

**COUNCIL OF ACADEMIC PROGRAMS IN COMMUNICATION SCIENCES
AND DISORDERS
EXECUTIVE BOARD MEETING MINUTES**

Panama City, Florida – February 14-15, 2003

- I. Call to order and Approval of Executive Board Minutes – Atlanta, Georgia, November 20, 2002. *Approved*
- II. Approval of Orders of the Day. *Approved without objection.*
- III. Reports
 - A. **President (Talbot)**
 1. **Review of Action Item Agenda** – President Talbot spoke with the attorney regarding changes in the articles of incorporation related to a change in wording describing membership status. Since engaging the attorney would entail a \$5,000 retainer and \$250 per hour to read the suggested changes, further discussion regarding a need for legal services in this matter will occur at the April meeting.
 2. **Report on Mini EB-EB Meetings**
 - a. **AAA –**
 - (1) **Education Summit (VPSC)** – The Council has learned that AAA is continuing with its efforts to promote the idea that graduation from accredited programs and state license should be sufficient to qualify as an approved supervisor. If ASHA agrees to this notion, then AAA will discontinue its efforts to establishing an independent accrediting body. The Council maintains its position of support for only one accrediting body. There is its meetings with AAA and ASHA
 - (2) **Accreditation/Certification (Referred to VPSC) -**
-AAA is proceeding with guidelines to change the bundling of Cs and accreditation. It is believed that AAA will be receptive to the CAPCSD’s idea of establishing descriptive criteria for supervisors, such that ASHA relinquishes as mandatory a requirement for supervisors to have ASHA Cs. VP Ferraro will establish a Task Force (joint effort of the Council, ASHA, and AAA) of six-nine members who will to refine and define supervisory criteria to define its purpose and work toward

revising existing supervisory criteria; an update will be presented at the April meeting.

b. ASHA

(1) Ad Hoc Committee on Data Management – A meeting has been scheduled for March 8 to discuss improving data collection by CAPCSD and ASHA. The following individuals are slated to attend: Ingham, Talbott, Masterson, Martin, Shinn, Slater, Scott. A conference call is planned with Ro Scudder of SID 10.

(2) NCA – ASHA—Referred to VPSC Report – There has been a lack of response by the North Central Accrediting body to ASHA's inquiry about violating their own guidelines as they relate to the Phoenix program. The potential exists for joint action from CAPCSD and ASHA to emphasize our dependence on regional accrediting bodies upholding their promulgated standards.

c. Upcoming CSAP – President Talbott and Past-President Hanley will attend a meeting with the out-going and incoming Presidents of CSAP. Included in the discussions will be ways of institutionalizing the communication link between the two organizations since CSAP changes Presidents each year.

3. Legal Representation Contract Proposal – Morgan Proposal
The proposal regarding a legal services contract will be discussed at the April meeting.

4. Membership Update Report – There are 257 member programs and 44 non-member programs -- 238 graduate member programs and 19 undergraduate-only member programs and 14 non-member graduate programs and 30 non-member undergraduate-only programs. Membership inquiries have been received from Rhode Island College and The University of Alberta. (*See attachment 1.*)

B. President-Elect (Saxman)

1. Policies and Procedures Manual – EAS Representative Laven will assist President-Elect Saxman in making cosmetic changes to the Manual. President Talbott suggested that more work is needed on logistics to orient newly elected officers.

2. **Timeline Calendar** – EAS Representative Laven will be exploring ways to increase effectiveness of communication with the Board. Officers are asked to submit their individual calendar for duties and responsibilities to assist in this. It was noted that the invitations to international programs were sent and the University of Queensland will be coming to the annual conference.

