

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

**EXECUTIVE BOARD MEETING
MINUTES**

Newport Beach Marriott Hotel, Avalon B
Newport Beach, CA
February 1-2, 2006

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

The meeting was called to order at 8:30 am February 1, 2006.

I. Approval of Agenda

Motion (Kimelman/Fox): The agenda was unanimously approved.

II. Report of Officers

A. President (Hurtig)

1. Policy and Procedure Manual

- The CAPCSD Policy and Procedure Manual was distributed

Action: Meyer will rewrite the Travel Policy with revisions and distribute to the Board.

Action: Kimelman is reviewing the roles and responsibilities for the Vice President of Communications and will distribute revisions to the Board.

Action: In Section II of the manual, *Changes in Procedures* will be added so that there is a mechanism for revisions. The Board agreed that proposed revisions will be reviewed by the President-elect and then approved by the Board. Masterson will write up this section for the manual for approval by the Board.

2. RPO Meetings

a. ASHA EB/CAPCSD EB meeting 4/26/06 3:00-5:00

- The Board discussed items for the agenda, including the facilitated meeting, the Higher Education Database, Bring in the Best, and the Summer Institute

Action: The Board members will send suggested additional agenda items for the joint ASHA EB/CAP EB meeting to Hurtig. Hurtig will send ASHA EB items that the CAPCSD Board would like on the agenda.

a. CAPCSD EB/AAA EB

Action: Hurtig will contact Gail Whitelaw, AAA President, to schedule a joint meeting at the CAPCSD conference on April 28, 2006 from 7:00 am – 8:15 am.

b. Other RPOs

Action: Masterson will contact the President of the Council for State Association Presidents (CSAP) to explore the possibility of a partnership.

Action: The CAPCSD Board will follow up on our role with CSAP in a conference call meeting.

Action: Reuler will be the liaison to CSAP at the May 2006 meeting in Portland, OR.

3. Facilitated Meeting on Audiology Accreditation Status Report
 - Hurtig reported that AAA, ACAE, ASHA and CAA will continue to be the organizations participating at the meetings
 - The CAPCSD EB would like to explore potential options regarding the accreditation issues and disseminate them to the other organizations for discussions with their EBs
 - The CAPCSD EB discussed the importance of communicating with members regarding this issue

Action: Hurtig will draft a letter to be sent to CAPCSD members regarding the issues of accreditation. He will circulate the letter to the CAPCSD EB for review.

4. Membership Report
 - An update of the membership report was distributed
 - There are currently 259 member programs
 - 2 international programs joined last year
 - The Board discussed questions that arose with the use of the website by international programs

Action: Kimelman, VP for Communications, will contact Brooke Hallowell, who was the contact with one of the international

programs, to clarify the mechanism for listing international program information and in developing parameters for a directory of international associations and professionals. He will then work with Brooke Hallowell and Carolyn Bowen, SLP in Australia, to make adjustments to the website.

- Andrews University expressed interest in CAP membership

Action: Meyer will contact the Chair at Andrews University. They will be offered the opportunity to pay the membership registration rate at the 2006 Conference if they choose to join CAPCSD.

B. President-Elect (Masterson)

1. Bring in the Best

- Ray Kent, Stephanie Davidson, and Loretta Nunez have joined the committee as ASHA representatives
- A conference call is being scheduled and a report will be given at the CAPCSD Conference in April 2006.

2. Learning Object Repository (LOR)

- Doug Martin, Chair, will have a demo to present at the CAPCSD meeting in April 2006.
- An Editor for the LOR will need to be identified

Action: The CAPCSD Board will put out a call for nominations for Editor of the LOR. The Board will then work with the Editor to create a review process and committee.

C. Past President (Mahshie)

1. SLP Summit Meeting Plans

- There have been 3 conference calls and the meeting is moving forward with a focus on academic programs and indicators of quality
- A proposal was submitted to the ASHA EB for seed money to start the planning process for a meeting in 2007
- The next phase is formulating the planning committee

2. Site Selection for 2009 CAPCSD Conference

- The CAPCSD Board is committed to visiting potential sites to determine appropriateness for the meeting in terms of space, cost and travel accessibility
- The Newport Beach site meets the conference needs in terms of space, costs and accessibility for air travel

Motion (Masterson/Fox): The CAPCSD EB approves the Newport Beach site for the 2009 Conference contingent on negotiations with the Newport Beach Marriott. Unanimous approval.

Action: The July CAPCSD EB meeting will be scheduled during the 3rd or 4th weekend of July at a potential site for the 2010 CAPCSD Conference.

3. Contract for Surveys

- At previous meetings the CAPCSD Board agreed that the company hired on contract to develop the surveys did not deliver all the services designated in the contract
- A final bill for the services was never received by CAPCSD

Motion (Masterson/Brasseur): The CAPCSD EB agrees that the funds for the survey contract will no longer be a budgeted expense. Unanimous approval.

4. Honors and Awards

Motion (Masterson/O'Rourke): The CAPCSD EB approves the recommended nominees for CAPCSD awards to be presented at the CAPCSD Conference in April 2006. 8 approve, 1 abstain.

5. Nominations

Action: The CAPCSD EB will approve the Nominations Committee's recommended nominees for Board positions during the conference call meeting on February 22.

D. Treasurer (Meyer)

- The financial status of the CAPCSD was distributed showing income and expenses for the past 5 years
- The transfer of almost \$46,000.00 to a money market account to earn more interest was completed

E. Secretary (Reuler)

Motion (Meyer/Kimelman): The minutes of the conference call meeting on December 16, 2005 were approved.

