

COUNCIL OF ACADEMIC PROGRAMS IN COMMUNICATION SCIENCES AND  
DISORDERS  
EXECUTIVE BOARD MEETING  
Tampa Hyatt Regency, Tampa, Florida  
January 28-29, 2005  
Date of Approval: March 12, 2005

President Mahshie welcomed everyone and announced that Apel wouldn't be with us because he just became a grandfather. Hurtig moved approval of agenda; Saxman seconded. Approved unanimously.

Membership Report (Laven)

303 programs are listed on the CAPCSD database, 267 members and 46 non-members. East Stroudsburg University of Pennsylvania has moved to member status. Since the last report, there have been no other changes.

**President (Mahshie)**

ASHA- Members of the CAP EB met with members of the ASHA EB last October, which was later than usual. This year we're on track. The meeting may take place in March, April, or June. Hurtig said he thinks it would be better to identify specific topics for discussion and then decide who will attend.

CSAP- Saxman and Mahshie had a phone conference last year with the CSAP officers, and they requested a winter meeting next time. A phone conference should be okay. The main issues are SLPAs, involvement of academic programs in state associations, state associations' loss of audiologists, how to cooperate regarding licensure/certification education.

*ACTION: Mahshie will setup the joint ASHA – CAPCSD EB meeting, and board members identified to attend*

*ACTION: Mahshie will set up a conference call with the CSAP Board. Brasseur as VP for Standards/Credentials, Hurtig, Mahshie, Meyer (for audiology issues) will participate.*

AAA- CAP board members met last November with AAA EB. There has been no follow-up since that meeting. In the past, the President of the Council has attended AAA and given a brief report.

*ACTION: Mahshie will contact AAA about attending the meeting and offer to provide an update. The 2005 meeting is in Washington DC. He'll also see about scheduling an EB-EB meeting if they're interested.*

Audiology Summit: Meyer said that the summit was a very well-organized, productive meeting. The Council should be pleased to have participated in organizing this meeting. There were four selected topics: academic curriculum, clinical curriculum, resources, and interactions among entities (academic and clinical faculty, community, students). Format

was presentation followed by break-out groups followed by summary sessions with suggestions. There's a draft summary of all of the breakouts. The meeting seemed to get people away from discussions focused on current accreditation requirements (i.e., KASA) and centered around characteristics of what a top-quality program would be, and the atmosphere was collegial. The CAP reps to the planning committee, Neil DiSarno and Lisa Lucks Mendel, did an outstanding job. Dr. Mendel and Dr. Mahshie will present an update at our conference. Although there were many areas of agreement, there also were areas of disagreement. The discussion of program duration resulted in general agreement that they should be 4-years, rather than 3-years.

Mahshie mentioned a service that tracks applicants for undergraduate programs (the National Student Clearinghouse) that might be useful for tracking applicants to audiology or SLP programs. We currently don't have a way to know how many applicants are actually out there. How much overlap is there among the applicant pools to our institutions?

### **President-Elect (Hurtig)**

Summer institute update- not quite as far along as planned. Hopefully, they will get a web-based survey out next month regarding topics, potential students, faculty, etc. It won't be possible to get an institute organized by this summer (2005). If we decide to go ahead with the institute, we'll establish a timeline for implementation in 2006. Right now the general idea is to have one every summer; however, if it's tied to LSA we might only offer it during the years it's offered. We'll have to specify who will communicate with LSA if any joint offerings are planned.

### *Archives in the P and P manual*

Rather than discuss specific changes in the manual, Hurtig thinks that we should talk about the process to make changes now and in the future. There is a danger of having different versions of the P&P manual. Hurtig thinks there should be a single repository in which the "authoritative copy" should be kept and that one person should be responsible for the changes.

Hurtig highlighted Article IV, Section 2 (RAD Committee). All current activities fit under the description for the committee with the exception of advocacy for government funding. The committee will likely consist of members who are chairing/spearheading the current initiatives and an addition individual who is focused on the status of funding. That person can serve as the Council's representative to the Allied Health group, find out what ASHA is doing re: higher ed funding, Council of Grad Programs, etc.

We discussed how much of the Archives Committee tasks should be documented in the P&P manual. Archives will ultimately be available on the Web, but not in every section of P & P manual.

