

COUNCIL OF ACADEMIC PROGRAMS IN  
COMMUNICATION SCIENCES AND DISORDERS

EXECUTIVE BOARD MEETING

Washington, DC  
July 11-12, 2004

The meeting was called to order by President Mahshie at 12:00 PM, July 11, 2004.

**I. Approval of Minutes of Executive Board Meeting, Ft. Lauderdale, FL, April 2004**

Approved.

**II. Approval of Agenda**

Approved.

**III. Report of Officers**

**A. President (Mahshie)**

**1. Overview of meeting**

Mahshie welcomed the board to the 26<sup>th</sup> year of the Council.

**2. Membership report**

a. Current information.

Two new members: Nova Southeastern University SLP program (AuD program, from another school at the university, is already a member) and Universidad del Turabo, Puerto Rico (undergraduate program). Four delinquent programs appear unlikely to renew, following multiple contacts.

b. Recruitment of nonmembers and international programs. Saxman reported that no specific plan has been developed to contact non-member programs (approximately 15 programs). Mahshie proposed that the current CAPCSD brochure be updated to aid recruiting, and include outreach to international programs.

*Action: Ratner will initiate revision of the CAPCSD brochure and provide a draft for the November EB meeting.*

*Action: Mahshie will prepare and send a recruitment letter to all non-member programs.*

**3. CAA standards development**

CAA is revising accreditation standards. Saxman and Mahshie will attend portions of the CAA July meeting relating to standards development. EB members noted the importance of keeping paperwork, reporting requirements, and all reaccreditation processes as streamlined and balanced as possible for both AuD and SLP programs. Mahshie reported that the CAA Dept. of Education accreditation hearing, originally scheduled for June, has been rescheduled for December. CAPCSD has been asked to provide a representative to this meeting.

#### **4. Related Professional Organization Meetings**

a. ASHA

A meeting with ASHA EB will occur within the next 6 months.

b. AAA

Saxman and Mahshie met with AAA executives Gans, Whitelaw, and Stach. Both organizations' priorities were reviewed. AAA wishes to move forward with accreditation of AuD programs. The CAPCSD position of supporting a single accrediting body for SLP and Audiology was presented. Meyer discussed the AAA Education Committee charge, which is being developed. International initiatives were also discussed.

c. CSAP

CSAP president O'Connor has contacted Mahshie and Saxman to schedule an EB-EB conference call. Saxman reported that past conversations have indicated a restricted range of common issues. A conference call appears to be a good way to maintain contact and monitor potential issues of mutual interest. Any interested board members are invited to participate.

d. SID 10

There has not been recent contact with this group. Fox notes that they will be invited to participate in a session at the upcoming CAPCSD conference.

#### **5. Discussion and approval of Policy and Procedures Manual updates.**

The Policies and Procedures manual update process is nearing completion. A number of procedural revisions, including updating officers' duties to reflect current practice, were proposed.

- **Motion (Fox/Ratner): Approve the changes to the Policies and Procedures manual as discussed during the July 2004 EB meeting. Unanimous approval.**

*Action: Ratner will separate the Council Bylaws and Articles of Incorporation and ensure that they are posted as separate documents on the CAPCSD Web site.*

*Action: Mahshie, Hurtig, and Laven will incorporate the procedural changes and wording approved during the July EB meeting into a revised version of the Policies and Procedures manual.*

**6. Ad hoc Committee on International Affairs (see Old Business)**

**7. Calendar update**

The calendar of duties for EB members is nearing completion; new EB members are asked to examine their portion and submit changes to Mahshie.

**8. CAA Advisory Committee – Education in Audiology**

- a. Neil diSarno
- b. Lisa Lucks Mendel
- c. Jim Mahshie

This committee will be involved in developing the agenda for the conference, along with CAA. The goal is to examine the actual educational needs of these programs as relate to accreditation standards.

**9. CAA meeting July 17-20, 2004**

Mahshie and Saxman will attend in monitoring capacity and to provide CAPCSD input, particularly in relation to upcoming accreditation standards revision.

