

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

**EXECUTIVE BOARD MEETING**

**Hill Country D, Hyatt Regency**

**Austin, Texas**

**January 19 & 20, 2007**

**Minutes**

**Approved 2/16/07**

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

Members Absent: Julie Masterson

**I. Call to Order**

- The meeting was called to order at 8:30 am on January 19, 2007 by Celia Hooper, President-Elect

**II. Common Application Process/ Presentation by Liaison International (Hurtig)**

- Two representatives from Liaison International (George Haddad, President and CEO & Brian Bright, V.P. of Business Development) presented background information about their company and the process of developing a common application for CSD programs
- Liaison International focuses on education and health professions

**Motion (Kimelman/Apel): CAPCSD EB will go forward to explore using a common application for graduate school admissions. Unanimous Approval.**

**Action: CAPCSD will appoint an individual to head a task force to explore use of the common application.**

**Action: The use of a common application for graduate admissions will be an item on the agenda for the CAPCSD Business meeting at the 2007 Conference.**

**Action: Hurtig will invite Liaison International to be an Exhibitor at the 2007 Conference.**

**Action: Hurtig will ask Liaison International to provide a webcast demonstration of a common application process for CSD programs. Hurtig will ask Liaison International to have this set up prior to the April CAPCSD Conference.**

### III. Approval of Minutes (Reuler)

**Motion (Hurtig/Kimelman): The motion to approve the minutes of the CAPCSD EB meeting 11/15/06 and the minutes of the joint CAPCSD EB/ASHA EB meeting 11/15/06 was unanimously approved.**

**Action: Reuler will send the approved minutes and the minutes of the CAPCSD Business meeting on 11/15/06 to Kimelman for posting on the website.**

### IV. CAPCSD EB Calendar and CAPCSD Committee List (Reuler)

- Reuler distributed the CAPCSD EB calendar and committee list

**Action: Reuler will make additions and corrections to the calendar and committee list and distribute electronically to the CAPCSD EB.**

### V. CAPCSD Salary and Demographic Surveys (Kimelman)

- The Salary Survey report will be completed in early February
- The sign-off on the specs for the Demographic Survey on the ASHA HES is imminent
- Specs for the Salary Survey will be started as soon as the Demographic Survey is finished

**Action: Kimelman will post the CAPCSD Salary Survey report on the CAPCSD website. An email blast will be sent to programs to notify them of the posting.**

### VI. Letter of Agreement between ASHA and the CAPCSD for the Higher Education Data System (Kimelman)

- Kimelman distributed the agreement with recommended changes
- Kimelman recommended that the renewal timeline be mid-February each year

**Motion (Kimelman/Mendel): The CAPCSD EB accepts the Letter of Agreement between ASHA and the CAPCSD for the Higher Education Data System pending recommended changes. Unanimous Approval.**

**Action: Reuler will add the review of the Letter of Agreement to the CAPCSD EB Calendar for the January EB meeting each year.**

### VII. CAPCSD 2007 Conference (Apel)

#### A. Continuing Education

- Laven has submitted an application to ASHA for CAPCSD to be a CE provider

**Action: CAPCSD will use the California Speech-Language and Hearing Association as a CE provider for the 2007 conference if necessary.**

B. Registration Fees

**Motion (Apel/Mendel): All speakers invited to CAPCSD Conferences will be required to pay conference registration fees. Unanimous Approval.**

**Action: Hooper will include this motion in the CAPCSD Policies and Procedures Manual.**

C. Conference Program

- Apel distributed the 2007 Conference Program

**Action: The CAPCSD Business meeting will be extended to allow additional time for a discussion of common application process.**

D. Conference Sites

**Action: The CAPCSD EB will explore returning to 2-3 sites for the annual conferences because of the increased costs of hotel rooms and the advantages of signing multi-year contracts.**