How much budget history needs to be in the manual? In the manual, we'll specify that the treasurer must prepare this, but it won't be in the document. The history of the budget will be available on the web. We need language specifying procedures for ensuring that

this (i.e., treasurer prepares budget, gives it to Frances for posting, etc.) happens. Meyer points out that aspects of each VP job descriptions are scattered throughout the manual. They need to be consolidated somehow (either via text or hyperlinked).

Section XIX: Item E. Now that our communication is primarily electronic, do we need to print and send hard copies of any of our documents? The proposed revision of this section indicates that emails with necessary links will be used to alert members to the availability of any updated CAP resources.

*MOTION: Fox moved and Meyer seconded that the changes to Section XIX, Item E be approved (i.e., emails with necessary links will be used to alert members to the availability of updated CAP resources). Passed unanimously.*

Should references to the Articles of Incorporation be removed from each section? Board members say yes. The alternative would be to have a link to the portions of the Articles that concern that VP or committee. Mahshie said this sounds like a formatting issue, so Hurtig will draft changes and share with Board members.

Current Chart of Accounts is in the P & P manual. We will move this list of accounts to the location of the specific budget information. Budget history will include final data and the accounts involved.

Honors & Awards section has been updated to include all CAP awards.

It was recently discovered that we don't have a place in which all of the Council's resolutions are available. Recall that there's a 2-stage process: At the annual meeting, the vote is whether to take the resolution to the membership. We need a history of all resolutions that go to the membership and whether they were passed or not. What about resolutions that are not allowed to go forward for a vote? Should they be in a central place? The consensus was that since they're part of the minutes of the spring business meeting, they will not be stored in another place. However, they could be accessed via electronic searches.

Currently the Executive Board functions as the Resolutions Committee and deliberations regarding resolutions need to be documented carefully by the Secretary. Members forward potential resolutions to the RC, who discusses them and decides whether to bring them forward for a vote regarding distribution to the membership.

Meyer noted that some Board Member descriptions specify that a request for budget should be prepared and submitted to the treasurer and some do not. Mahshie suggested insuring that all descriptions include that statement.

Meyer noted on p. 3 that we ensure that the EB consists of individuals in speech-language pathology and audiology, the scientific community, and from member programs across the educational continuum. Should we have a similar policy regarding committee makeup? Our current manual doesn't make such specifications for committee makeup. Mahshie suggested that Meyer develop a specific proposal to address this issue for future consideration.

## **Past President (Saxman)**

USDE Hearing (December, 2004)- Saxman testified to the National Committee on Institutional Quality and Integrity as a third-party presenter requested by CAA. Generally, the issue was whether or not to accept subcommittee's report to continue the CAA's role in accrediting doctoral programs in audiology. Two years ago, questions were raised about CAA's accrediting policy; specifically there was no clear distinction between master's and doctoral programs in audiology. CAA responded by incorporating CFCC certification standards with a few minor modifications into accreditation standards. The subcommittee accepted this. Vic Gladstone and Mike Moran and perhaps other ASHA staff gave testimony at the December hearing. The Committee seemed to remember other previous concerns about CAA accreditation, and they allowed the discussion to be broader than the distinction between master's and doctoral programs. Some committee members appeared to be concerned about the potential "anti-trust" nature of CAA and CFCC and whether ASHA was optimally representing audiology. Barry Freeman was the first third-party presenter and gave an impassioned plea to not allow CAA to continue to accredit audiology doctoral programs. Saxman responded to follow-up questioning by saying that he felt that any group was free to develop standards, but it was in the interest of academic programs to have to answer to only one accrediting body. Other individuals active in AAA gave testimony similar to Barry Freeman's. Staff members from subcommittee then became somewhat equivocal about their recommendation to accept the report. The first committee vote to accept the report was defeated (8-4). The subcommittee then responded that they felt that the issues were broader than what CAA was asked to address. The next vote to accept the report was passed. Saxman feels that CAA and CFCC will need to work more independently from each other in the future. It's unclear about whether/when there will need to be further documentation for this committee.

Annual Meeting Site for 2007, Planning for 2008- The 2007 contract is signed. We'll be at the Wyndam in Palm Springs. Conference Direct was asked to look at sites in southeastern U.S., specifically New Orleans and Savannah, for the 2008 meeting site. They also looked at Jacksonville and St. Petersburg/ Tampa. It appeared that New Orleans and Tampa would be the best possibilities.

