

**COUNCIL OF ACADEMIC PROGRAMS IN  
COMMUNICATION SCIENCES AND DISORDERS  
Executive Board Meeting  
Andreas Room, Wyndham Hotel  
Palm Springs, CA**

**January 30-31, 2009**

**Minutes  
Approved 2/23/09**

Members Present: Mikael Kimelman, President, Craig Champlin, Melody Harrison, Celia Hooper, Michael Kimbarow, Frances Laven, Cheryl Messick, Ellen Reuler, Larry Small, Judy Vander Woude

I. Welcome and Agenda Review

- Kimelman, President welcomed the EB
- The agenda was approved by consensus

II. President Report – Kimelman

A. CSDCAS

- 23 programs are using CSDCAS
- 2074 applicants are in the system
- 608 completed applicants at this point
- Applicants must enter coursework into categories on the application
- There is a panel session at the CAPCSD conference where three department chairs will present how they are using CSDCAS
- The EB discussed ways to continue to market CSDCAS

**Action: Kimelman will contact Liaison International regarding adding to the FAQs on the CSDCAS website as new questions arise, particularly regarding entering coursework on the application.**

**Action: Kimelman will contact Liaison International regarding providing participating programs with a template that they can use for advising students regarding entering courses in the CSDCAS application.**

**Action: Kimelman will notify the CAPCSD EB when he hears from Liaison about how much revenue CAPCSD can expect this year from CSDCAS.**

**Action: Kimelman will contact Carlin Hageman regarding providing information about CSDCAS to NSSHLA and NSSHLA advisors.**

B. AAA Gold Standards Education Summit

- Kimelman reported receiving very positive feedback about the summit

**Action: Kimelman will report back to the CAPCSD EB following the conference call regarding follow-up of issues that were discussed at the AAA Educational Summit.**

C. Bring in the Best

- CAPCSD EB needs to identify a monitoring officer to annually review the *Bring in the Best* website

**Action: The CAPCSD EB agreed that the CAPCSD Secretary will be the monitoring officer for *Bring in the Best*.**

D. CAPCSD EB Conference Calls

- Kimelman will email CAPCSD with a schedule for conference calls for February and March 2009

III. Past-President Report - Hooper

A. Site visits

- Hooper and Laven visited 5 potential conference sites in the Palm Springs area
- Three sites were identified as potential conference sites; one is the Wyndham where the conference was held in 2007
- The CAPCSD EB discussed advantages and disadvantages of each site after visiting them on 1/30/09

**Action: The CAPCSD EB will review the comparisons of the sites by Conference Direct in considering a site for the 2012 CAPCSD Conference.**

B. Nominations for CAPCSD Secretary and President-Elect

- The deadline for nominations for President-Elect and Secretary of CAPCSD is 2/4/09

C. Nominations for CAPCSD Honors and Awards

- Nominations are currently open for CAPCSD Honors and Awards

IV. Secretary Report - Reuler

A. 2009 CAPCSD EB Calendar and Committee Lists

- Reuler distributed the updated CAPCSD EB Calendar and Committee Lists

**Action CAPCSD EB will notify Reuler of calendar and committee list updates.**

B. Learning Object Exchange (LOEx)

- Reuler distributed a report and proposal from Pam Mitchell, Editor of the LOEx Board
- The proposal was for LOEx to be housed at MERLOT which provides free web space to educational organizations
- MERLOT asks that a representative from participating agencies attend their annual conference and a planning meeting each year

**Motion (Kimbarow/Hooper): The CAPCSD EB approves moving forward with LOEx to use MERLOT. CAPCSD will budget up to \$2500.00 for Pam Mitchell,**

**Editor of LOEx, to attend the MERLOT annual conference and planning meeting during the 2009-10 academic year. Unanimous Approval.**

**Action: The LOEx Editorial Board will provide the CAPCSD EB with a timeline of expected outcomes for the next year before the CAPCSD conference call in March, 2009.**

**Action: Reuler will contact Pam Mitchell regarding the motion to support the use of MERLOT for LOEx and ask for submission of the timeline of expected outcomes for the next year.**

V. Treasurer Report - Harrison

A. Review of Budget

- Harrison reviewed income, expenses and current assets to date
- Laven reported that she is still waiting to hear from several potential sponsors for the CAPCSD Conference