C. Past President (Hanley)

1. **Political Advocacy Network Update** – A list has been compiled of 52 contacts in most of the states; there is more than one contact in some states. There are no contacts listed for Delaware and Alaska. Political Advocacy Contacts will be listed in the directory and a letter will be sent out to this effect.
2. **Conference Planning Update for P & P** – This update was presented as a portion of VP Hallowell's report.
3. **Honors and Awards Committee Report** – Elaine McNeice has been in contact with Myers and O'Rourke. There is not yet a nominee for the Diversity Incentive Award. EB members were asked to forward any nominations to Committee Chair McNeice. The Committee also requested (and received) approval to present a special award for lifelong contribution to Nick Bankson who is retiring; the acknowledgement will take place at the Banquet. The person who receives Honors of the Council will have prior notification. The Committee is also focusing on a formal procedure to acknowledge past Honors recipients; this acknowledgement will be an annual occurrence.
4. **Nominations and Elections** – Past President Hanley is the Chair and Michael Kimmelman and Pollie Murphy are members. The Committee took the nominations that were submitted and made recommendations in rank order. CAP EB members may make recommendations by Tuesday. The final list will be sent from the Committee and a conference call will be scheduled for CAP EB to discuss this. **Motion – Saxman-Ferraro:** *To approve the nominations for Secretary as rank ordered by the Nominations Committee. Approved with one abstention.* Nominations were submitted for President-Elect; CAP EB members were asked to make additional recommendations.
5. **Corporate Sponsorship Report** – (See Attachment 2). There has been no response from Thieme Medical Publishing. Lippincott has agreed to sponsor, but no dollar amount has been established. Currently, the Council is \$1500 ahead of rates from

this time last year. Sponsorship rates will be re-visited to determine if adjustments are necessary. Sponsors will be acknowledged through announcements in the opening session at the conference. A disclaimer will be placed in the program: sponsorship does not indicate Council endorsement of individual products.

6. **2006 Site Visit Report** – Panama City is one of the three sites under consideration. Two sites were visited in Destin – about 54 minutes west of Panama City: the Hilton and the Sandestin Resort Area. ***Motion – McNeil-Hallowell:** To authorize Past President Hanley through Catherine McKemie, Conference Direct, to negotiate between Sandestin Resort and Panama City for the 2006 annual conference. **Approved.***

D. Vice President for Standards and Credentials (Ferraro)

1. **Task Force on AuD Standards and AAA Education Summit**
This was discussed in section A – President’s Report.
2. **CFCC Implementation Plan – KASA Resolution** – A resolution is being prepared from the CAPCSD EB regarding the elimination of the KASA. There was a consensus without objection that the resolution be moved to committee for review.
3. **ASHA Board Observers and CAPCSD Roles** – VP for Standards and Credentials should have a call list, beginning with CAPCSD EB members, of individuals who can attend meetings in his absence. President-Elect Saxman will attend the CAA meeting, scheduled for July 17-18, 2003. Gail Whitelaw will continue as the AAA representative on the Joint Ad Hoc Committee on Assessment.
4. **NCA Response to ASHA Inquiry – Talbott Report on Correspondence** – According to NCA, portfolio review should account for a maximum of 25% credit; the Arizona program is granting degrees on the basis of a portfolio review. NCA is not enforcing its own standards. The Council should add its voice of concern; legal advice might be helpful in determining the appropriate language to express this concern. It was determined that the discussion should be pursued with ASHA and their legal counsel and report back to the CAPCSD EB.

E. Treasurer (McNeil)

1. **Budget Report** – The projections for conference sponsorships are not yet on target. Cancellation insurance, already in place, covers contractual obligations; EAS Representative Laven will investigate

rates for “slip and fall” convention coverage. Effective November, 2002, liability insurance must include terrorism coverage. Contingency plans are being made to modify corrections in budget projections for convention since there may be a loss of revenue as a result of reduced convention attendance.

2. **Budget/Accounting Management Functions Update –** Clarification of registration fees – If the program is a member, then faculty would pay member fees. If adjunct faculty affiliated with a member program would also pay member fees.

F. **Secretary (Gregg)**

1. **Electronic Motions File –Management Role –** Results of electronic action/balloting will presented in the *Interim Action Report* following the *Summary of Action Items*.
2. **Process Update/Recommendations –** No report.