Saxman, Laven and Catherine McKemie (Conference Direct) looked at three properties in N.O. The Intercontinental has good meeting space, the hotel rooms are fine, and it's at a nice location. The Crown Royal is on Canal, Royal, and Bourbon streets. Rooms are fine, but meeting space is questionable, specifically for break-out groups. They're supposed to be working on some options. The Sheraton on Canal is a very large hotel, rooms are fine, but the meeting room space wasn't adequate. It didn't appear that they would be able to meet our needs for meeting space. We might feel "lost in the crowd" because the hotel is so large.

Tampa... The Hyatt seems nice enough.. decent location for walking to points of interest. The Marriott is right on the water, attractive, nice facilities, adequate meeting rooms, nice health club/spa. The other two options are resorts. Saddlebrook is a golf/tennis resort, with 3 golf courses and 40 tennis courts. It is set up in module form around a swimming

pool area. All of the housing areas are about a 5-minute walk from the meeting space. There are restaurants on site, but there is no easy access to other places. A little shuttle service is provided. The other resort is a Westin- Innisbrook, which is toward the airport from Tampa. It's older and larger, ½ mile from the ocean. It's closer to Tarpon Springs, a Greek fishing village. It has a nice health club and facilities. Both resorts have kitchenette rooms and cater to family customers. The second has more choices for dining.

Nominations and Honors and Awards Committee- We don't have a slate yet. Saxman asked EB to think about potential candidates. We'll have a conference call to rank candidates for office. We need to make sure the word regarding available offices gets to clinical members, and we need to have a follow-up announcement soon to solicit potential candidates or nominations.

*ACTION: Saxman will send a follow-up request for nominations, and will ensure that the email is sent to both academic and clinic representatives from each program.*

Annual meeting exhibitor solicitation- As of January 25, 2005, we have about the same amount of money we did last year (so far \$9700). We budgeted \$9200, so we're ahead.

#### **Treasurer (Meyer)**

Mahshie's notification regarding the dues increase was very positive. Meyer presented budget data. She distributed a draft of a budget request form, which board members would submit prior to June 30 for building the next year's budget. The Treasurer will send it out in May and request return in a couple of weeks. Each board member will submit potential budget for current office. Budgets for incoming board members would be initially entered by the Treasurer, based on an average of the previous 3 years. The EB needs to pass the budget in the July meeting.

#### **Vice President for Communications (Ratner)**

Brochure- Ratner incorporated all suggested edits. She shared three possible versions of the brochure done in Publisher, and group gave feedback for final version. Ratner will send final draft in Publisher for board members to preview before a final pdf version of the brochure can be on the web, but hard copies will be useful when communicating with external groups.

Proceedings- The proceedings from 2004 are almost done and ready for posting. About 80% are done; there are a few who haven't submitted yet. Currently we don't publish anything until all entries are available. We should put a counter on the proceedings site to see how much it's accessed. We're currently running about 9 months post-conference before posting proceedings. Ratner suggested that we post the ones that are ready immediately, specify the ones that will not have an associated paper, and negotiate with the remaining presenters about a due date that will be posted.

*MOTION: Saxman moved that we adopt this revised policy for posting proceedings (i.e., post the ones that are ready immediately, specify the ones that will not have an*

*associated paper, and negotiate with the remaining presenters about a due date that will be posted); Hurtig seconded. Motion passed unanimously.*

Website- Ratner, Kuster, Bob Quesel, and Doug Martin had a conference call to discuss the website. The group thought that we need member input, so we may want to consider an electronic survey that could be completed at the April meeting. There should be counters at various places to track usage. Some information is ambiguous. Some can be fixed by Ed's clarifying the language/label. We should add an *ABOUT US* link that describes the council's mission, etc., with a link to the PDF version of the brochure. We need to make sure the CAP logo is on all pages. The membership directory was discussed at the general membership meeting in November (ASHA Convention). Some expressed concern about the version currently available, which is a database that Ed creates.

*ACTION: Ratner will check on getting a "printer friendly" version of the membership directory created, which would be available for a small handling fee via a CD.*

There are several links that aren't current or active. Whose responsibility is it to keep the website current? We don't have a system for tracking and correcting errors.

*ACTION: Ratner will discuss maintenance of the web and a system for ensuring the information is current with Maurice Mendel, the current webmaster. A survey to gather member feedback on the web will be distributed at the April meeting, pending preliminary discussion between Ratner and Mendel.*

Ratner's reviewers generally said that the website is good. Administering the survey in April can provide direction as to whether there are necessary modifications. Maurice should be included in the discussions regarding eliciting member feedback.

