

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

**Executive Board Meeting
Phone Conference**

**September 14, 2009
12:00 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

I. Secretary's Report

- DiSarno reported that an updated version of the calendar will be sent out within a week.

II. VP for Professional Development- Spring Conference

- Hanyak reported on changes to the program for the April meeting.
- Hanyak indicated that he was contacted by ASHA to include a segment at the annual meeting related to what non-traditional programs are doing to increase capacity.
- Small will ask for clarification from Loretta Nunez as to whether the segment will address master's or doctoral students.
- Hanyak reported on problems with the exhibit hall.
- Hanyak believes that if exhibits close at 5:30 PM on Friday evening then the problem is resolved.
- Hanyak was concerned that the hotel will not have an outdoor setting for the reception.
- Hanyak will move an educational session from the large room to an upstairs room and have the large room rearranged for the reception.
- Champlin reported the MERLOT CAPCSD taskforce has requested a computer to be set-up throughout the conference so attendees can come by and see a demonstration of the repository.
- Hanyak reported that space will have to be reserved and web access would be necessary.
- Hanyak will receive the exhibitor request form from the taskforce.

III. Treasurer's Report

- Harrison reported that everyone has received Laven's report on the conference expenses.
- Harrison reported that she still has not received the spreadsheet that shows the cost of projectors that were used at the annual meeting.
- Laven indicated that the information will be provided in time for the membership meeting in April.
- Harrison stated that the way that the funds collected from the central application system will be used should be clearly delineated.

- Harrison would like this discussed as a topic on the November board meeting agenda.

IV. President's Report

- Small determined that the October conference call will be from 1:45 until 2:45 PM EST on Monday October 19th, 2009.
- Laven reported that the accounting firm that the Council has been using has merged with a larger accounting firm with more distinct departments.
- Laven believes the move will be advantageous although the fact that the merger has occurred is likely the reason why the spreadsheet does not yet have the accounting for the cost of projectors referred to earlier.
- Laven also reported that the accountants from the non-profit section of the new accounting firm reported that the revisions to the mission statement are very well done.

Suggested revision by CAP's accounting firm – September 11, 2009

- To promote quality, accessibility and innovation in communication sciences and disorders in higher education. The Council advances the highest standards in pedagogy, clinical education and research. The Council facilitates **and promotes** the recruitment, education and retention of both faculty and students to meet the public need.
- It was recommend that the addition of two words (and promotes) following “the Council facilitates *and promotes*”... They feel that the addition of the two words (and promotes) will allow the CSDCAS monies to be included as operating funds for the Council. The accountants reportedly do not feel that CAPCSD needs to consult a tax attorney and spend upwards of \$500 for the attorney fees.
- Laven indicated that she is comfortable with not going to a tax attorney.
- Small asked the board if they were comfortable not consulting a tax attorney on the issue of CSDCAS funds.
 - There was verbal agreement from the board not to use a tax attorney.
- Kimelman reported that he heard from two other associations who have centralized application systems and utilize the funding in their operating budgets.
- Kimelman made a motion to accept the new mission statement.
 - It was seconded by Harrison and others.
 - All members were in favor of accepting the new mission statement.
- Small reported on the strategic planning efforts addressed at the February meeting.
- Small asked whether the board would like to work on this at the November meeting or to use email to continue working on this until the November meeting.
- Small reported that he will provide a summary of what has been accomplished to date.
- Small reported that there may be hotel rooms available at the Hotel Intercontinental at reasonable rates through Hotwire.com.
- Small reported that he had a conversation with Dr. Singh and Dr. Singh has increased his contribution for scholarships. He now will be providing two \$5000 scholarships instead of the previously committed \$3000 scholarships. Dr. Singh indicated that the funds can be used partially for student travel to the meeting.

- The research doctoral survey will be mailed on Wednesday 9/15/09 and there will be a 3 week window for people to respond.
- Small reported that he attended the CAA meeting this summer.
- Small provided CAA a membership update and committee update.
- Small spoke with CAA regarding the CMS Medicare issue.
- Small reported on the HES and demographic survey and told them the salary survey would be launched in October.
- Small also presented concerns regarding some difficulties associated with the CAA online application process.
- Small indicated that there was conversation regarding accreditation issues.
- Small provided a follow-up to an email he had sent to the board earlier regarding a phone conversation he had with Kris English from AAA.
- Small told the board about a publication by the American Medical Association about the practice of audiology and accreditation.
- Small reported that the Council was misquoted in the AMA publication indicating that the Council would only support the activities of the CAA.
- Small stated that the early version contained the error that Council only supports the efforts of the CAA.