G. **Vice President for Communications (Hargrove)**

1. **Discussion of Survey Activities –** There is a concern that the survey is getting longer, changing based on current concerns. Last time there was only a 56% return. It was suggested that the decision of whether or not to administer the demographic and/or the salary survey be held in abeyance until data management has been addressed by the organizations. There was a general consensus that the committee should proceed with administration of the survey in its current form. VP Hargrove reported that the committee has been expanded by three: Paula Curry, Bob Qiesl, Jeff Coakley. VP Hargrove also suggested that we try to find a way to pay homage to people who volunteer. A volunteer file will be started at the central office and will be distributed at the July EB meeting.
2. **Directory –** The Directory is not yet complete; it should be completed by the end of the month and submitted to Ed Brainerd. The delay is a result of the transition, change in format, change in how degrees are being categorized.
3. **WEB Page Update –** A link is being prepared/repared so that individuals who have administrative questions/concerns/issues may submit them to the central office.
4. **Proceedings Update –** Presenters are being asked to bring disks to the meeting or to forward their files by the end of the week following the convention.

H. Vice President for Professional Development (Hallowell)

- 1. Update on Council Meeting in Albuquerque** – The update included a discussion of --
 - International attendees and an informal emerging issues session for them conducted by Hallowell, McNeil, and Saxman,
 - Flyers followed by e-mails sent to Ph.D. programs,
 - The possibility of an emerging issues session on CAA and preparing for the site visit,
 - The 14 academic and clinical exchanges that have been planned,
 - An outline of the opening session,
 - The presentation of Issue I on the doctoral shortage,
 - The Saturday morning business meeting with reports and resolutions from 9-11:15 followed by selected updates from 11:15 – 12 noon,
 - Presentations by ASHA, AAA, and CSAP representatives to be included in the business session,
 - Friday Banquet – awards, presentations and entertainment.
- 2. Professional Registration Waivers for Annual Meeting and Invited** – Affiliates will pay member registration fees.
- 3. Speakers (AAA, ASHA, CSAP)** – The presentations by these representatives will be included in the business session for approximately 20 minutes.
- 4. Discussion of Annual Meeting Coordination (Budget-Management-President-Corporate Sponsors-Site)** – The *Policy and Procedure Manual* will be checked regarding the transition to occur between April and the Summer EB meeting. There are three out-going EB members: VP for Communications Hargrove, VP for Professional Development Hallowell, and Secretary Gregg. Bob Novak is the in-coming VP for Professional Development. To facilitate the transition this year, the conference will be used as an opportunity to solicit program committee members. Discussion of the conference site – hotel and service – should lead to improvements that should be “institutionalized” in the planning.

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

- 1. Review of Final Report of Ad Hoc Committee – Action on Recommendations** -- (See Attachment 3.) The following actions are proposed:

- Action-step oriented discussion on the doctoral shortage so that break-out sessions encourage formulating changes that can be accomplished in the short-term.
- Presenting the concept that the Ph.D. forum is a continuing group.
- Volunteer speaker, Bob Ringler, who will provoke discussion by suggesting the radical idea of shrinking Ph.D. programs -- "less is more."
- Making the group self-perpetuating and driven by Ph.D. programs.

Discussion ensued regarding whether or not this group should be autonomous or a Council affiliated group, and the possibility of institutionalizing this entity by ensuring that the Ph.D. forum is always on the conference agenda-- a continuing forum for the exchange of ideas. In addition, this group should begin as a Council affiliated group, and then later, become a joint effort with ASHA.

A steering committee, with the Council's VP for Research and Academic Development as the monitoring VP, could be formed and would meet shortly after the annual conference and before the July EB meeting.

Motion: Ingham-Hanley – To appoint for five years the Joint Ad Hoc committee on the Shortage of Research Ph.D. Students and Faculty in Communication Sciences and Disorders. Approved. The VP for Research and Academic Development will recommend committee members for EB approval. This could be accomplished through e-mail; President Talbott and EAS Representative Laven will send the list for the vote.

2. **Forums for Groups Using CAP's Umbrella** – Forums might be provided at the next conference to focus on
 - Retaining faculty and maintaining young faculty,
 - Supporting and mentoring junior faculty,
 - Accreditation or rather standards for doctoral programs.

