidentiality of salary information. Messick has been working with ASHA staff and a proposal has been developed from IT based on the re-clarified needs and what the bottom line would be in terms of money. ASHA is

looking at costs of approximately \$21000. Messick expects that a portion of those costs would be CAPCSD costs.

- Messick reported that she will send to Laven the cover sheet so that Laven can send out the demographic survey results to member programs.

Executive Director's Report

Membership Update

- Laven reported that 25 institutions have not renewed. She suggested that Council wait until the end of October before taking further steps.
- The November Board Meeting will be held at the Hilton Riverside Hotel in New Orleans, LA. It was decided that a projector would be needed for the Board meeting and the strategic planning meeting. **The meetings will be Tuesday November 17, 2009 at 8:45 AM and Wednesday morning November 18, beginning at 8:30 am.**
- The winter Board meeting will be at the Pointe Hilton Squaw Peak in Phoenix, AZ. The meeting dates are Friday and Saturday February 5th and 6th. Kimelman and Laven plan to arrive on Wednesday February 3rd and will do site visits for the 2013 annual conference on Wednesday and part of Thursday.

President's Report

- Small is putting together a report of what was accomplished earlier in the year regarding Strategic Planning. He will be providing Board members further information to be used at the November meeting regarding strategic planning.
- Small reported that the ad hoc committee on doctoral shortages survey was successful. The survey was sent to approximately 70 programs around the country that have research doctoral programs. The response was 277 surveys **were returned**. Of the surveys returned, only 40-45 programs responded. Five \$50 Visa gift cards will be provided to randomly selected respondents. Many of the respondents were first term doctoral students. Small will be presenting this data at the April 2010 meeting.
- Small reported that CAPCSD will present at the Audiology Now 2010 meeting. The session will be informational about CAPCSD. Small will be presenting with Scott Griffiths.
- Small reported that before the new mission and vision statements can be published they need to be submitted to the membership for a vote either by mail or Survey Monkey. Two thirds of the membership approval is necessary to make the change official. Small stated that he would email the membership and let them know the timeline for voting.

VP for Research and Academic Development

- Champlin provided a scholarship update. The Progressus announcement will be in the fall at the ASHA Convention. The Plural announcement will be made at the meeting in April, 2010. Delmar said that no money is available for scholarships in 2010.
- Champlin reported that the MERLOT task force is close to being ready to have a presence on the MERLOT webpage. There is a blog to be used as a place to chronicle the development of the project. The task force is chaired by Pam Mitchell and her term as editor will expire at the end of the year. The tentative plan is to get a suggestion from Pam for a person on the task force who is interested and capable. Small suggested that once a name or names is/are provided to the Board, discussion can occur at that time and an individual can be selected.

The meeting was adjourned at 12:45 PM EST.

Action Items:

- Messick will send to Laven the cover sheet so that Laven can send out the demographic survey results to member programs
- Small will email the membership and let them know the timeline for voting on the newly developed mission and vision statements.

- Small will provide Board members further information to be used at the November meeting regarding strategic planning.