

Council of Academic Programs in Communication Sciences and Disorders

Palm Springs, California

April 24, 2002

Executive Board Meeting Minutes

- I. **Approval of Minutes, Executive Board Meeting, Myrtle Beach –**
Approved.
- II. **Approval of Agenda – (Oller – Carney) –**
Approved with an addition to the presentation by VP Jim Mahshie of the 2002-2003 Program Committee.
- III. **Reports**
 - A. **President (Hanley)**
 1. **Membership information (Attachment 1)** – There are 257 member programs: 239 graduate programs and 18 undergraduate-only programs. There have been no new or discontinued programs since the last report to the Executive Board. A discussion ensued regarding strategies for increasing CAP membership and possibly giving incentives to members of NAPP, such as, registering as member programs at the annual conference. A general consensus was reached to welcome NAPP programs, but not to give special incentives; they should register as non-members for the CAPCSD Conference.
 2. **Related Professional Organizations: Future Meeting/content** – ASHA and Council representatives met with AAA representatives in Chicago. Topics for discussion included accreditation standards for AUD programs, the PRAXIS, access to Medicaid. The President of AAA, Angela Loavenbruck, has agreed to attend the Palm Springs Conference and give a brief report on Saturday, April 27, 2002. It was reported that ASHA and AAA are already discussing issues related to accreditation, but they may be at an impasse. It is still believed that the Council should take a role in “brokering” a meeting between the groups. This should be a top agenda item for next year.
 3. **Web Page Management (Steps to Centralize)** – This item will be discussed in-depth during the report by VP Hargrove.

B. President-Elect (Talbot)

1. **Site Selection: Update on Pilot with Kennan conference firm.** – A recommendation will be made in July that we continue the relationship with Conference Direct. It was noted by President Hanley that this was a pilot relationship to determine if working with this company would be to our benefit. The continuation of the relationship will be discussed at the July EB meeting.
2. **Time and Place Issues (2004 conference)** --Although there have been calls from Myrtle Beach about their interest in booking the 2004 Conference, the site selected/recommended by the Kennan conference firm is the *Marriott Marina in Ft. Lauderdale, Florida*. **Motion: Talbott-Carney** – To accept the recommendation to have the Marriott Marina in Ft. Lauderdale, Florida as the Conference site for 2004. **Approved.** Transportation during the Ft. Lauderdale conference will be \$5 per day by water taxi. **Motion: Hanley-Talbott** –The \$5 per day for water taxi transportation should be a built-in cost in the registration fee. **Approved.**
3. **Time and Place (2005 conference)** – The Camelback in Phoenix, Arizona is the suggested site for the 2005 Conference. The EB will meet there in July.
4. **Membership status for Health Sciences/Medical Centers** – There may be severe potential complications in offering membership status to these entities. Any entity that participates in our enterprise will have the same forum for input. A list of these entities should be developed and convention attendance at member rates should be made to them as non-voting members. **Motion: Talbott-Saxman** -- The Treasurer should develop policies pursuant to including Health Sciences/Medical Centers as non-voting conference attendees at member rates. The discussion centered around the need for an operational definition of these entities so that the differentiating factor -- exchange of faculty -- is included. It was noted that the only reason to have these entities involved is the educational component. Their inclusion should be seen as a means of expanding the influence of the Council. **McNeil-Carney** requested that the original motion be modified and presented at the July EB meeting; the modification should be written in broad terms with academics as the key, to include a specific definition and a mechanism of oversight.
5. **Policies and Procedures Manual Revisions (Attachment 2)** -- In July, all EB members will receive a new manual. The following items/questions/issues were raised--

- In some places, it is stated that the President makes appointments to committees, and in other places, it states that the President makes these appointments with the approval of the Executive Board. President-Elect Talbott will review the document to ensure consistency.
- The recommendation for Assistant Chair of the Program Conference Committee will become a Vice-President and a member of the Executive Board. Will this be handled as a recommendation by the previous chair; in-coming chair? It was determined that the in-coming program chair should present a prioritized list to the in-coming president who submits it to the EB for approval.
- The timing of the treasurer's duties and the audit may change.
- The inclusion of a management firm representative to record minutes of Executive Board meetings and Corporate Business meetings was suggested by the President-Elect and past Secretary (Talbott).
- The Professional Development Committee should be stated to have the duty to **only** *organize the submission of papers*; not *edit* or *oversee*.
- The inclusion of a management firm representative on the Program Committee should be contractually obligated, not statutorily obligated.
- An addition should be made to include who prepares the citations and makes the presentations of honors and awards at the annual meeting.
- There have been some additions to the duties of the Past President, such as responsibilities for Conference sponsors. These need to be added to the By-Laws and then, these changes need to be sent for ratification.