3. **ASHA Research Project – Responsible Conduct of Research and Research Integrity** – ASHA has an NIH grant, Sharon Moss is the PI, to study research integrity and research misconduct. In year 1, faculty and students will be queried about research ethics – what is being taught and what is being learned. Year 2 will focus on research publications, the research process, editors, associate

editors and the general readership. It is expected that the outcome will include recommended changes in education as it relates to research and research ethics.

IV. New Business

CAPCSD might begin to consider starting a student organization for research doctoral students. This might be a venue for identifying potential doctoral faculty.

V. Announcements – Other

ASHA and the Foundation have special complimentary tables for display; should a display table be offered to AAA and to CSAP as well?

VI. Adjournment – *Motion: Saxman-Hallowell. Approved.*

VII. Committee on Resolutions (Saxman)

A. Consideration of Proposed Resolution by Executive Committee Sitting as Resolutions Committee –

Whereas, the CFCC has adopted a certification documentation requirement, the Knowledge and Skill Acquisition (KASA), and

Whereas the KASA was adopted without opportunity for peer review, and

Whereas the documentation required by the KASA requires unnecessary and unvalidated time and effort on the part of the students, faculty, and administrators, and

Whereas the spirit of encouraging university programs to develop innovative approaches to knowledge and skills acquisition pursuant to both the accreditation and certification standards, and

Whereas, students who graduate from CAA accredited programs have completed the knowledge and skills requirements for the CFCC,

Be it therefore resolved that

1. The CAPCSD petitions the CFCC not to require the KASA as part of the CCC application process, and
2. The CFCC re-establishes the current policy of accredited program Chair's attestation as sufficient evidence of completion of the certification requirements.

The resolution to petition the CFCC of ASHA to eliminate the KASA was approved by unanimous consent.

SUMMARY ACTION

MOTIONS PASSED

- ***Motion – Saxman-Ferraro:*** *To approve the nominations for Secretary as rank ordered by the Nominations Committee. **Approved with one abstention.***
- ***Motion – McNeil-Hallowell:*** *To authorize Past President Hanley through Catherine McKemie, Conference Direct, to negotiate between Sandestin Resort and Panama City for the 2006 annual conference. **Approved.***
- ***Motion: Ingham-Hanley –*** *To appoint for five years the Joint Ad Hoc committee on the Shortage of Research Ph.D. Students and Faculty in Communication Sciences and Disorders. **Approved***

SUMMARY ACTION ITEMS

- Since engaging the attorney would entail a \$5,000 retainer and \$250 per hour to read the suggested changes, further discussion regarding a need for legal services in this matter (changing the wording in the articles of incorporation describing membership status) will occur at the April meeting.
- VP Ferraro will establish a Task Force (joint effort of the Council, ASHA, and AAA) of six-nine members who will to refine and define supervisory criteria to define its purpose and work toward revising existing supervisory criteria; an update will be presented at the April meeting.
- A meeting has been scheduled for March 8 to discuss improving data collection by CAPCSD and ASHA.
- President Talbott and Past-President Hanley will attend a meeting with the outgoing and in-coming Presidents of CSAP. Included in the discussions will be ways of institutionalizing the communication link between the two organizations since CSAP changes Presidents each year.
- Political Advocacy Contacts will be listed in the directory and a letter will be sent out to this effect
- The Honors and Awards Committee requested (and received) approval to present a special award for lifelong contribution to Nick Bankson who is retiring; the acknowledgement will take place at the Banquet.