**Action: Reuler will contact Jane Fraser from the Stuttering Foundation regarding sponsorship at the 2009 CAPCSD conference.**

**Action: Harrison will distribute the CAPCSD budget planning form electronically to the CAPCSD EB and will determine a date for it to be returned to her for budget planning purposes.**

**Action: Harrison will ask the CAPCSD Accountant to track by quarters the percentage of membership dues that have come in and compare that on a yearly basis.**

VI. Executive Director Report

A. Membership Report

- Laven distributed the membership report; there is one new member and one current member has dropped

**Action: Kimelman and Champlin will contact programs who have not yet paid their annual dues.**

VII. Vice President for Research Report – Champlin

A. Summer Institute

- Champlin reported that the application deadline for the 2009 Summer Institute has been extended to Feb. 2, 2009
- The number of applications for the Summer Institute is very low as students appear to have other commitments such as jobs, dissertation and other research positions
- The CAPCSD EB discussed contingency plans if there are not enough applicants for the Summer Institute

**Action: The CAPCSD EB will vote electronically on whether to cancel the 2009 Summer Institute after Champlin receives the report on the number of applicants.**

**Action: The CAPCSD EB will appoint a task force to look at other options and/or models that might work for the Summer Institute considering the economic climate. The task force will include the current Summer Institute committee with an additional member.**

**Action: The CAPCSD EB will ask the Summer Institute Task Force for a report for the July 2009 CAPCSD EB meeting.**

**Action: If the Summer Institute is cancelled and the CAPCSD EB does not meet in Columbus, Ohio, the EB will meet in Pittsburgh July 9-10 or July 16-17.**

B. Scholarships

- Progressus is offering a scholarship to a student who has completed a project relating to the schools

VIII. Vice President for Professional Development Report – Vander Woude

A. Vander Woude provided an update on the 2009 CAPCSD Conference

**Action: Vander Woude will contact all speakers for the conference by email to determine who will need digital projectors.**

B. Assistant Chair for 2010 CAPCSD Conference

- The CAPCSD EB discussed potential individuals for the Assistant Chair of the 2010 CAPCSD conference in Austin, TX

IX. President-Elect Report– Small

A. Ad Hoc Doctoral Shortage Committee

- The Ad Hoc Doctoral Shortage Committee is formulating a strategic plan
- The Committee will survey ABD doctoral students

**Action: Small will consult with the CAPCSD EB to be sure relevant issues are addressed on the survey.**

**Action: Small will contact John Ferraro and Jennifer Windsor to see if they were interested in joining the Ad Hoc Doctoral Shortage Committee.**

X. Vice President for Standards and Credentials Report – Kimbarow

A. CFCC and CAA meetings

- Kimbarow will attend the CAA and CFCC meetings 2/27-28/09

**Action: CAPCSD EB will let Kimbarow know of any issues that he should present at the CFCC and/or CAA meetings.**

B. Essential Functions

- The Essential Functions Committee is interested in conducting a survey of faculty regarding what programs are looking for in terms of an essential functions document

**Action: Kimbarow will explore with ASHA the possibility of developing Essential Functions for practice.**

#### XI. Vice President of Communications Report – Messick

##### A. Demographic and Salary Surveys

- The Demographic Survey committee will meet in Pittsburgh 2/22-24/09 to write up the results of the survey
- There was a 37% completion rate for the Demographic Survey
- The Salary Survey will open in October 2009
- Completing the surveys will be easier once the annual CAA report has been on-line for a year

##### B. CAPCSD Website

**Action: The CAPCSD website will be an agenda item at the April 2009 CAPCSD EB meeting.**

**Action: Vander Woude, Kimbarow and Messick will review the current website and respond to Messick's initial comments for the April 2009 CAPCSD EB meeting.**

#### XII. Adjournment

- The meeting was adjourned at 10:00 am PDT 1/31/09

#### Motions

**Motion (Kimbarow/Hooper): The CAPCSD EB approves moving forward with LOEx to use MERLOT. CAPCSD will budget up to \$2500.00 for Pam Mitchell, Editor of LOEx, to attend the MERLOT annual conference and planning meeting during the 2009-10 academic year. Unanimous Approval.**

#### Actions

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