

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

**EXECUTIVE BOARD MEETING
MINUTES**

Manchester Grand Hyatt, Connaught Room
San Diego, California
November 17, 2005
Approved: Feb. 1, 2006

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

The meeting was called to order by President Hurtig at 8:30 am November 17, 2005.

- I. Approval of Agenda
The agenda was unanimously approved
- II. Minutes from the Council Board Conference Call 9/28/05

Motion (Masterson/O'Rourke): The minutes of the CAPCSD Board Conference Call on 9/28/05 were unanimously approved.

- III. Report of Officers
 - A. President (Hurtig)
 1. Review of agenda for CAPCSD EB meeting with ASHA EB from 9:30-11:00, November 17, 2005
 2. Membership Report
 - Hurtig distributed membership report
 - The current database has 303 programs listed
 - 259 member programs
 - 237 graduate programs; 22 undergraduate programs
 - 4 international members
 - Some programs have outstanding dues
 - Action: Hurtig will send a letter by Dec. 15, 2005 to notify programs who are one or more years in arrears that dues must be remitted by January 31, 2006 in order for them to attend the Annual Conference as a member.**
 3. RPO Meetings
 - Richard reported successful meetings with the ASHA EB and AAA Board
 - CAPCSD has not met with the CSAP Board

- CAPCSD needs a programmatic approach regarding contacts with other organizations

Motion (Masterson, Reuler): The CAPCSD President-Elect will be responsible for communicating with CSAP. The Policy and Procedure Manual will be changed to reflect this addition to the President-Elect's job description. Unanimous Approval.

4. Facilitated Meeting Report
 - Hurtig reported that the meeting went well with issues regarding certification laid on the table
 - There was discussion of a proposal for an "umbrella" structure to coordinate certification whereby audiology standards were set by audiologists and speech-language pathology standards set by SLPs
 - The report summary was distributed to all participants to share with their Boards with the plan to reconvene in Winter 2006
 - The ASHA EB supports continuing the discussion
5. Winter CAPCSD Board Meeting

Action: Arrangements will be looked into for the CAPCSD Board to meet in Scottsdale on Wednesday 2/1/06 and Thursday morning 2/2/06.

Action: Hurtig will check with the ASHA EB to see if they can meet with the Council Board on Thursday afternoon 2/2/06.

B. President-Elect (Masterson)

1. Bring in the Best (Science Fair Project)

Action: CAPCSD will utilize resources from ASHA regarding recruitment of high school students into CSD. Arlene Pietranton will send Julie Masterson via email updated information about what ASHA has done in this area.

2. Learning Object Repository (LOR)
 - Masterson distributed and reviewed the report submitted by Doug Martin and the LOR committee
 - The issue of LOR warehousing information vs. serving as a meta-data site and the associated costs were discussed
 - The LOR committee will have a prototype to present at the CAPCSD Annual Conference in April 2006

Motion (Masterson, Kimelman): The CAPCSD Board supports moving forward with the LOR as a meta-data site at this time and

having a demonstration available at the CAPCSD Annual Conference. Funds that were allocated for LOR travel, and not yet used, may be accessed. Unanimous Approval.

C. Past President (Mahshie)

1. SLP Summit

- Mahshie reported that the SLP Summit is in the early stages of planning with a tentative timeline of taking ideas to various groups in early 2006 and having the Summit in late 2006/07
- Nancy Alarcon, Celia Hooper, and Jim Mahshie are the CAPCSD representatives for this initial planning stage

2. Aud Summit

- The Aud Summit will be in February in Phoenix with the focus on clinical education

3. Nominations and Honors

- Forms for nominations and awards are on the website

Action: Awards and Nominees for CAPCSD Offices will be decided at the February 2006 CAPCSD Board meeting.

4. Update on 2008 and 2009 Site Selection

- The contract for the 2008 meeting in Tampa, Florida has been signed and will be sent to us. The meeting dates are April 10, 11, 12, 2008 and will be posted on the Council website.
- Mahshie distributed the most recent report from Conference Direct regarding sites for the 2009 meeting

Action: The Council will strongly consider returning to the Doubletree Paradise Valley in Scottsdale for the 2009 meeting and will make arrangements for our Winter Board meeting there on Feb. 1 & 2, 2006.

