

**COUNCIL OF ACADEMIC PROGRAMS IN COMMUNICATION SCIENCES
AND DISORDERS
EXECUTIVE BOARD MEETING
Chino B, Wyndham Palm Springs
Palm Springs, CA
April 11, 2007**

**Minutes
Approved 6/6/07**

Members Present: Julie Masterson, President, Kenn Apel, Rob, Fox, Richard Hurtig, Mikael Kimelman, Celia Hooper, Lisa Mendel, Frances Laven, Ellen Reuler, Ilsa Schwarz

Invited Guests: Larry Small

I. Call to Order

- The meeting was called to order at 8:00 am on April 11, 2007 by Julie Masterson, President

II. Approval of Minutes

Motion (Kimelman, Mendel): The minutes of the March 13, 2007 CAPCSD Executive Board conference call meeting were unanimously approved.

III. Related Professional Organizations (RPOs)

A. CAPCSD/ASHA

Action: Kimelman will contact ASHA to stress CAPCSD commitment to HES contract regarding surveys and to inform ASHA of any survey information recently obtained by CAPCSD.

Action: Masterson will contact ASHA EB regarding a joint CAPCSD EB/ASHA EB meeting in June 2007 at the Summer Institute.

B. ASHFoundation

Motion (Mendel/Apel): CAPCSD will be a sponsor for the ASHFoundation Golf Tournament. Unanimous Approval.

Action: Masterson will talk to N. Minghetti, ASHFoundation Executive Director, regarding levels of sponsorship and will inform the CAPCSD EB.

Action: The CAPCSD EB will approve the amount of sponsorship via an electronic motion.

IV. Summer Institute

A. 2007 Summer Institute Update

- Fox reported that the ASHFoundation and AAA Foundation provided support for student scholarships to the Summer Institute
- Four students will receive full tuition scholarships
- All students taking a full load of courses will receive scholarships covering more than ½ of the tuition

B. 2008 Summer Institute

- The 2008 Summer Institute will be at Ohio State University

Motion (Hurtig/Kimelman): Any funds remaining from the 2007 Summer Institute will be used for the 2008 Summer Institute. Unanimous Approval.

Action: Fox will pursue an agreement with OSU concerning a cost sharing agreement with the university regarding some of the tuition dollars going to the Summer Institute.

Action: Fox and Hurtig will establish a 2008 Summer Institute Planning Committee to meet with ASHA committee members to begin planning for the 2008 Summer Institute.

V. Assistant Program Chair for 2008 CAPCSD Annual Conference

Motion (Reuler/Fox): Judith Vander Woude will be the Assistant Program Chair for the 2008 CAPCSD Annual Conference. Unanimous Approval.

Action: Larry Small will contact Judith Vander Woude regarding serving as Assistant Program Chair for the 2008 CAPCSD Annual Conference.

VI. Communication Sciences and Disorders Centralized Application Service (CSDCAS)

- Hurtig distributed a handout describing the CSDCAS and the potential benefits to university programs, admissions offices, student applicants and CAPCSD

Action: Hurtig will revise the document to include recommended changes by the CAPCSD EB

Action: Hurtig will post the revised CSDCAS document on the CAPCSD website

VII. Executive Administrative Services (EAS) Contract Renewal

- The CAPCSD/EAS contract comes up for renewal on June 30, 2008
- The current contract is the first multiyear contract

Action: A CAPCSD EB subcommittee will be formed to work on the Executive Administrative Services (EAS) contract.

Action: The committee will be chaired by Hooper. Other members will be Kimelman, Mendel, Reuler, Small.

VIII. CAPCSD Budget

A. 2007-08 CAPCSD Budget

- Mendel distributed the CAPCSD Budget Report as of March 31, 2007 and a draft of the proposed 2007-2008 CAPCSD budget

Action: The *Audit* line will be deleted from the budget as it has been “0” for a number of years.

Motion (Hooper, Kimelman): The proposed 2007-08 CAPCSD Budget is approved. Unanimous Approval.

Action: The approved 2007-08 CAPCSD Budget will be presented at the CAPCSD Business Meeting on April 14, 2007.

B. Mid-year Budget Changes

Action: The CAPCSD President and Treasurer will be notified of any additional budget items that may arise during the year and they will decide if a vote to approve the additional items is needed.

Action: Hooper will revise the CAPCSD Policies and Procedures Manual to reflect that the President and Treasurer of the CAPCSD EB must be notified of any additional budget items and will then decide if a vote by the CAPCSD EB is necessary for approval.

Motion (Hurtig/Kimelman): A line item will be added to the CAPCSD Budget for *Fundraising Events Funds*. Unanimous Approval.

Motion (Fox/Hooper): Funds collected at the CAPCSD piano bar event will be earmarked for the 2007 Summer Institute. Unanimous Approval.

IX. AV Equipment at the CAPCSD Conference

- The CAPCSD EB discussed the possibility of purchasing digital projectors for use at CAPCSD conferences to help offset high AV costs

Action: Mendel will explore the potential impact on site contracts in terms of the CAPCSD bringing projectors to the conferences.

Action: The issue of purchasing digital projectors for use at the annual conferences will be on the agenda for the June 2007 CAPCSD EB meeting.

X. Membership Report

- The current membership report was distributed
- There are currently 266 members; 259 graduate programs, 22 undergraduate-only programs, and 5 international programs

XI. Committee Lists

Action: The CAPCSD EB will notify Reuler of changes to the Committee List.

Action: Reuler will have an updated Committee List for 2007-08 at the June 2007 CAPCSD EB meeting.

XII. CAPCSD EB Calendar

Action: Status reports from the President will be presented at the Business Meetings in November and April each year and another one will be sent to the membership in early fall. The CAPCSD Policies and Procedures Manual will be modified to reflect the time frame for status reports to the membership by the CAPCSD President.

Action: Reuler will develop the 2007-08 CAPCSD EB Calendar and distribute at the June 2007 CAPCSD EB meeting.

XIII. Survey Update

A. Salary Survey

Action: Preliminary data from the Salary Survey will be posted on the CAPCSD website and presented at the CAPCSD Business Meeting on April 14, 2007.

B. HES

- The CAPCSD Demographic Survey will be launched within the month following user acceptance testing

C. Communications Committee Size

- Kimelman indicated that in the future, there may be cost savings in that Communications Committee can be smaller and there may not be the need for face-to-face meetings
- By 2009, EAS may be able to assume some of the work with ASHA on the CAPCSD surveys

XIV. CAPCSD Website

- The CAPCSD EB agreed that the CAPCSD website needs to be updated and that this is the time to begin to explore changes to the website

Action: The CAPCSD will establish a committee to begin the exploration of website needs, potential hosting sites, and costs.

Action: Kimelman will write up the charge for the CAPCSD Website exploratory committee, which will include tasks and deadlines.

Action: The Editor of the Learning Object Exchange (LOeX) will be invited to be on the committee.

Action: Kimelman will ask for suggestions of committee members for the CAPCSD Website exploratory committee at the CAPCSD Business Meeting on April 14, 2007.

Action: Masterson and Kimelman will appoint committee members for the CAPCSD Website exploratory committee.

XV. CAPCSD Business Meeting

- The agenda for the Business Meeting on April 14, 2007 was reviewed

XVI. CAPCSD/ASHA/AAA Joint EB Meeting

- The agenda for the joint CAPCSD/ASHA/AAA EB meeting on April 13, 2007 was reviewed

XVII. Adjournment

- The meeting was adjourned at 1:05 pm PDT.

Motions

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