

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

**Conference Call
October 25, 2007
9:00 am EDT**

**Minutes
Approved 11/14/07**

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

I. Call to Order

- The meeting was called to order at 9:00 am EDT by Celia Hooper, President

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

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

III. Membership Update

- Laven reported that there is one new member of CAPCSD

IV. Committee Lists

Action: CAPCSD EB will forward names of new committee members to Reuler.

V. 2008 Conference Update

- Small and Laven will begin working on conference registration form

VI. Communication Committee Update

- Messick reported that there is approximately a 30% response rate as of this time to the Demographic Survey
- The Survey deadline has been extended to Oct. 31

Action: Messick will send a reminder email message to Laven for distribution to Program Directors regarding the extended deadline for completion of the Demographic Survey.

VII. CSDCAS

- Masterson reported that the specs are nearly finished for CSDCAS and will be ready for the presentation along with a simulation of the website at the CAPCSD Business Meeting in Boston
- A mock-up demonstration of CSDCAS will be available at a booth at the Graduate Information Fair
Action: Hooper will announce that a mock-up demonstration of CSDCAS will be available at a booth at the Graduate Information Fair in the October report to the membership and at the CAPCSD Business Meeting on 11/14/07.

VIII. CAPCSD Business Meeting 11/14/07

- The meeting will be from 5:30-6:30 in the Grand Ballroom E at the Westin Waterfront Hotel
- Officers will give short reports at the meeting
- ½ hour will be allocated for the CSDCAS presentation
- Food and beverages will be available at the meeting

**Motion (Masterson/Reuler): CAPCSD will budget up to \$1000.00 for food and drinks at the CAPCSD Business Meeting in Boston on 11/14/07.
 Unanimous Approval.**

Action: Hooper and Laven will work on the catering details with the hotel.

Action: CAPCSD EB will send a brief summary of their reports for the CAPCSD Business Meeting to Hooper by Nov. 9.

Action: Reuler will include the Nov. 9 date for submitting reports for the CAPCSD Business Meeting in writing to Hooper on the CAPCSD EB calendar.

Action: Hooper will develop a handout with the summaries from the CAPCSD EB for the Business Meeting.

Action: CAPCSD EB will send a time estimate to Hooper for their reports at the Business Meeting.

IX. CAPCSD EB/ASHA EB Meeting 11/14/07

- The CAPCSD EB/ASHA EB meeting will be at 9:30 am
- Suggested agenda items include Summer Institute and CSDCAS updates

Action: CAPCSD EB will send suggested agenda items for the CAPCSD EB/ASHA EB meeting to Hooper.

Action: Hooper will contact ASHA President for suggested agenda items from ASHA EB.

X. CAPCSD EB Meeting 11/14/07

Action: CAPCSD EB will send suggested agenda items for the EB meeting on 11/14/07.

Action: Laven will arrange for one wireless computer connection at the EB meeting.

XI. Adjournment

- The meeting was adjourned at 9:45 am EDT.

Motions

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

Motion (Masterson/Reuler): CAPCSD will budget up to \$1000.00 for food and drinks at the CAPCSD Business Meeting in Boston on 11/14/07. Unanimous Approval.

Actions

Action: CAPCSD EB will forward names of new committee members to Reuler.

Action: Messick will send a reminder email message to Laven for distribution to Program Directors regarding the extended deadline for completion of the Demographic Survey.

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