Higher Education Database Project (MOAS)- Mike Kimelman and Kelly Appler are supposed to be communicating about this and copying Ratner and Masterson on any communications. No one has heard anything since the ASHA Convention in November.

*ACTION: Masterson will contact Kelly, Vic, Brenda and Mike requesting an update on the status of the Higher Education Database Project.*

Survey issues - A problem with data analysis from the demographic survey was discovered in mid-January. Data in eight of the tables are incorrect. Estimate for fixing it was \$350, and Mahshie authorized the payment.

An invoice for approximately \$10,000 was submitted. There is some confusion regarding what we may owe for analysis and interpretation. We have a January invoice from UCSUR for "total costs for CAPCSD Annual Survey and Report conducted by UCSUR" for \$10,991.02. There is some confusion regarding the existence of the original contract. All contracts are supposed to be signed by the President, but Saxman doesn't remember signing a contract.

*ACTION: The President will draft a response clarifying that CAP expects the payment of \$10, 991.02 to cover all expenses related to implementation and interpretation of the survey.*

### **Vice President for Professional Development (Fox)**

Fox distributed a copy of the 2005 Annual Meeting Program and highlighted the few pieces that remain unfilled. At the EB-EB meeting, ASHA staff requested a slot for a presentation, which is not available. There is space for an exhibit.

*ACTION: Fox will contact Kelly Appler to let her know that there is space for an exhibit for the Higher Ed. Database Project. He'll see if ASHA is interested in sponsoring a lunch session.*

Frances distributed reservation information for the Scottsdale meeting to board members. Any changes should be communicated directly with the hotel.

### **Vice President for Standards and Credentials (Brasseur)**

Taskforce on Supervisor Qualifications- met at ASHA in Philadelphia. One of the problems with the potential resolution regarding supervisor qualifications that came before Council last April was that it was not expected. This time, members will be given a brief history of the issue and a survey to gather member perspectives prior to the April meeting. Saxman clarified that the resolution in April was not defeated; the vote was that the resolution would not be forwarded to the membership for vote. Meyer suggested that the survey differentiate responses for audiology and speech-language pathology. Board members felt that it will be important for the Task Force to consider the broad issue of minimal qualifications for supervisors rather than to focus on the desirability of specifics of the previous proposal. Board members gave specific suggestions for editing the survey to better reflect this broader focus. Brasseur said that board members can email her with additional suggestions over the next week or so; they plan to administer the survey in about a month. The memo will go out first and the survey will follow two weeks later.

Brasseur got an email last week from Georgia McMann about the next CFCC meeting on Feb 17-19, and she will not be able to attend. Hurtig will check his calendar to see attendance is possible; if not, Saxman will check.

### **Vice President for Research and Academic Development (Masterson)**

#### Thomson-Delmar Student Research Awards

There are a total of 23 applicants (14 PhD and 9 MA). There are 21 reviewers, and most of them agreed to review immediately. In the future, we may need to consider length of materials submitted, as some of the materials were very long.

#### Instructional Technology Task Force

Doug Martin is chairing this group. They plan to develop a system for sharing instructional systems and technology. Doug has been in contact with his committee members. The Council will provide support for conference calls. The eventual intent will

be to put these resources on a website. First the committee is exploring applications that are being used and then determine how they can be linked to CAP. We will hopefully get an update in April.

#### Recruitment into Academia via High School Science Award

Masterson contacted Joan Messer, who's in charge of the American Junior Academy of Science, which is affiliated with the American Academy for the Advancement of Science. Dr. Messer said the Council could establish a travel award of approximately \$1000 to support a student whose project is related to CSD. We will need to establish a process for this competition and then send either the VP-RAD or a delegate to the 2006 meeting to award it.

*MOTION: Masterson moved that the board approve allocation of \$1000 for a travel award to AJAS for a student project related to CSD. Motion passed.*

*ACTION: Masterson will contact Dr. Messer to work out details regarding AJAS award. Additionally, she will Masterson appoint a task force to develop materials to disseminate to CAP members to encourage local support for science fair projects related to CSD.*

#### MA-PhD Program Collaborations

Sandy Lang will chair a task force to explore models for collaboration, identifying components that work and those that do not. Fox indicated that we need to consider AuD-PhD collaborations, too. Funding and early commitment of students are likely important issues. It would be nice to have a system to link interested programs together.

