

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

**Executive Board Meeting
Fort Lauderdale, FL
April 14, 2004**

The meeting was called to order by President Saxman at 9:00 a.m.

I. Approval of the Minutes of the Executive Board Meeting, January 16-17, 2004

Approved.

II. Approval of Agenda

Approved.

III. Report of Officers

A. President (Saxman)

1. General overview of Meeting

In addition to officers' reports, important issues include the content for the plenary presentation at the business meeting, and consideration of two possible resolutions, which will be discussed later in this meeting.

2. Membership report

- a. See the current membership report compiled by Laven.
- b. No response from four programs that have been notified repeatedly for non-payment of dues.

Action: Laven will notify the four delinquent programs that their memberships have been terminated and request their reasons for non-renewal.

- c. Nova Southeastern SLP program expects to join; it will be the second member program from that university. Per CAPCSD counsel, this program is eligible for membership because it has no significant academic or administrative links to the other member program at Nova Southeastern.

3. Related Professional Organizations Meetings

- a. ASHA Executive Board/CAA Executive Board meeting

Action: Saxman will continue attempts to schedule an EB/EB meeting with ASHA.

- b. CAA requests a meeting with CAPCSD EB representative(s) regarding accreditation standards review.

Action: Saxman will attempt to schedule a meeting with CAA regarding accreditation standards review, perhaps in conjunction with the CAA summer meeting.

- c. Despite multiple attempts, Saxman was unable to contact the AAA president to arrange a meeting.

4. International Committee

Brooke Hallowell, Ken Bleile, Charles Madison, and Michael Robb have been contacted and are interested in participating.

5. Graduate Rankings Follow-up

Due to financial problems, National Research Council (NRC) rankings will not appear until 2007, meaning that the time frame for inclusion of SLP/Audiology programs has not passed. Recognizing that there are positive and negative aspects to this ranking system, CAPCSD will monitor ASHA's position.

Action: CAPCSD VP for Research will contact ASHA VP for Research to determine the course of action that ASHA is pursuing regarding inclusion in NRC rankings.

6. Recognition of Board Members Leaving the Board

Saxman thanked the entire Board for their excellent work, and stated how much the departing members will be missed. A congratulatory plaque will be sent to exiting members Ingham, Ferraro, McNeil, Novak, and Talbott.

B. President Elect (Mahshie)

1. Resolutions

- a. Ferraro will present the resolution regarding supervisor qualifications at the business meeting. EB members have received a draft of this resolution.
- b. R. Hurtig has submitted a second resolution (see packet) regarding support for a Summer Institute. This will be considered under New Business.

2. Calendar Updates

A few EB members need to submit their perennial calendar entries to Mahshie and must do so ASAP so the calendar can be distributed.

3. Draft of Policies and Procedure Manual

- a. The manual will be forwarded to EB members by e-mail and will be presented for approval at the summer EB meeting.
- b. Mahshie asked for consideration of the P&P manual description of duties for the VP for Research and Academic Development. Members noted that although the description is fairly open-ended, the intent is to allow duties to vary depending on the talents of the individual and the needs of the CAPCSD at a given time. Consensus was that the position description is adequate at present. Discussion of possibly splitting or redefining this position in future, due to the Council's significant efforts underway in both research and academic issues, ensued.

4. Suggestion for Technology Liaison

Given the extensive role of technology in CAPCSD functions, Mahshie suggested that a technologically knowledgeable person may be needed to provide consultation to the Council. This issue will be considered later in the agenda, in conjunction with discussion of our survey.

5. Progress on VP Appointments

- a. Julie Masterson has agreed to be considered for appointment as VP for Research and Academic Development.
 - **Motion (Talbot/McNeil): Approve the appointment of Julie Masterson as VP for Research and Academic Development. Unanimous approval.**
- b. Mahshie asked the Board for suggestions for appointment as VP for Standards and Credentials.

Action: EB members will send Mahshie suggestions for VP for Standards and Credentials appointee.

C. Past President (Talbot)

1. Annual Meeting Site for 2007

- a. Rancho San Bernardo (San Diego vicinity) resort is an excellent facility but is more expensive than is reasonable for the membership.
- b. In Palm Springs, both the Wyndham and the Riviera are in contention. A site visit will be made in order to compare the two,

given that we have not used the Wyndham and the Riviera's rooms will be updated.