*Action: Mahshie will ask CAA to include the CAPCSD EB in the notification list when changes that affect programs are implemented (such as the recent revision of the Reaccreditation and Annual Report forms).*

**10. CFCC meeting July 30-31**

A representative is needed. Mahshie may attend or Brasseur will appoint a delegate.

**11. Goals for year**

Mahshie gave a brief recap of current initiatives, including international and technology issues.

**B. President-Elect (Hurtig)**

**1. Ph.D. summer initiative**

A summer institute in communication sciences and disorders has been proposed, with courses taught by leading researchers and targeted at doctoral students (Brasseur suggested that master's students with an interest in research also be included in the target group). The planning committee, originally chaired by Ingham, includes Oller, Chambers, Dale, & Hurtig. Costs and funding sources were discussed. A survey was sent, and of the approximately 70 program representatives who responded, all approved the concept. Content areas were suggested by the respondents. Ratner suggested also surveying doctoral students to get an idea of the range of courses they would like to see offered by the institute. Hurtig asked that CAPCSD consider functioning as the sponsor of this institute, in collaboration with ASHA and other organizations. Mahshie pointed out that CAPCSD is not able to act as a sole sponsor, so participation by other organizations would be crucial. He suggested that the committee continue their work in order to determine specific parameters of the institute and funding sources.

*Action: Masterson will appoint a CAPCSD member committee to continue development of the doctoral summer institute concept.*

## **2. Goals for year**

See above.

## **C. Past President (Saxman)**

### **1. Summary of initiatives from past year**

Among the continuing initiatives, Saxman notes the importance of international efforts. He will be attending the IALP meeting in Australia and visiting New Zealand (not at council expense) as part of that effort. He noted the success of various initiatives regarding the doctoral shortage and expressed his support for continuing efforts in the development of quality indicators for doctoral education.

### **2. USDE Hearing**

This hearing, related to the Council on Academic Accreditation's USDE accreditation, has been postponed to December 2004. Saxman has been asked to testify. See III-A.3.

### **3. Annual Meeting Site for 2007, planning for 2008**

San Diego venues did not work for a variety of reasons. Palm Springs was the back-up location, and there are two possible venues there. The Riviera has been updated and has reasonable room rates but is a distance from downtown. The Palm Springs Wyndham is more modern and in the center of town. Their bid was comparable to the Riviera's.

- **Motion (Ratner/Masterson) to select the Palm Springs Wyndham as the conference location for 2007. Unanimous approval.**

For 2008, Saxman has determined that a southeastern site is appropriate, and has asked Conference Direct to begin looking at specific locations in cities such as New Orleans.

#### **4. Appointment of Nominations Committee**

Saxman asked EB members to begin thinking of individuals to serve on this committee.

#### **5. Appointment of Honors and Awards Committee**

See above.

#### **6. Annual meeting exhibitor solicitation planning**

Mahshie suggested that EB discussions of this issue could be accomplished online.

*Action: Saxman will write to previous conference exhibitors and will investigate ways to solicit new exhibitors, including updating our brochure and providing photographs or description of the exhibit space. He will also send a list of past exhibitors to EB members and will ask for members to make personal contacts.*

#### **7. Goals for year**

Saxman wishes to focus on international issues, in addition to completing all duties of the office.

### **D. Treasurer (Meyer)**

#### **1. Financial status of council**

See treasurer's report.

#### **2. Budget—Priorities and Planning**

Meyer will meet with previous treasurer McNeil and Laven to go over processes and planning. Mahshie pointed out that EB members must stay within their committees' budgeted amounts for all expenses, and suggested that budget amounts stay the same as last year for planning purposes.

*Action: All EB members will submit their 2004-2005 budget requests to Meyer by July 27, 2004.*

#### **3. Goals for year**

Goal is to create and maintain a balanced budget.

#### **E. Secretary (Wohlert)**

##### **1. Update on Committees and working groups**

*Action: Wohlert will gather current committee status and membership from all EB members and append that list to the minutes.*

##### **2. Goals for the year**

Wohlert noted that she must step down as of the November meeting, in order to assume ASHA CAA chair duties. Mahshie will appoint someone to finish the term, through June 30, 2005.