V. Executive Director's Report

- Laven reported that nothing has significantly changed from the Membership report in July, 2009.
- Laven stated that we now have 40 institutions that have not paid this years' dues although some payments are in process
- Laven believes that she will wait until the end of September and ask for a one week turn around response and then maybe begin to phone programs to ask if they are planning on paying dues.
- Laven reported that the Council's insurance was reviewed by Barry Glaser who said that basically we have pretty good insurance.
- Laven said that the company Council purchases insurance from has issued new policies that address this uninsured gap.
- Laven indicated that Barry will speak with some insurance brokers and report back to her.
 - It was decided that a caveat would be put on the website indicating that this is not a job placement service but instead is a place where programs could advertise openings. All agreed that this caveat would be beneficial.
- Messick read what is presently on the website regarding postings.
- Laven reported that she has a list of potential winter board meeting sites and sites to look at for the 2013 conference.
 - It was decided that the winter board meeting will be February 4-6, 2010. The meeting will be held in the Phoenix, Arizona area. Location and additional information will be sent to board members from Laven.

VI. VP for Standards and Credentials Report

- Kimbarow reported that the Medicare issue has been resolved.

- Kimelman stated that he has a philosophical problem with wording that suggests that university clinics are not providing qualified services.

VII. Past President's Report

- Kimelman reported that CSDCAS is up and running.
- Kimelman believes there are a number of programs are sitting back and waiting rather than signing on to CSDCAS.
- Kimelman expressed concern about breaking into communities such as California
- Hanyak reported that he believes more California schools may be signing on.
- Hanyak signed off at this point.

VIII. VP for Communications Report

- Messick reported that the Communications Committee is getting ready for the salary survey to go up in two weeks.
- Messick is writing the hard copy now and announcements the committee will send out via the distribution list.
- Messick is creating the PDF so programs will know what data they will need to mine ahead of time.
- Messick also reported that she needs an audiology member for her committee and she expects to contact Terri Bellis shortly to determine if she is interested in serving.
- Messick is also creating a list of all programs that did not participate in the CAPCSD survey last year so she can contact them through phone or email to encourage those programs to participate in the salary survey.
- Messick will contact board members soon with a list of programs they can contact to encourage them to participate.

IX. VP for Research and Development Report

- Champlin reported that there is nothing significant to report regarding the summer institute and its future.
- Champlin continues to be talking to members of the committee about possible options but there is nothing significant advanced yet.
- Champlin reported on suggested timelines for these two types of scholarships (Plural and Progressus scholarship).
- Champlin believes it would be best if the announcement regarding Progressus is made at the ASHA convention in November.
- Champlin is getting a committee together to write the announcement for both the Progressus and Plural scholarships.
- Champlin has spoken with the acquisitions editor at Delmar regarding scholarship opportunities.
- Champlin expects to hear from Delmar next week as to whether it is a go or not.
- Champlin reported on the CAPCSD MERLOT repository.
- Champlin has a number of conference calls on this issue.
- Messick said that Champlin should send the information to her and she would have the link set up.

- Messick indicated that she would make those inquiries unless board members suggest otherwise.
- Small indicated that he would send an announcement regarding the October phone conference call.

The meeting was adjourned at 1:15 EST on September 14, 2009.

- Action: Exhibitors will be made aware that exhibits will run from Wednesday afternoon until 6:00 PM Friday
- Action: Hanyak will move an educational session from the large room to an upstairs room and have the large room rearrange for the reception
- Action: Space will have to be reserved and web access would be necessary for the MERLOT CAPCSD taskforce due to a request to have a computer set-up throughout the conference.
- Action: The winter board meeting will be February 4-6, 2010. The meeting will be held in the Phoenix, Arizona area. Location and additional information will be sent to board members from Laven.
- Action: Messick will contact board members soon with a list of programs they can contact to encourage them to participate
- Action: Small indicated that he would send an announcement regarding the October phone conference to the ASHA academic affairs group or AAA group
- Action: Champlin should send information to Messick regarding a link on the CAPCSD website regarding the MERLOT repository and she would have the link set up.
- Action: Laven will wait until the end of September and ask for a one week turn around response and then maybe begin to phone programs to ask if they are planning on paying dues.
- Action: The research doctoral survey will be mailed on Wednesday 9/15/09 and there will be a 3 week window for people to respond.