

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

**Executive Board Meeting  
April 26, 2006  
Sandestin Golf and Beach Resort  
Destin, FL**

**MINUTES**

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

I. Approval of Agenda

**Motion (Masterson/Reuler): The motion to approve the agenda was unanimously approved.**

II. Report of Officers

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

- Registration for the conference is currently at 317 with more expected on site
- The number of exhibitors has increased each year
- There is currently no policy for an exhibitor who is also an attendee from a member program in regards to registration costs

**Action: The CAPCSD EB will draft potential policy options regarding registration fees for an exhibitor who is also an attendee from a member program.**

B. President (Hurtig)

1. RPO Meetings

- Agendas for CAPCSD EB meetings with ASHA EB and AAA EB were reviewed
- CAPCSD will have a representative at the ASHA Critical Shortage meeting in September

2. 2010 CAPCSD Conference

**Action: Masterson and Hurtig will explore dates and sites for the 2010 CAPCSD conference and for the 2006 summer EB meeting with Conference Direct.**

3. Facilitated Meeting on Accreditation

- Hurtig will schedule a follow-up facilitated meeting on accreditation in late May or early June and will give a report at the Business Meeting on 4/26/06.

C. President-Elect (Masterson)

1. CSAP/CAPCSD Joint Committee meeting is 4/27/06
2. Learning Object Repository (LOR)
  - A prototype will be presented by Doug Martin with recommendations for the next steps
3. Bring in the Best
  - The committee consists of members from CAPCSD, ASHA and AAA and is actively gathering data on local science fairs around the country
  - ASHA has given an award at ISEF: Bring in the Best will award a student at AJAS
  - Local mentors will be recruited; the CAPCSD/CSAP partnership can help with this effort
4. Resolutions
  - The CAPCSD EB will reconvene as the Resolutions Committee following the EB meeting to review resolutions

D. Past President (Mahshie)

1. SLP Summit
  - The SLP Summit Planning Committee had an initial meeting in early April and will meet again on 4/27

**Action: Mahshie will report on the SLP Summit Planning Committee meeting to the CAPCSD EB by email.**

2. Nominations
  - Nominees for President-Elect are Celia Hooper and Ilsa Schwarz
  - Nominees for Treasurer are Lisa Lucks Mendel and Mary June Mosely
  - Voting will occur in May 2006

E. Treasurer (Meyer)

1. Membership
  - The membership report was distributed
  - There are currently 303 programs in the data base; 254 are members
  - The data base is complete for graduate programs but may not be as complete for UG only programs
  - ASHA and CAA should have the complete UG lists

**Action: Hurtig will contact ASHA for access to the complete list of UG programs.**

2. Financial Status

- Meyer distributed and reviewed the financial report
- Meyer will give the financial report at the Business Meeting on 4/29/06

**Action: Meyer will check on where the LOR committee expenses were posted.**

**Action: Meyer will explore with the CPA the option of moving additional funds to the money market account to earn more interest and will explore whether it is advisable to close one of the savings accounts.**

**Motion (Fox/Meyer): A motion was made and seconded to remove the UCSUR budget item out of the budget so that a deficit is not reflected. Unanimous Approval.**

3. 2006-07 Budget

- Meyer distributed budget planning forms and requested that expenses be estimated as specifically as possible

**Action: Monitoring officers and budgets for short term projects will be as follows:**

<b>Project/Committee</b>	<b>Monitoring Officer</b>	<b>Budget</b>
LOR	Masterson	VP for Research
CSAP/CAPCSD	Reuler	President-Elect
Bring in the Best	Masterson	V.P. for Research
Road Map	Fox	V.P. for Research
Summer Institute	Fox	V.P. for Research
Collaboration Committee	Fox	V.P. for Research
SLP Summit	Mahshie/Masterson	President
Facilitated Meeting/Accreditation	Hurtig	President

**Action: CAPCSD EB will return the budget planning forms to Meyer by May 15, 2006.**

F. Vice President for Communications (Kimelman)

1. Conference Proceedings

- These will go to the V.P. for Professional Development

2. Brochure

**Action: Kimelman will have the brochure ready for review at the July 2006 EB meeting.**

3. Website

- Kimelman is looking for a website designer who will give estimated costs of redesigning the website and moving to a private site

4. Higher Ed Data Base

- Kimelman distributed the Higher Education report from ASHA with the project schedule timelines
  - ASHA will launch the Graduate Guide on Aug. 28, 2006 and it will close on Sept. 30, 2006
  - The CAPCSD survey will launch Oct. 1, 2006
- Kimelman also distributed the specifications for the Demographic Survey
  - The first stage of the design specifications will be finished by early May and then Kimelman will have a face to face meeting with the design team
  - All the questions will be put into one survey

**Action: Kimelman will provide a list of questions in advance of the survey so that Program Directors will know what information they will need to obtain to complete the survey.**

**Action: Kimelman will check to see if the completed survey can be printed by Program Directors.**

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

1. Summer Institute

- Fox distributed a report
- The Institute will be June 18 - July 13, 2007 at the University of Iowa

**Action: Fox will have a formal budget proposal by the end of May 2006.**

2. Thompson-Delmar Scholarship Awards

- The applications were very strong and will be awarded on 4/27

4. MS/PhD Program Collaboration

**Action: Fox and Masterson will meet with Sandy Laing for an update regarding the Program Collaboration Committee and the survey results.**

5. Faculty Search Survey

**Action: The Faculty Search survey will go to programs that are advertising for positions.**

H. Management

**Action: Hurtig, Masterson and Laven will develop a list of management topics for the CAPCSD EB meeting in July 2006.**

I. Adjournment

- o The meeting was adjourned at 4:30 pm

**Motions**

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**Motion (Fox/Meyer): A motion was made and seconded to remove the UCSUR budget item out of the budget so that a deficit is not reflected. Unanimous Approval.**

**Actions**

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