2. Report from Nominations Committee and Honors and Awards

- a. Joel Stark: Honors
- b. Earl Seaver and Kim Oller: Distinguished Contributions
- c. Hampton University: Diversity
- d. President-elect nominees: Jan Ingham and Richard Hurtig
- e. Treasurer nominees: Dianne Meyer and Charles Madison

3. Report from the Allied Health Consensus Conference Follow-up

Ingham attended the conference planning meeting at Ohio University. The goal of the conference is improving Allied Health programs, particularly their research status. Ingham concluded that in our field, we have dealt with many of the issues that were being discussed, therefore the primary value of our continued involvement would be maintaining interdisciplinary ties. Talbott agreed that we are advanced in relation to the group on many issues under discussion.

Action: Members who will attend the Allied Health Consensus Conference for other reasons will monitor and report to CAPSCD.

4. Articles of Incorporation Revision

Action: Talbott will follow-up with Council's lawyer to obtain the written P&P revision allowing more than one member program from the same university.

5. Announcement

ASHA will be hosting an Association of Schools of Allied Health Professions (ASAHP) Accreditation Summit Meeting regarding minimal standards for the professional doctorate.

D. Treasurer (McNeil)

1. Financial Status of the Council

- a. Report—see packet. Report was updated at the meeting. Registrants for the conference are equivalent to last year; on target for meeting projections.

➤ **Motion (Saxman/Ratner): Approve the report of the Treasurer. Unanimous approval.**

- b. McNeil will meet with new Treasurer to facilitate transfer. The Council's accountant will provide continuity.

2. Budget Priorities and Planning

See New Business.

E. Secretary (Wohlert)

No report.

F. Vice-President for Communications (Ratner)

1. National Survey Update

Ratner contacted Roy Shinn, who said a sample will be ready this week (during the conference) and the survey should be sent to programs by the end of April, 2004.

2. Directory Status

To date, the membership directory has not been updated. An electronic process is proposed in order to increase efficiency of the process.

Action: By the summer 2004 EB meeting, Ratner will find appropriate consultants in order to determine and implement a membership directory update process.

3. Web site Update

Ingham asked if we have a policy for determining what materials and links appear on the CAPCSD Web site. Saxman noted that a policy is needed.

Action item: Ratner and Mahshie will consult regarding policies for use of the CAPCSD Web site and report to the EB at the summer 2004 meeting.

4. Technology Liaison

Ratner noted that the character of the VP position has changed, given the transition from paper to electronic products, and will require technological expertise and appropriate support in this area.

G. Vice President for Professional Development (Novak)

a. Conference attendance

- a. 305 conference registrants were recorded as of 4/14/2004, and 70 registrants for the pre-conference.
- b. Talbott suggested that for future conferences, the possibility of providing LCD projectors for all conference presenters be investigated.

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

1. Scholarship Announcements

- a. Ingham noted that Thompson Delmar Learning Scholarship student award winners will be at their posters for scheduled time periods during the conference and will be present throughout the conference.

Masters student: Kerry Danahy (mentor Jennifer Windsor)

PhD student: Michael Hammer (mentor Steven Barlow)

- b. Ingham requested that we re-examine guidelines for the scholarship submissions in order to maximize submissions. Ingham says that submission date will remain in the fall. Novak suggested that for the present, we allow multiple submission from programs. Mahshie noted that as programs become more aware of the scholarship and its requirements, submissions should rise.

Action item: Ingham will inform the CAPCSD membership of the Thompson Delmar scholarship guidelines at the business meeting.

2. Committee Reports

- a. A survey regarding the possibility of a summer institute for doctoral students (and other interested professionals) has been sent out.
- b. A survey is being developed to obtain information from newly hired PhD faculty regarding PhD curricula.
- c. A PhD program quality indicators committee has been formed, chaired by John Durrant. Members are Larry Feth, Howard Goldstein, Ray Kent, Nina Krause, & Carol Stoel-Gammon.
- d. ASHA is moving slowly in developing their strategy for conveying information to doctoral students, so Ingham suggests that we develop our own “clearing house” for information.
- e. NORC data regarding doctoral shortage have been obtained and are being reviewed by Kim Oller.

