

COUNCIL OF ACADEMIC PROGRAMS IN  
COMMUNICATION SCIENCES AND DISORDERS

EXECUTIVE BOARD MEETING

MINUTES

Portola Plaza Hotel  
Monterey, California  
July 22-23, 2005

Present: Hurtig (President), Brasseur, Fox, Laven, Mahshie, Masterson, Meyer,  
O'Rourke, Reuler

Absent: Kimelman

The meeting was called to order by President Hurtig at 8:30 AM, July 22, 2005

I. Approval of Agenda

The agenda was approved with the following time order changes:

- 9:00 Conference call with Kimelman, VP of Communications
- VP for Research and Academic Development moved to 7/22/05

II. Report of Officers

A. President (Hurtig)

1. Welcome to new and returning Board members and thanks to Mahshie for his leadership as President and to Fox and O'Rourke for successful conference
2. Report on EB meetings with ASHA and AAA
  - Discussion as to importance of meeting with representatives from ASHA, CAP, AAA and ACAE to work on goals of a viable system of accreditation.
  - Hurtig would like to initiate meeting using a facilitator in late August/early Sept.

**Motion (Masterson, Fox): Hurtig will arrange a facilitated meeting with representatives from ASHA, AAA, ACAE and CAP to resolve issues of accreditation. Unanimous approval.**

3. Calendar Update

- Hurtig would like some agenda items covered through additional meetings by conference calls

**Action: Board members will submit schedules for the fall before the end of this meeting for scheduling of conference calls**

- Mahshie is responsible for finding a site for the 2009 conference in the West. We need to schedule around the Audiology Summit, tentatively scheduled for 1/12-16/06, 2/2-5/06 or 2/9-12/06

**Action: January meeting of CAPCSD Board is tentatively set for January 26-29, 2005.**

B. Vice President of Communications (Kimelman: report by conference call)

1. Higher Ed Data Base

In a memo of 5/27/05, ASHA presented several working points for an agreement of an understanding between CAPCSD and ASHA. They were all acceptable, however, several points listed still required clarification. A conference call on 6/29/05 with Hurtig, Mahshie and Kimelman raised some other issues that Kimelman will clarify with ASHA for the final letter of agreement.

- Memo 6/2/05 from ASHA indicated Sept.-Nov. window for beginning data collection

**Action: Kimelman will push for the Higher Ed Database collection to begin in a timely fashion.**

2. Conference Proceedings

- Hurtig suggested that this responsibility shift to VP of Professional Development as the last responsibility of chairing the annual conference
- Kimelman agreed that this shift makes sense

**Motion (O'Rourke, Fox): The VP for Professional Development will be responsible for the conference proceedings and the Procedure Manual will be changed to reflect this. Unanimous approval.**

**Action: Fox will check with Nan Ratner to see where we are with the proceedings from the 2005 conference**

3. Web Site

- Hurtig raised the issue of whether we need to invest in professional management of the website to keep it move forward with changes and keep it current
- Masterson indicated that how CAP handles the website will determine how we handle other projects such as the Learning Object Repository
- Mahshie suggested that we need information on cost of set-up, annual and hourly fees

**Action: Kimelman, Mahshie and Laven will work together to explore costs of investing in professional management of the website and provide options to the Board.**

4. Brochure

- The brochure is on the CAP home page with intent of “print as demand”
- There are some minor errors

**Action: Board members will submit recommended corrections/changes on the Brochure to Laven at the end of this meeting and she will forward them to Kimelman.**

C. President-Elect (Masterson)

1. Summer Institute

- The proposal for the Institute came from a recommendation of the joint committee on the PhD shortage
- Masterson reviewed proposal, including the proposed budget, which was also shared with AAA and ASHA staff and EB. The proposed budget included tuition costs covering faculty costs, CAP covering administrative costs and various organizations and corporations supporting student scholarships
- The goal of the Institute is to provide a cohort for doctoral students which will result in collaboration over the course of their professional careers.
- The Institute committee surveyed PhD programs for recommended courses, research seminars, etc. and for approximate number of students they would send.
- There was extensive discussion on the budget and on whether all of the pieces can be in place to begin in summer 2006.