- CAP EB members may make recommendations by Tuesday. The final list of nominees will be sent from the Nominations and Elections Committee and the CAP EB will discuss this in a conference call – to be scheduled.
- Sponsors will be acknowledged through announcements in the opening session at the conference. A disclaimer will be placed in the program: sponsorship does not indicate Council endorsement of individual products.
- President-Elect Saxman will attend the CAA meeting, scheduled for July 17-18, 2003.
- It was determined that discussions regarding a response to possible NCA violations by the Arizona program should be pursued with ASHA and their legal counsel; a report will be brought to the CAPCSD EB.
- EAS Representative Laven will investigate rates for “slip and fall” convention coverage and also terrorism coverage.
- There was a general consensus that the committee should proceed with administration of the survey in its current form.
- It was recommended that a mechanism for institutionalizing the Ph.D. forum is to ensure that the forum is always on the conference agenda-- a continuing forum for the exchange of ideas. In addition, this group should begin as a Council affiliated group, and then later, become a joint effort with ASHA.
- The VP for Research and Academic Development will recommend committee members (Joint Ad Hoc Committee on the Doctoral Shortage) for EB approval. This could be accomplished through e-mail; President Talbott and EAS Representative Laven will send the list for the vote.
- The resolution to petition the CFCC of ASHA to eliminate the KASA was approved by unanimous consent.

INTERIM ELECTRONIC ACTION

- It was learned (through correspondence from a variety of sources) that CFCC was considering revising the KASA based on the concerns expressed by the ASHA membership. It was also reported that CFCC would not require submission of a completed KASA from every student applying for certification; at this point, only those persons who do not meet the pass-thru requirements would be required to submit the completed KASA. ***The Executive Board, at the winter EB meeting, passed a resolution to petition the CFCC of ASHA to eliminate the KASA. It was proposed, without objection, that a copy of the resolution be forwarded to***

- the President of ASHA, Chair of CFCC and Chair of CAA.* It will be emphasized that although the resolution is a proposal, its adoption by the CAPCSD membership will be recommended. [2-20-03]
- VP for Professional Development Hallowell shared her experience at the Sandestin Resort property, a potential site for the 2006 conference. [2-20-03]
 - The topic of how to/whether or not to distribute position announcements from member programs. The management office did not object to sending broadcast e-mails or actual position announcements to programs as a member service. [2-24-03]
 - The Honors and Awards Committee recommended that the following awards be presented at the Council meeting:
 1. Rick Talbott – Award of Appreciation
 2. Mick Hanley – Special Distinguished Service Award
 3. Noma Anderson – Diversity Incentive Award
 4. Jerry Carney – Award for Distinguished Contributions
 5. Jan Ingham – Honors of the Council. [2-24-03]
 - ***Motion: Hanley- To accept the ranked list of nominees for President-Elect:***
 1. Jim Mahshie
 2. Bob Novak
 3. Brooke Hallowell
 4. Judy Brasseur
 5. Amy Wohlert .Brooke Hallowell declined the nomination.
 - The nominations for Secretary are:
 1. Amy Wohlert
 2. Nan Bernstein-Ratner
 3. Ken Apel
 4. Ellen Reuler
 5. Jackson Rousch. [2-27-03]
 - The Honors and Awards Committee recommended Jill Fuller of Central Michigan University as the recipient of the 2003 Singular/Delmar Learning Scholarship. A \$500 travel stipend will be offered to the program so that the winner may attend the conference. The recipient and the travel stipend were approved. [3-5-03]

- The general outcome of the CAPCSD-ASHA Survey Group was the decision to make an effort to consolidate several surveys on-line. Using this mechanism, updates could easily be made periodically once department chairs had initially entered information. More discussion by the CAPCSD EB is needed to ensure that the Council maintains proprietorship over the database and publication rights for its traditional survey data. ***This issue is to be included in the Albuquerque EB meeting agenda in the section relegated to the VP for Research and Development Ingham.*** [3-8-03]

- VP for Standards and Credentials Ferraro shared communication with Sue Hale, who did not seem to feel that having a representative from AAA involved in discussion on supervisor's credentials would be productive. It was suggested that CAPCSD might continue this initiative by inviting ASHA and AAA representatives and proceed with addressing the issue. Further discussion on this matter will be held during the EB meeting in Albuquerque. [3-15-03]

- Elaine McNeice sent a draft of the resolution to be presented to Nicholas Bankson for review and editing. [3-18-03]

- The CAPCSD EB's response to the DOME presentation at the winter EB meeting was clarified in a letter generated by President Talbott. This letter notifies the membership about the opportunity they will have at the conference to review a new powerful information service and receive a special introductory offer for students. [3-20-03]