#### Survey of New Ph.D. Recipients

Ron Chambers was interested in conducting a survey of post-docs and new PhDs to determine the factors that lead them to choose academia as a career. Board members discussed whether this information would be valuable. Saxman suggested that an initial step would be to do some library research to see what is happening in other fields.

*ACTION: Masterson will talk to Ron Chambers to see if he's interested in doing the literature review, which might be an appropriate topic for a master's thesis if there was an interested student.*

#### **Old Business (Ratner serving as secretary)**

Discussion of plan for international involvement: Saxman will follow up with letters to Australian, Scottish, British and Irish programs, and brochure. Ratner will bring the brochure to Kuwait. Delores Battle is on board of IALP; Saxman will try to liaison. Mahshie asked if there is anything more that we should be doing? ASHA international ventures have been primarily with English-speaking countries with similar training models. CAP can take a leadership role here. Potential for easing the challenges of international exchanges of students and faculty. Meyer: should we do something at ASHA or AAA conventions? At past conference, about 20 folks contributed ideas, although nothing was submitted for proceedings. Action item: international task force

(led by Saxman) will hold conference call to prepare statement to EB regarding possible roles and activities that Council can take in this area.

Resolution on qualification of clinical supervisors. It was recommended that the Board suspend this initiative. Brasseur's task force is working on it, so it should be deferred until later in the spring.

Process for approving changes to the P and P manual. We have not been consistent in how changes are made to the manual. Hurtig feels that most changes have been made over the past three years. Changes in the future should simply require board action. Mahshie – there is no secure location for archiving P & P for access by all EB members. Meyer: should revisions to P&P be limited to a particular annual meeting?

*ACTION: Hurtig will propose process for reviewing and changing P and P manual, to be included in the manual.*

### **New Business**

Spring conference call: 3:30 EST Mar 9. Agenda will include nominations, supervisor qualifications, etc.

Nancy McKinley passed away recently. Thinking Pubs has been a Council sponsor. WI Speech and Hearing Foundation has set up a memorial scholarship fund. Should CAP contribute? We don't have a policy on this. Hurtig suggested perhaps individual donations are more appropriate. Suggestion: Saxman will write contribution note; board members will each contribute something. Laven will forward information about the death notice and the Foundation fund.

State licensure laws: incompatibility between ASHA certification requirements and state licensure requirements. Should the CAP web site provide a link to the ASHA site that has links to all the different state licensure requirements? Ratner will facilitate. Saxman – do we have an advocacy role through CSAP, perhaps provide a template for model licensure laws that state associations can use locally as current licensure regulations are revised? Mahshie proposed a task force to look at this issue; perhaps a first step is to address this problem in EB-EB meetings to see what other groups are doing and then determine appropriate CAP activity in this area.

*ACTION: Include state licensure in EB-EB talks with ASHA, AAA, CSAP. Before such meetings, Mahshie will initiate discussion via phone call. CAP will propose an integrated task force to examine situation and propose potential solutions.*

Monitoring of faculty position vacancies: propose that Ed Brainerd set up process to notify VP for Research when job posting is made; when listing expires or is removed, questionnaire goes out to poster.

*ACTION: Masterson will ask Ed to notify her when a job posting is made. She will develop questionnaire asking how many individuals applied for the position and whether the position was successfully filled. Masterson will maintain response data and report at*

*subsequent board meetings. Ratner will facilitate web management of these two steps in the monitoring process.*

Monitoring of numbers of Ph.D. applicants, progress and areas of specialization? MOAS and our survey should address this. CAP could create a registry for current doctoral students, but there is some potential for abuse (solicitation of students not ready for employment). Saxman: numbers of doctoral grads seems to remain constant, but numbers of programs are growing, which can lead to shortages for smaller, MA SLP programs.

*ACTION: VP Masterson will talk with Kelly Appler to determine the degree to the Higher Education Database Project will allow us to monitor the number of Ph.D. students in the pipeline and their associated areas of specialization.*

*ACTION: Hurtig will include questions of this sort when sending out Summer Institute surveys.*

Mahshie proposed a summit to examine quality indicators of SLP training programs, similar to the recent summit in audiology. Saxman: we need to re-examine delivery models and assumptions about the nature of appropriate staffing of clinical training programs. Council could take an advocacy role in coordinating such a summit.