**Action: On Masterson’s recommendation, the CAP Board approved: 1) the concept of the Summer Institute, 2) providing some seed money, and 3) the first Institute would be at the University of Iowa in 2007.**

**Action: Fox will appoint an organizational committee to develop a multi-year plan for the Summer Institute.**

**Action: Fox will have institutions lined up for the first 3 years of the Summer Institute (2007, 2008 & 2009) by the November 2005 CAPCSD Board meeting.**

**Action: A detailed proposal for the Summer Institute will be presented to the CAPCSD Board at the January 2006 Board meeting.**

**Action: Masterson will hear from the ASHA Foundation and Audiology Foundation about potential contributions to the Summer Institute.**

**Motion (O'Rourke, Mahshie): CAPCSD will provide seed money for the Summer Institute of up to \$25,000 to support the first year (2007), \$12,500 to support the 2<sup>nd</sup> year (2008), with the Institute being self-supporting for the 3<sup>rd</sup> year (2009). These represent maximum amounts with the commitment to explore other funding options. Unanimous approval.**

2. Junior Science Academy

- There is money in the CAP budget to support a student going to the meeting and a representative from CAP to go and present the award
- AAA and CAP can collaborate on a committee to develop resource kits, science fair opportunities and corporate sponsorship

3. System for M.S./Ph.D. Program Collaboration

- The committee is chaired by Sandy Laing from U of Alabama with the goal to get information on ideal models of collaboration between Master's and PhD programs
- The next move is to create 2 web-based surveys, one for faculty and one for students with the goal to match interested Master's and PhD programs

4. Advocacy Efforts

- ASHA wants feedback on the Public Policy Agenda
- Advocacy is important for the Council to meet the needs of the membership

5. Faculty Searches Survey

**Action: Masterson will give the faculty search survey database to Fox and he will determine if he needs IRB approval at OSU before he sends the survey out.**

6. Learning Object Repository

- Doug Martin sent a proposal indicating that the first question is whether to build this site by scratch or use MERLOT
- The Learning Object Repository (LOR) needs to have a peer review component

- The Council needs to be able to get information quickly and a software program like Perseus allows easier analysis of data. The Council has a version of Perseus.

**Motion (Masterson, Fox): CAPCSD will constitute a Learning Object Repository (LOR) committee to gather information on what is being used, the level of interest, and the potential collaborations for funding. Doug Martin will be appointed as Chair of the committee and have a proposal to the Council Board by the November meeting. The Council will fund a face-to-face meeting of the committee. Unanimous approval.**

**Motion: (Masterson, Fox): Mahshie will determine the viability of the Perseus program that the Council currently has to facilitate gathering data and will coordinate with those in Memphis and gather information about their role. The next step is to determine how we will use it and have multiple users. Unanimous approval.**

7. Thompson-Delmar Scholarships

- The award will continue. There need to be clear guidelines for the application process
- Currently, it's an award for a completed research project

**Action: Fox and Masterson will develop application guidelines for the Thompson-Delmar award for research and report to the CAPCSD Board in a conference call.**

D. Vice President for Research and Academic Development (Fox)

1. Ph.D Forum

- Suggestion from the conference was to address mentoring
- Masterson encourages the Council to continue the Forum as members find it very useful

2. Advocacy

- Past President and VP for Research and Academic Development have advocacy responsibilities

**Action: Laven will look for advocacy list**

E. Past President (Mahshie)

1. Audiology and SLP Summits

- Mahshie is reviewing a draft of Audiology Summit report which will be disseminated next month to CAP , AAA Board, and ASHA EB
- There is support from CAP Board and ASHA EB for SLP Summit which now needs to move forward in the next 12 months.

**Action: Mahshie will work with Stephanie Davidson at ASHA to see if there is funding to get a committee together to work on the SLP Summit.**

2. Site Selection

- The 2008 conference site is Innesbrook (near Tampa, FL)
- The 2009 conference will be in the Western US

3. Appointment of Nominations Committee

**Action: Mahshie will appoint members for the Nominations Committee.**

4. Appointment of Honors and Awards Committee

**Action: Mahshie will appoint members for the Honors and Awards Committee.**

**Action: Honors and awards recipients will be told in advance of their awards so they will be sure to attend the banquet to receive them.**

5. Annual Meeting Exhibitor Solicitation Planning

**Action: Council Board members will take packets to vendors at the ASHA conference to solicit more vendors for the Council conference. Meyer will contact the Audiology vendors.**

6. International Initiative

**Action: Mahshie will revitalize the International Initiative Committee and develop clear objectives for this initiative to encourage more international involvement in the Council.**

F. Treasurer's Report (Meyer)

1. Financial Status of Council

- Financial status report was distributed and reviewed. For 2004-05, income was \$191,871.00; expenses were \$147,594.00; net income was \$44,277.00. Current assets are \$332,687.60.
- There are currently no outstanding bills from the conference
- A bill from Center for Social Urban Research was never received for the survey