**Action: Hurtig will look at site contracts to see if it is possible to bring in LCD projectors.**

VIII. Summer Institute Update (Fox)

- Fox presented an update on the 2007 Summer Institute at the University of Iowa
- Applications will still be considered
- Evening sessions and speakers are being established
- The Summer Institute committee is hoping to provide as much funding as possible for students
- The ASHFoundation is supporting tuition for 2 students

IX. Budget Report and Planning (Mendel)

- Mendel distributed the current budget

**Action: Mendel will distribute Budget Planning Forms to the CAPCSD EB electronically.**

**Action: CAPCSD EB will return the completed Budget Planning Forms to Mendel by March 15, 2007.**

X. Learning Object Exchange (LOEx) Editor (Reuler)

**Motion (Apel/Mendel): Pamela Mitchell will be appointed as Editor of the LOEx for a 3-year term. Unanimous Approval.**

**Action: Reuler will contact Pamela Mitchell regarding her appointment as Editor of the LOEx.**

**Action: Reuler will contact Doug Martin regarding the LOEx presentation at the CAPCSD Conference.**

**Action: Reuler will notify Apel regarding adding Pamela Mitchell's name to the LOEx presentation on the conference program.**

**Action: Reuler will recommend to Mitchell and Martin that they meet with Fox at the Ohio Speech-Language-Hearing Association meeting regarding the LOEx.**

XI. CAPCSD Website/On-line Directory (Kimelman)

- Kimelman reported no new development regarding the website and on-line directory

XII. Conflict of Interest, Ethics, and Anti-Discrimination Policies (Mendel & Reuler)

A. Conflict of Interest Policy

- Mendel distributed a Conflict of Interest Policy

**Motion (Mendel/Kimelman): The CAPCSD EB accepts the Conflict of Interest Policy. Unanimous Approval.**

**Action: Hooper will add the Conflict of Interest Policy to the CAPCSD Policies and Procedures Manual**

B. Anti-Discrimination Policy

- Mendel distributed a draft of an anti-discrimination policy

**Motion (Apel/Schwarz): The CAPCSD EB accepts the Anti-Discrimination policy as revised, pending legal review. Unanimous Approval.**

**Action: Hooper will have the Anti-Discrimination policy reviewed by the attorney at the University of North Carolina – Greensboro.**

C. Ethics Policy

- Reuler distributed the previous approved Ethics Policy

**Action: Hooper will have the Ethics Policy reviewed by the attorney at the University of North Carolina – Greensboro.**

XIII. Membership Report (Laven)

- Laven distributed current Membership Report

- Two programs have been added to the database and two programs moved from non-member to member status

**Motion (Fox/Mendel): CAPCSD will establish a policy that attendees at CAPCSD conferences can register with member rates only if their university program membership dues are current, effective January 19, 2007. Unanimous Approval.**

**Action: Hooper will compose an email blast from CAPCSD EB notifying member programs of the policy regarding conference attendees registering at member rates.**

XIV. NAPRAH Conference (Fox)

- Fox distributed NAPRAH Conference brochures

**Action: Fox will contact John Bernthal to see if he will be attending the NAPRAH Conference in March 2007.**

XV. CAPCSD Listserve Policy (Kimelman)

**Action: The CAPCSD EB agreed that there is no need to develop a policy regarding use of the CAPCSD listserv.**

XVI. CAPCSD/CSAP Joint Committee Update (Reuler)

- Reuler reported that the CSAP appointed a committee member
- A conference call will be scheduled in early February for the committee

XVII. Clinic Director's Survey Committee Update (Reuler)

- Reuler reported that the committee is currently developing survey questions based on the input from Clinic Directors
- The survey will be launched in February or early March

XVIII. CAPCSD EB Summer Meeting (Hooper)

**Action: The CAPCSD EB will meet in Iowa City from Wednesday, June 20 (arrival) – Saturday, June 23, 2007. The EB will have the opportunity to interact with Summer Institute participants and attend evening sessions.**

XIX. CAA-ACAE White Paper on Accreditation (Hurtig)

- Hurtig distributed the white paper on accreditation that was developed by a joint CAA and ACAE committee

