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**

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**Actions**

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