**Action: Laven will check the invoice folder for the Council survey to see what there is from the Center for Social Urban Research. She will send what she has to Mahshie. Laven will also make contact with the Center to explore where we are with this bill.**

**Action: Meyer will move \$26,000.00 from the checking and savings accounts to the Vanguard – Prime Money Market account to earn more interest.**

2. Budget for 2005-06
  - Meyer distributed the proposed budget
  - Additions to the budget resulted in a \$10,000.00 deficit
  - There were concerns about the budget showing a deficit although it reflects special one-time projects

**Motion (Meyer, Fox): The Council Board will use up to \$20,000.00 of assets from the previous year 2004-05 revenue above expenditures to balance the budget for 2005-06. Unanimous approval.**

G. Vice President for Professional Development (O'Rourke)

1. 2006 Annual Conference
  - Conference committee is meeting Sept.1,2, &3, 2005 to plan the program
  - SID 10 & 11 are interested in doing the pre-conference short course again
  - O'Rourke distributed 2005 conference feedback and suggestions

**Action: The conference committee will clarify to members how and when they can bring resolutions to the floor at the conference and will explore new ways for resolutions to come from the break-out groups.**

H. Vice President for Standards and Credentials (Brasseur)

1. CAA Update
  - CAA will meet next week
2. CFCC Update
  - Brasseur gave ANTSY update regarding certification guidelines, revision of the CFCC manual and certification application review by the CFCC Board
  - ASHA national office staff did an extensive mailer for people who's C's had lapsed with instructions for reinstatement
  - ASHA's Graduate Guide to Higher Education will launched this fall and shown at the ASHA conference
3. Taskforce on Supervisor Qualifications
  - There will be a 2-3 hour generic training module on supervision on the ASHA website
  - The supervision taskforce sent a questionnaire in February 2005 to Clinic Directors for input regarding supervisor qualifications

- If CAA says “appropriate supervisory qualifications”, task force recommendations aren’t necessarily important

**Action: The CAP Board will await Brasseur’s recommendations for the Supervisory Qualifications task force based on next week’s CAA meeting.**

I. Management (Laven)

1. Conference calls

**Action: CAPCSD Board members will inform Laven ahead of time of when a conference call is scheduled and which group is involved.**

2. Expense Authorization Voucher

**Action: CAPCSD Board members will submit their expenses to the Council office within one month of the meeting for reimbursement.**

3. Budget Information

**Action: Budget items will be broken down for the past 5 years (if possible) to provide ready access to budget history.**

4. Past Documents

- Rapid Board turnover results in decreased historical perspective
- Currently, past documents are stored in boxes

**Action: Laven will explore costs for scanning and cataloguing past documents. Board members will send information regarding scanners and software to her so she can look into it.**

5. Conference Costs

- EAS is requesting \$600.00 for additional costs incurred at the 2005 conference related to staffing
- Fox indicated that the conference was busier this year due to increased number of registrants, the short course, and more exhibitors

**Motion (Fox, Meyer): CAPCSD will pay an additional \$600.00 for conference expenses as an out-of-pocket expense that will be invoiced, from this time forward until the next contract negotiation. Unanimous approval.**

**Action: The CAPCSD Board should start the process for renegotiating the contract with EAS in Spring 2007 for the July 2008 contract. This process should involve a two-way feedback conversation which Hurtig will initiate.**

6. Conference Direct

- Conference Direct is a company that gets 10% of room fees which is negotiated with the hotels

**Action: Meyer will explore whether using a “10% company is beneficial and whether we should look into other companies**

III. Old Business

A. Health Related Road Map

**Action: Fox will check with John Berenthal, CAPCSD representative to AHRP, for an update on the Health Related Road Map.**

B. Procedure Manual

**Action: An electronic version of the Procedure Manual will be distributed to Board members. Feedback is requested.**

IV. New Business

A. Council of Supervisors in Speech Pathology and Audiology (CSSPA)

- Brasseur asked if Council was interested in scanning past CSSPA proceedings for the website

**Action: Brasseur will contact Wren Newman to see if Special Interest Division 11 is interested in scanning putting the proceedings from the past CSSPA meetings on their website.**

V. Adjournment

**Motion (Fox, Meyer): The meeting was adjourned at 11:45 AM, July 23, 2005. Unanimous approval.**

**Motions**

**Motion (Masterson, Fox):** Hurtig will arrange a facilitated meeting with representatives from ASHA, AAA, ACAE, and CAP to resolve issues of accreditation. Unanimous approval.

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