Approval of minutes: Time frame for posting minutes is now 30 days after the meeting. Apel's mechanism of sending email and requesting final vote is approved. However, people need to be given a time frame, and asked to "reply all" if any changes are suggested. Only changes reflecting the accuracy of minutes' content should be offered. Minutes will no longer be approved at meetings. There was no approval of minutes from last phone conference in December.

*ACTION: Apel should recirculate minutes from the December phone conference and approval vote should be taken.*

Who will represent Council at AHP meeting? Money has been approved to support attendance.

*ACTION: Masterson will identify someone to represent Council at AHP meeting, potentially John Bernthal.*

Monitoring of AuD applicants: there is the potential of a clearing house program for applicants to graduate programs that would track who applies where, where they go, etc. Council could play a role in facilitating entry of such data.

*ACTION: Mahshie and Ratner (whose local high school appears to use a similar program) will get more information about costs and feasibility of tracking system for applicants to audiology programs; discussion to occur in March.*

SLP and audiology assistants: LC did not approve motion to register SLPs on a tie vote. Mahshie: Issue is likely to resurface and should be included in agendas for all RPO EB-

EB meetings – what will the standards be? Are current guidelines sufficient or reasonable? Do we need to revisit the model? Saxman made the motion; action passed unanimously. Mahshie will circulate the fact sheet prepared by Lisa O’Conner that summarizes current situation. If changes are seen as desirable, will they have curricular ramifications? Other discussion: Masterson: we need to monitor what is going on, but what would be our stance with ASHA? Board needs to flesh this out. Among other issues to consider: should AA programs that credential SLP assistants be invited to join Council?

### **Brainstorming**

Topic: accreditation and credentialing – the interaction among ASHA, CAA, ACAE, AAA, CAPSCD etc. Issues involve decoupling of accreditation and the CCCs, supervisor qualifications, etc.

### **ACTION ITEMS**

*ACTION: Mahshie will setup the joint ASHA – CAPSCD EB meeting, and board members identified to attend*

*ACTION: Mahshie will contact AAA about attending the meeting and offer to provide an update. The 2005 meeting is in Washington DC. He’ll also see about scheduling an EB-EB meeting if they’re interested.*

*Action item: Saxman will send a follow-up request for nominations, and will ensure that the email is sent to both academic and clinic representatives from each program.*

*ACTION: Ratner will check on getting a “printer friendly” version of the membership directory created, which would be available for a small handling fee via a CD.*

*ACTION: Ratner will discuss maintenance of the web and a system for ensuring the information is current with Maurice Mendel, the current webmaster. A survey to gather member feedback on the web will be distributed at the April meeting, pending preliminary discussion between Ratner and Mendel.*

*ACTION: Masterson will contact Kelly, Vic, Brenda and Mike requesting an update on the status of the Higher Education Database Project.*

*ACTION: The President will draft a response clarifying that CAP expects the payment of \$10, 991.02 to cover all expenses related to implementation and interpretation of the survey.*

*ACTION: Fox will contact Kelly Appler to let her know that there is space for an exhibit for the Higher Ed. Database Project. He’ll see if ASHA is interested in sponsoring a lunch session.*

*ACTION: Masterson will contact Dr. Messer to work out details regarding AJAS award. Additionally, she will Masterson appoint a task force to develop materials to disseminate to CAP members to encourage local support for science fair projects related to CSD.*

*ACTION: Masterson will talk to Ron Chambers to see if he's interested in doing the literature review, which might be an appropriate topic for a master's thesis if there was an interested student.*

*ACTION: Hurtig will propose process for reviewing and changing P and P manual, to be included in the manual.*

*ACTION: Include state licensure in EB-EB talks with ASHA, AAA, CSAP. Before such meetings, Mahshie will initiate discussion via phone call. CAP will propose an integrated task force to examine situation and propose potential solutions.*

*ACTION: Masterson will ask Ed to notify her when a job posting is made. She will develop questionnaire asking how many individuals applied for the position and whether the position was successfully filled. Masterson will maintain response data and report at subsequent board meetings. Ratner will facilitate web management of these two steps in the monitoring process.*

*ACTION: Hurtig will include questions of this sort when sending out Summer Institute surveys.*

*ACTION: Apel should recirculate minutes from the December phone conference and approval vote should be taken.*

*ACTION: Masterson will identify someone to represent Council at AHP meeting, potentially John Bernthal.*

*ACTION: Mahshie and Ratner (whose local high school appears to use a similar program) will get more information about costs and feasibility of tracking system for applicants to audiology programs; discussion to occur in March.*