*Action Item: Mahshie will consult EB members by e-mail and appoint a secretary in time for the November 2004 meeting.*

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

##### **1. Survey update**

Ratner contacted Shinn. The committee is meeting in Pittsburgh July 20-23, 2004 to finalize the survey report. Ratner noted that there were some difficulties with member programs' ability to complete the survey, and therefore the committee must examine the rate of incomplete responses and the response rate. Brasseur asked that the time of the survey be re-examined, in order to allow programs to complete the survey at a time when academic pressures are fewer.

One third of the members are rotating off the survey committee. Ratner will seek to replace them while maintaining an experienced core of members, and asked EB members to send her suggestions of individuals with appropriate expertise.

##### **2. Proceedings update**

Ratner noted that the more extensive and specific instructions that were given to conference presenters this year have resulted in a much quicker return rate: only four presentations still need to be submitted. She is on target for a mid to late August release.

##### **3. Committee membership**

See 1., above.

##### **4. Goals for the year**

If a major reformatting or reconceptualization of the Web site is expected, EB members will need to provide guidance for this project. Mahshie suggested the Robert Quesal would be a good chair for an ad hoc committee to examine the Web site. Saxman pointed out that we need to develop both goals and procedures for Web postings.

*Action: Ratner will contact Robert Quesal, Judith Custer, and Douglas Martin, to form an ad hoc committee to examine the CAPCSD Web site and develop suggestions for improvement.*

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

### **1. 2005 Annual Meeting program development**

Fox distributed a draft of the 2005 conference program for next year. The theme will be “Facing the Future,” which will focus on examining the next ten years in our fields. He also presented recommendations, including a pre-conference “short course” on the topic of pedagogy. Meyer suggested that sponsors be notified of the theme so they can present related materials. Fox went through the program draft, obtaining EB members’ suggestions for modifications.

*Action Item: Masterson will consult with Fox regarding conference programming for the research doctorate focus, including whether a separate post-conference forum is needed.*

Given that the registration fee will have to rise to cover conference costs, Mahshie proposed a modest increase that will just allow the possibility of a breakeven. Hurtig suggested a slightly larger increase in order to assure that expenses will be met and potentially allow the fee to stay the same in the near future.

➤ **Motion (Hurtig/Ratner) to raise the conference registration fee to \$225. Eight in favor, one opposed. Motion approved.**

### **2. 2005 committee appointment**

Vice-chair Colleen O’Rourke  
Barbara Solomon

### **3. Goals for the year**

The goal is to accomplish the duties related to the conference.

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

### **1. CAA meeting: Issues**

Mahshie will consult with Brasseur following the CAA meeting to discuss any relevant issues that arise during the meeting.

## **2. CAA standards committee**

Mashie and Saxman will attend the July 15-18 CAA meeting to provide input to the committee developing new CAA standards.

## **3. CFCC meeting July 30-August 1: Issues**

One issue we will need to pursue is the possibility of counting some clinical hours supervised by non-CCC individuals.

## **4. Taskforce on Supervisor Qualifications**

See above. Should supervisor qualifications reappear as a resolution, a greater effort to educate members about the rationale and details of the resolution will need to be made. Mahshie would like to have this issue presented at the November EB meeting.

*Action: Ratner and Laven will investigate the possibility of expanding the electronic mailing list to include multiple contacts per program, such as both program and clinic directors, in order to ensure that materials are distributed to all conference attendees.*

*Action: Brasseur will examine the resolution that was proposed last year and form a working group to further examine the issue of supervisor qualifications, with the expectation that a resolution on the topic will be presented at the 2005 conference.*

## **5. Goals for the year**

- **Motion (Mahshie/Ratner) that a committee be established with a charge to develop and delineate quality indicators for clinical doctorates in audiology and speech-language pathology.**

*Action: Brasseur will form a committee to develop quality indicators for clinical doctorates. R. Novak and M. McNeil were suggested as members.*

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

## **1. Thomson Delmar Learning Scholarships: Changes and proposed selection criteria**

Mahshie will provide materials to Masterson so that the process will go forward as planned by Ingham and discussed during the April 2004 EB meeting.

## **2. Doctoral shortage topics/programs at annual conference**

See G-1. above.