D. Treasurer (Meyer)

1. Financial Status of the Council

- Meyer distributed the budget report with the budget items for the prior 3 years reflected and more detail in expenses to allow better tracking
- Income through Sept. 2005 is \$30,236.00; Expenses to date are \$29,901.00
- Total assets have increased by \$87,000 over the past five years

2. Travel Reimbursement Policy

- Recommended changes in the travel guidelines were distributed to the Board

- Clear guidelines and appropriate reimbursement forms need to be distributed to committee members

Action: Meyer and Laven will work on the revision of the travel guidelines and distribute to the Board.

E. Secretary (Reuler)

1. Update on committees and working groups
 - Reuler distributed committee lists and Board members submitted corrections and additions

Action: The Committee List will be posted on the website.

F. Vice President for Communications (Kimelman)

1. Higher Education Database
 - A demo will be available in December 2005
 - The contract for the Higher Education Database was reviewed by the law department at Duquesne University
 - Kimelman recommends two minor changes in the contract:
 - CAPCSD will pay for changes that we request
 - Any changes made will be reviewed and approved by CAPCSD

2. Ethics Policies

Action: Brasseur will draft an Ethics Policy by December 31, 2005.

Action: The CAPCSD will adopt an Ethics Policy regarding Council business and confidentiality that Board and Committee members will sign.

3. Web Site

- Issues regarding the website and list serve were discussed, including costs, advantages and disadvantages of using a private server at some time in the future

F. Vice President for Professional Development (O'Rourke)

1. 2006 Annual Conference Update
 - The speakers and program are set and registration forms are being worked on
 - Laven distributed packets for sponsors

Action: CAPCSD Board members will contact exhibitors at the ASHA Conference and invite them to be a sponsor at the Council meeting and give them a packet.

- Fox reported that only 30-40% of proceedings are posted
- The issue of members being able to bring resolutions to the floor at the business meeting was discussed

Action: The CAPCSD Board is developing procedures for entertaining resolutions that come up during the meeting while still following the Council bylaws.

Action: Members will be notified that they can submit resolutions and will be encouraged to submit them to the Board on Friday afternoon at the Conference.

G. Vice President for Standards and Credentials (Brasseur)

1. CFCC and CAA Updates

Action: At the CAPCSD Business Meeting, Brasseur will encourage members to review and comment on the revised CAA Standards and announce when the CAA update meeting is during the ASHA conference.

2. Supervisor Qualifications

- The CAPCSD Board discussed the revised CAA Standards in regard to supervisor qualifications

H. Vice President for Research and Academic Development (Fox)

1. Summer Institute

- Fox distributed an outline of responsibilities and actions for the Summer Institute committee
- The first Summer Institute will be 2007 at the University of Iowa for 30-33 students
- ASHA is interested in being a co-sponsor

Action: Fox will contact Stephanie Davidson for a recommendation of an ASHA representative to be on the Summer Institute Committee.

Action: Fox will send a Summer Institute proposal update with timelines to ASHA in writing.

2. MA-PhD Pipeline

- Hurtig reported that he had 1400 responses from recent graduates and 74 from Program Directors to a survey regarding interest in a PhD
 - There was a 6:1 ratio of SLP's to Audiologists in terms of their interest in a PhD
3. Faculty Search Survey
- Fox distributed a handout with a timeline for the Faculty Search Survey
 - The question arose as to whether those who took jobs were new to academia or were from other academic programs

Action: Fox will add an item for “previous work setting” to the Faculty Search Survey so that it can be determined if those filling the positions were new faculty members or moving from other academic programs.

- I. Management (Laven)
1. On-line Registration and Dues Payment
- Laven is exploring the possibility of on-line registration and dues payment and whether this can be done with the EAS credit card system or if the Council would need it's own

Action: Laven will email the information regarding what it would entail to be able to have on-line registration and dues payment to the Council Board.

- IV. New Business
- A. Agenda for Business Meeting (Hurtig)
- The agenda for the Business Meeting was discussed
 - Following the approval of the agenda and the Business Meeting in April 2005, the Board will give reports, followed by the Membership Forum

- V. Adjournment

Motion (Masterson/Reuler): The meeting was adjourned at 4:30 pm. Unanimous Approval.

Motions

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