**Motion (Hurtig/Apel): A task force will be established with representatives from CAPCSD, CAA, ACAE, AAA EB, and ASHA EB to address the issues spelled**

out in the white paper, and to determine costs and a recommended timetable for the accreditation process. **Unanimous Approval.**

**Action: Hurtig will communicate with representatives from CAA, ACAE, AAA EB and ASHA EB regarding development of the task force to continue the accreditation process.**

XX. CAPCSD Awards and Nominations (Hurtig)

A. Awards

**Motion (Apel/Hooper): The CAPCSD EB accepted the Honors Committee's recommendations for recipients of the following awards to be presented at the 2007 CAPCSD Conference: Honors of the Association, Distinguished Service, Distinguished Contributions, Awards of Appreciation, & the Diversity Incentive Award.**

**Action: Hurtig will send letters to recipients of the CAPCSD Awards and post the award recipients on the CAPCSD website.**

B. Nominations (Hurtig)

**Action: The CAPCSD will approve recommended nominations for President-Elect and Secretary during the February EB conference call.**

XXI. 2010 CAPCSD Conference Site Selection (Hurtig)

**Motion (Kimelman/Apel): The CAPCSD will pursue signing a contract with the Hyatt Regency Hotel in Austin, Texas for the 2010 CAPCSD Conference. Unanimous Approval.**

XXII. CAPCSD EB Conference Calls (Hooper)

**Action: Conference calls for the CAPCSD EB are scheduled on Wednesday, February 14 and Wednesday, March 14. Both calls will be at 12 noon EST, 11:00 am CST, & 9:00 am PST.**

XXIII. Adjournment

- The meeting was adjourned at 10:45 am January 20, 2007.

**Motions**

**Motion (Kimelman/Apel): CAPCSD EB will go forward to explore using a common application for graduate school admissions. Unanimous Approval.**

**Motion (Hurtig/Kimelman):** The motion to approve the minutes of the CAPCSD EB meeting 11/15/06 and the minutes of the joint CAPCSD EB/ASHA EB meeting 11/15/06 was unanimously approved.

**Motion (Kimelman/Mendel):** The CAPCSD EB accepts the Letter of Agreement between ASHA and the CAPCSD for the Higher Education Data System pending recommended changes. Unanimous Approval.

**Motion (Apel/Mendel):** All speakers invited to CAPCSD Conferences will be required to pay conference registration fees. Unanimous Approval.

**Motion (Apel/Mendel):** Pamela Mitchell will be appointed as Editor of the LOEx for a 3-year term. Unanimous Approval.

**Motion (Mendel/Kimelman):** The CAPCSD EB accepts the Conflict of Interest Policy. Unanimous Approval.

**Motion (Apel/Schwarz):** The CAPCSD EB accepts the Anti-Discrimination policy as revised, pending legal review. Unanimous Approval.

**Motion (Fox/Mendel):** CAPCSD will establish a policy that attendees at CAPCSD conferences can register with member rates only if their university program membership dues are current, effective January 19, 2007. Unanimous Approval.

**Motion (Hurtig/Apel):** A task force will be established with representatives from CAPCSD, CAA, ACAE, AAA EB, and ASHA EB to address the issues spelled out in the white paper, and to determine costs and a recommended timetable for the accreditation process. Unanimous Approval.

**Motion (Apel/Hooper):** The CAPCSD EB accepted the Honors Committee's recommendations for recipients of the following awards to be presented at the 2007 CAPCSD Conference: Honors of the Association, Distinguished Service, Distinguished Contributions, Awards of Appreciation, & the Diversity Incentive Award.

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### **Actions**

**Action:** CAPCSD will appoint an individual to head a task force to explore use of the common application.

**Action:** The use of a common application for graduate admissions will be an item on the agenda for the CAPCSD Business meeting at the 2007 Conference.

**Action: Hurtig will invite Liaison International to be an Exhibitor at the 2007 Conference.**

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