Action: The minutes and the committee lists (with names, affiliation and email addresses) will be posted on the CAPCSD website. Reuler will forward them to Kimelman, who will forward them to Ed Brainerd for posting.

F. Vice President for Communications (Kimelman)

1. Higher Education Database

- Kimelman distributed a report on the database
- Kimelman reported that ASHA is hoping to launch the Higher Education Database which includes the CAPCSD Demographic and Salary Surveys in late Spring 2006
- The CAPCSD Board discussed the possibility of doing the surveys in the Fall

Action: The CAPCSD survey will be launched in September 2006 this year and programs will receive the data in January 2007. The CAPCSD will then evaluate the timeline for the future.

Action: Kimelman and Hurtig will explore the option of putting together an interim survey if the Higher Education Database is not ready to launch.

Action: Kimelman will explore revisions to the Demographic Survey and send a Word document to the Board for review.

2. Website

- The Board discussed the website and the need for updating it and moving it to another server
- Kimelman recommended that the CAPCSD hire an outside firm to redesign and host the website and identify a webmaster for CAPCSD

Motion (Meyer/O'Rourke): CAPCSD will move forward on hiring someone to complete a web design. Unanimous Approval.

3. Ethics Policy

Action: Brasseur will draft an ethics policy for CAPCSD Board members and committee members regarding confidentiality and will distribute it to the Board for review.

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

- O'Rourke distributed an outline of the conference program and a list of exhibitors

Action: Board members will follow up on contacts with potential sponsors/exhibitors. Laven will contact Harcourt Publishing, Plural Publishers and Crossbow; Hurtig will contact Dynavox; Masterson will contact Laureate.

- AAA requested that CAPCSD extend an offer to their student group, the National Association of Future Doctors of Audiology (NAFDA), to attend the CAPCSD Conference

Action: Hurtig will extend an invitation to NAFDA for a representative to attend the CAPCSD Conference in April 2006.

Action: The CAPCSD Board approved Kenn Apel's written request to ask Larry Small to be Assistant Program Chair and Linda Louko to be the Member-at-Large on the 2007 CAPCSD Conference committee.

Action: An email will be sent to CAPCSD members with a link to the CAPCSD website including information regarding shuttle service at Sandestin and a map of the area.

H. Vice President for Standards and Credentials (Brasseur)

1. CFCC and CAA Updates

- Brasseur reported that she has not yet received summaries from the meetings in November 2005
- Brasseur will attend the CFCC meeting 2/23-25/06 and the CAA meeting 3/9-11/06

Action: Masterson will email Stan Dublinske at ASHA and ask that the CAPCSD Board members be placed on the email list for ASHA Headliners.

2. Supervisor Qualifications

- Brasseur reported that there was no consensus regarding supervisory qualifications from the survey sent by the Joint Ad Hoc Committee

Action: Brasseur and Mahshie will consult with John Ferraro regarding a redraft of the resolution on supervision.

Motion (Masterson/Fox): The CAPCSD Board will move forward with a resolution regarding supervisory qualifications to be considered at the business meeting in April 2006. The resolution will be disseminated to members before the meeting. Unanimous Approval.

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

1. Job Survey

- There are currently 92 academic job openings
- An SPS file is being created for multiple responses

- A survey to obtain additional information will be created using Survey Monkey
2. Summer Institute
 - Fox distributed a report from the Summer Institute Committee conference call on 1/9/06
 - The committee is working on the following areas: basic operational parameters; cost and budget estimates; sources of funding/support; student application, selection and admission
 3. MA-PhD Pipeline (Hurtig)
 - Hurtig reported that the committee on the MA-PhD pipeline has looked at various models and explored other options for creating this link
 - Hurtig reported that the goal is to offer a range of options that allows institutions to select the model that works for them
 - The committee is having a conference call in February 2006

J. Management (Laven)

1. Audiology Summit Expenses
 - The Board clarified CAPCSD expenses for the Audiology Summit
 - Potential expenses for the SLP Summit were discussed

Motion (Hurtig/O'Rourke): The CAPCSD will cover reasonable requests for supplemental funding for the Audiology Summit II and will plan ahead for funding for future Audiology and SLP Summits. Unanimous Approval.

Action: Hurtig will contact Alex Johnson regarding forming an agreement with ASHA for the CAPCSD representatives to have their conference fees and hotel room costs covered for future Audiology and SLP Summits.

2. On-line Registration for the Conference and Dues payments
 - The Council would benefit from having it's own merchant vendor ID rather than using EAS
 - There are security issues with on-line payments for registration and dues
 - Laven reported that she is looking into a company who can do this for the Council

Motion (Fox/Mahshie): The CAPCSD will get its own merchant vendor ID to process credit card payments. Unanimous Approval.

III. New Business

Action: The CAPCSD scheduled conference calls on Wednesday, February 22, 2006 and Wednesday, March 29, 2006. Both calls will be at 10:00 am EST.

IV. Adjournment

The meeting was adjourned at 12:00 noon on February 2, 2006.

Motions

Motion (Kimelman/Fox): The agenda was unanimously approved.

Motion (Masterson/Fox): The CAPCSD EB approves the Newport Beach site for the 2009 Conference contingent on negotiations with the Newport Beach Marriott. Unanimous approval.

Motion (Masterson/Brasseur): The CAPCSD EB agrees that the funds for the survey contract will no longer be a budgeted expense. Unanimous approval.

Motion (Masterson/O'Rourke): The CAPCSD EB approves the recommended nominees for CAPCSD awards to be presented at the CAPCSD Conference in April 2006. 8 approve, 1 abstain.

Motion (Meyer/Kimelman): The minutes of the conference call meeting on December 16, 2005 were approved.

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