3. USDOE Move of Special Education Research from OSERS to Institute for Educational Research

No information has been received to date.

I. Vice President for Standards and Credentials (Ferraro)

1. Issues Related to 3-year AuD Programs

CAA standards currently do not prevent professional doctorate programs from being accredited even when their programs are not significantly different from a master’s program that include a clinical fellowship year. Saxman noted that outcome standards for the AuD degree must be examined and agreed that CAPCSD should participate in that process. McNeil noted that the CAPCSD subcommittee on the

professional doctorate is examining this issue. Talbott noted that the Praxis examination must be updated to reflect doctoral outcome expectations.

J. EAS (Laven)

1. Dues statements and ballots will be sent shortly after the conference.
2. The scholarship presentation plaques are ready and will be presented to the students by Saxman.

IV. Old Business

No old business was presented.

V. New Business

A. Agenda for Business Meeting

Each EB member will give a brief report.

B. Priority Planning

1. Pedagogy

Ingham suggested that pedagogy be one of the 3 major focus topics for next year's conference. Mahshie suggested that it could be a topic for a Pre-Conference.

Action item: Mahshie will prepare an implementation proposal regarding the pedagogy priority for the summer EB meeting.

2. Quality Indicators for the Professional Doctorate

Given that CAA is developing standards this year, Mahshie noted that we must move with speed on this topic. McNeil suggests that the new VP for Standards and Credential be given this charge and allowed to form a committee to examine this issue.

3. PhD Shortage and the Research Base of the Professions

Ingham said that though we have made progress, we must continue this initiative.

4. Communication Initiatives

Ratner noted our need for continued support of Web site development, implementation of surveys, creating and maintaining a database, and general technology development.

5. Solicitation of Priority Topics from the Membership

Techniques for gathering input were discussed.

6. International initiative

The importance of continuing this effort was affirmed.

VI. Adjournment

The meeting was adjourned at 12:55 p.m.

Action Items

Action: Laven will notify the four delinquent programs that their memberships have been terminated and request their reasons for non-renewal.

Action: Saxman will continue attempts to schedule an EB/EB meeting with ASHA.

Action: Saxman will attempt to schedule a meeting with CAA regarding accreditation standards review, perhaps in conjunction with the CAA summer meeting.

Action: CAPCSD VP for Research will contact ASHA VP for Research to determine the course of action that ASHA is pursuing regarding inclusion in NRC rankings.

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Action: Members who will attend the Allied Health Consensus Conference for other reasons will monitor and report to CAPSCD.

Action: Talbott will follow-up with Council's lawyer to obtain the written P&P revision allowing more than one member program from the same university.

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Action item: Ingham will inform the CAPCSD membership of the Thompson Delmar scholarship guidelines at the business meeting.

Action item: Mahshie will prepare an implementation proposal regarding the pedagogy priority for the summer EB meeting.

Motions

- **Motion (Talbot/McNeil): Approve the appointment of Julie Masterson as VP for Research and Academic Development. Unanimous approval.**
 - **Motion (Saxman/Ratner): Approve the report of the Treasurer. Unanimous approval.**
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Resolution Committee (committee of the whole EB)

The Resolution Committee convened immediately following the EB meeting, at 1:00 p.m., April 14, 2003.

1. Mahshie presented a resolution prepared by R. Hurtig, regarding creation of a Summer Institute in Communication Sciences and Disorders, in order to provide enriching educational opportunities for doctoral students.

The EB discussed what the resolution might obligate us to do. The resolution asks only for endorsement, however this may imply some sort of support.

Given that the resolution, as currently worded, does not adequately specify the role of the Council in the proposed institute, Talbot/Ratner move that we refer the proposal back to the submitter. Unanimous approval.

2. The resolution proposal prepared by Ferraro and the other members of the Taskforce on Supervisor Qualifications was recommended for presentation at the Business Meeting.

EB Meeting Immediately Following the Business Meeting

The meeting convened at 10:30 a.m., April 17, 2004.

Vice President for Professional Development Novak presented the following nominees for the 2005 Conference Program Committee:

Chair: Robert Fox
Vice-chair: Colleen O'Rourke
3rd Member: Barbara Solomon

The executive board unanimously approved these three candidates.