President-Elect Talbott asked that EB members send changes on-line in CAPS within three weeks, then the merged documents may be compared. Changes will be made and the document e-mailed to everybody. **Motion: Oller-Mahshie** –The Policy and Procedures Manual will be approved as revised with the discussed changes. **Approved.**

C. Past-President (Carney)

1. **Nominations (Attachment 3)** – The slate was presented: President Elect – Harvey R. Gilbert and John H. Saxman; Treasurer – Malcom R. McNeil and Ilsa J. Schwarz. **Motion: Carney-Talbott** – To accept the slate of nominees for the offices of President-Elect and Treasurer. **Approved with two abstentions: Saxman and McNeil.** President Hanley presented the nominees for Vice President of Standards and Credentials, John Ferraro, and for Vice President for Research and Academic Development, Jan Ingham. **Motion: Carney-Talbott** To accept the nominees. **Approved.**
2. **Honors and Awards** -- At the beginning of this year's presentations, President Hanley will present Jerry Carney who will present Barbara Shadden and John Ferraro to make the presentation to Mary Ambroe, and Elaine McNeice will accept on Mary's behalf. On the afternoon preceding the banquet, members can tape tribute segments to Mary. Jim Mahshie will present the Singh Award and the Diversity Award on Thursday.

D. Treasurer (McNeil)

1. **Budget Overview – (Attachment 4)** The report contains percentages by each amount to represent the proportion of income and the proportion of expenses for each category. Budgetary items to be considered are whether we should be putting more money from the savings account into the Vanguard account. It is requested that committees project expenditures for the up-coming year; present EB members should make projections for “new” EB members. Assets appear to be about \$20,000 more than last year this time.
2. **New Budget Proposals –**
 - a. An indemnification statement will be added to the By-Laws and will be approved when the By-Laws are ratified.
 - b. A Liquidation Statement is included in Article I of the By-Laws.
 - c. The insurances are still being investigated, but should be settled by the July meeting.
 - d. Obtaining credit cards for EB members turned out to be a debacle; they were written with the EAS name and McNeil was made liable for all of them. The guarantor for the present credit card is Mary Ambroe? The matter of EB credit cards is still under investigation.
 - e. The person responsible for the budget is now down to 4 hours per month; this means we will spend only 25-35% of what was originally budgeted.

E. Secretary (Gregg)

- 1. Recording, processing and reporting electronic votes** – Copies of e-mails/electronic votes are kept in a notebook, and actions are dated and added to the Summary of Action List.
- 2. Format of Minutes** – The format for minutes follows the agenda format. Minutes will be distributed to all EB members within a month of the meeting. EB members are requested to return acknowledgements of receipt and edits within a reasonable timeframe.
- 3. Web posting process** – Only approved minutes will be forwarded for posting.

F. Vice President for Communications (Hargrove) (Attachment 5)

- 1. Website transition** – Maurice Mendel is committed to continuing as Webmaster and having the University of Memphis as the centralized site. There is a closed site so that EB members can review the proposed new look for the CAP web page and give guidance, suggestions, and directions. There should be guidelines about what items should be posted and when they should be removed. The President will communicate requests for changes. Hanley, Talbott, and Hargrove will be responsible for discussing/developing the process.
- 2. National Survey** – Results of the responses to the value of the Council's on-line publications were presented (See Attachment 5). Roy Shinn informed VP Hargrove that there might be problems with some of the data in the National Survey; calculations completed by hand are different and this difference may be due to data entry problems. The calculations by hand show an approximate 10% discrepancy with the data reported by Oller; the results already published show an approximate 37% discrepancy with Oller's data. Until the actual cause is determined, the membership should be informed of the discrepancy. This must be done to protect the integrity of the Council's data and surveys. **Motion: Carney-Hanley** – To inform the membership that the National Survey data are currently being re-examined and will be pulled from the web page until updates are completed.
- 3. Proceedings update** -- It was recommended that the 2003 National Survey be administered on-line. It was also recommended that an editor for the on-line journal be found and appointed to the EB in July. It was suggested that, instead, a working group or individual be appointed to get a cost-estimate for producing the on-line journal; this cost estimate and the potential value added should be discussed in July.