## **3. Goals for year**

Masterson wishes to pursue the master survey initiative that has been discussed in conjunction with ASHA. Apparently ASHA is not moving forward rapidly, but CAPCSD will continue to pursue cooperation on this project.

Masterson proposed developing a virtual clearing house for technology exchange, so that members could post shareware they develop for teaching and research. She will talk with individuals with expertise in this area in order to determine how (or if) to proceed.

Masterson will investigate ways CAPCSD could foster young students' interest in research in communication sciences and disorders, perhaps by sponsoring an award for science fair projects at the national level and supporting similar local efforts.

Masterson will also be in charge of the summer institute initiative (see B-1.)

## **J. EAS (Laven)**

### **1. Goals for year**

EAS has been working with the council since 1991. Laven's associate is Tim Larson, who is Minneapolis-based. Two other part-time employees fulfill office duties, and there is also a bookkeeper for the council. We are in the second year of a five-year contract. Goals for the year are to continue to provide all contracted services. Ability to accept credit card payments should be operational by August.

## **IV. Old Business**

### **A. Doctoral Standards**

Mahshie noted that we have discussed development of quality indicators for research doctoral programs, as well as for clinical doctorates, and asked whether the council wishes to proceed with that initiative.

*Action: Masterson will review materials available through ASHA and other sources, and report to the EB at the November meeting.*

### **B. Discussion of future plan for International Involvement (Saxman)**

Saxman will convene committee members Bleile, Hallowell, Madison, & Robb to begin work on this initiative and will report at the November meeting.

**C. Resolution on Qualifications of Clinical Supervisors**

See H-4.

**V. New Business**

**A. Involvement with AHRP Roadmap initiative**

See related material in the meeting notebook. This group (Allied Health Research and Practice) wishes to promote interdisciplinary research in our fields. They are meeting in Chicago on July 15, 2004.

*Action: Meyer will represent the council at the July 15, 2004 meeting of the AHRP working group.*

**B. Pedagogy initiatives**

Mahshie noted that a number of initiatives are underway, as described throughout the minutes.

**C. Priorities and issues for the current board**

Importance of input into the new CAA standards was discussed, as was the issue of 3 year versus 4 year AuD programs.

**VI. Recess for Resolution Committee Meeting**

**Resolutions Committee**

July 12, 2004

Convened at 3:55 p.m.

**VP for Clinical Issues**

EB members considered a proposal to create the position of Vice President for Clinical Education Development. Mahshie noted that conference attendance is now approximately 50% clinical faculty. One alternative would be to ensure that clinical educators are considered as nominees for the existing board positions. Saxman asked if there are other ways to provide recognition of the role of clinical educators within the council. He also pointed out that the current EB is not made up of representatives of constituencies within the council. Ratner suggested that the pool of nominees for EB positions be expanded. Masterson suggested that clinical educators be considered more fully for committee membership, including the nominating committee.

Mahshie suggested that we could entertain a proposal that would include the issues to be addressed in regard to clinical educators, and then we would be able to determine whether a new position or additional duties for existing members would be appropriate. He reiterated that the EB is not a body of constituency representatives.

- **Motion (Ratner/Fox) to accept the submitted proposal for a resolution to create a Vice President for Clinical Education Development. 8 against, 1 absent. Motion denied.**

Committee meeting adjourned at 4:24 p.m.

## **VII. Concluding Remarks**

**Executive Board Meeting Adjourned at 4:45 p.m., July 12, 2004.**

## **MOTIONS**

**Motion (Fox/Ratner): Approve the changes to the Policies and Procedures manual as discussed during the July 2004 EB meeting. Unanimous approval.**

**Motion (Ratner/Masterson) to select the Palm Springs Wyndham as the conference location for 2007. Unanimous approval.**

**Motion (Hurtig/Ratner) to raise the conference registration fee to \$225. Eight in favor, one opposed. Motion approved.**

**Motion (Mahshie/Ratner) that a committee be established with a charge to develop and delineate quality indicators for clinical doctorates in audiology and speech-language pathology.**

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## ***ACTION ITEMS***

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*Action: Mahshie will prepare and send a recruitment letter to all non-member programs.*

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