G. Vice President for Professional Development (Mahshie)

- 1. Composition of Program Committee – In-coming Program**
Committee Chair, Brooke Hollowell, submitted a list of persons to be considered for Assistant Chair – Pickering, Rausch, Apel. **Motion: Carney-Saxman** – The three persons submitted as possible Assistant Program Committee Chairs will be accepted as candidates; Brooke Hollowell in consultation with the President should prioritize them. **Approved. Motion: Saxman-Oller** -- The Program Committee should be prepared to meet prior to the summer EB meeting. **Approved.**
- 2. Conference Issues** –A financial philosophy statement as it relates to program planning should be developed and discussed at the July meeting. The issues could be outlined by Brooke Hollowell and her committee and reported at the July EB meeting.

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

- 1. Update on ad hoc committee activity (Attachment 6)** – Continuity is important and should be considered when committee members are appointed. It was recommended that since Howard Goldstein was extremely helpful, he should remain as an ad hoc committee member; Kim Oller volunteered to continue on the committee as well. There was discussion about whether or not the issue of doctoral shortages should be the responsibility of a standing committee or continue to be monitored by the VP for Research and Academic Development.
- 2. Comments regarding Issue II discussion on Thursday --** It was suggested that determining the mechanism for continuation of the committee’s composition/work on doctoral shortages should await the outcome of the discussion of objectives on Thursday at this Conference. Other recommendations for strategies to obtain additional data (purchasing data from the National Opinion Research Center, requesting that ASHA digitize annual accreditation report data) on doctoral shortages are contained in the report.

I. Vice President for Standards and Credentials (Saxman)

- 1. Standards Report – (Attachment 7)** – There continues to be concern regarding the how the implementation of the new CAA/CFCC standards for accreditation/certification will be measured. CAA will meet with Program Directors at this Conference to discuss concerns generated by the “new” standards in light of the recently received addendum. We need ASHA’s representatives (Gip Seaver and Dick Mathes) to say that the detailed list of competencies can be addressed generically in “prose” rather than in the detailed manner outlined in the addendum.

2. Comments on AAA accreditation activities – The Council should begin to monitor initiatives as related to portability of credentials. It should also be noted that the ASHA Code of Ethics has been revised and includes a statement about telecommunication practices related to training, documentation, and supervision. Jon Ashby has requested a letter from the Council to SACS regarding the use of masters' level supervisors in ASHA accredited programs. **Carney** volunteered to share a letter that the President might use as a response. In the EB-EB meeting between the CAP and AAA, CAP representatives emphasized their position about not favoring additional accreditation bodies, but working with CAA to meet the accreditation/certification needs of AAA.

IV. Consideration of the EAS proposal – Motion: Talbott – Carney To approve the contract with EAS. **Approved.** It was recommended that the Council consider a move toward a multi year contract (every three years) with a performance review each year as stated due diligence.

Hanley-McNeil Motion to Adjourn Executive Board Meeting – Approved.

V. Convene Resolutions Committee (Talbott) – (Attachment 8). The Executive Board considered the resolutions to *approve/disapprove presentation to the membership* at the Corporate Business Meeting on Saturday, April 27, 2002.

Resolution 2002-1: Discussion – This could be interpreted as an attempt to abort the efforts of AAA; but it is presented as a statement to extend what already exists. **Talbott-Carney Motion to Approve. Approved.**

Resolution 2002-2: Discussion – There may be a problem defining the equivalent credential(s) acceptable for the supervision of clinical practicum. **Talbott-Carney Motion to Approve. Approved.**

Resolution 2002-3: Discussion – The language (non-entry level degrees) seems to suggest accreditation for doctoral programs; this should be modified to explicitly state clinical professional degrees. **Talbott-Carney Motion to Approve. Approved.**

E-Mail Resolution submitted by Philip S. Dale to President-Elect Talbott: The resolution recommends that the annual conference begin after 12:00 p.m. on Thursdays and conclude at 3:00 p.m. on Saturdays, with pre-conference seminars to be held on Thursday mornings. **Hargrove-McNeil Motion to Approve. Not Approved.**

SUMMARY OF ACTION
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DISORDERS
EXECUTIVE BOARD MEETING
April 24, 2002
Palm Springs, California

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- **Motion: Hanley-Talbott** –The \$5 per day for water taxi transportation (Ft. Lauderdale Conference) should be a built-in cost in the registration fee. *Approved.*
- The continuation of the relationship with Conference Direct – Keenan Conference Firm will be discussed at the July EB meeting.
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**ACTION SUMMARY
ELECTRONIC VOTING**

- Brooke Hollowell was unsuccessful in getting someone from the list (presented at Palm Springs Executive Board Meeting) to serve as Co-Chair of the Program Committee. She contacted Bob Novak who indicated a willingness to accept the position. **Motion: Hanley-Hargrove** – To add Bob Novak to the approved EB pool of candidates for Program Co-Chair. *Approved [4/30/02].*