

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

**Executive Board Meeting  
July 21-22, 2006  
Wyndham Jacksonville Riverwalk Hotel  
Jacksonville, Florida**

**MINUTES**

Present: Masterson (President) Apel, Fox, Hurtig, Kimelman, Laven, Mendel, Reuler, Schwarz

Absent: Hooper

I. Approval of Agenda (Masterson)  
**Motion (Hurtig/Fox): The motion to approve the agenda with changes was unanimously approved.**

II. Minutes (Reuler)  
**Motion (Hurtig/Fox): The minutes of the following meetings were unanimously approved: CAPCSD EB Meeting April ,2006; CAPCSD EB/ASHA EB Joint Meeting April, 2006; CAPCSD EB/AAA EB Joint Meeting April, 2006; CAPCSD Membership Meeting April, 2006.**

III. Conference Program 2007 (Apel)  
A. Apel distributed the proposed conference program.  
B. The issue of CEUs was discussed.  
C. The issue of the Conference Proceedings was discussed.

**Action: The 2007 Conference Planning Committee will send specific information regarding the conference site, CEUs, and AV requirements to members through the Council listserv.**

**Action: Laven will investigate whether the \$8.00/day resort fee can be folded into the room rate for reimbursement purposes.**

**Action: Apel will appoint a CEU administrator for the conference.**

**Action: The V.P. for Research and Academic Development (Fox) will take responsibility for mentoring the Thompson-Delmar awardees at the conference.**

**Action: The 2007 Conference Committee will identify sessions that may be of interest to the award recipients and the NSSHLA and NAFDA representatives.**

**Action: Apel and Schwarz will work together on the wording for the pre-conference title and description.**

**Action: Apel and Masterson will review the CAPCSD Policy and Procedures Manual with regards to whether the bylaws need to be changed regarding the publishing of the Conference Proceedings.**

**Action: The Conference Proceedings and recommended bylaw changes will be on the agenda for the November 2006 Membership Meeting.**

**Motion (Mendel/Kimelman): The proposed program for the 2007 CAPCSD Conference is approved. Unanimous Approval.**

IV. 2006-07 CAPCSD EB Calendar (Reuler, Masterson)

A. A monthly calendar was distributed

B. Dates of conference calls, meetings and agenda items were discussed

**Action: CAPCSD EB Conference calls will be 9/27/06 and 10/25/06 at 10:00 am EDT.**

**Action: The CAPCSD EB will meet on Committee Day at ASHA, 11/15/06. The Membership Meeting will be on 11/15/06 from 5:30-6:30 pm.**

**Action: The CAPCSD EB will meet either January 19-20 or 26-27, 2007 in San Antonio, Texas.**

**Action: CAPCSD EB will notify Masterson and Laven if rooms are needed for committee meetings at ASHA in November 2006.**

**Action: Masterson will send a reminder to the EB for agenda items 2 weeks in advance of each meeting/conference call.**

**Action: Reuler will include future agenda items on the calendar.**

**Action: Reuler will adjust the calendar as discussed and distribute to the EB.**

**Action: Reuler will make monthly updates on the calendar.**

V. Accreditation (Hurtig)

A. Hurtig and Masterson gave update on Facilitated Meeting in June, 2006.

B. The structure of the "umbrella" organization for accreditation was laid out at the meeting. There would be two standards boards, one for Audiology and one for Speech-Language Pathology. The accreditation process would be managed by a coordinating committee.

- C. Hurtig reported that a great deal of progress has been made. The proposed accreditation process would have considerable input from CAPCSD.
- D. The next meeting is scheduled for September 28-29, 2006 at O'Hare Airport in Chicago. A conference call is scheduled in August to discuss agenda items for the meeting.

**Action: The facilitator will be included in the September 28-29, 2006 meeting.**

**Action: CAPCSD representatives at the meeting will be Jim Mahshie, Julie Masterson, Richard Hurtig, Ilsa Schwarz, and Dianne Meyer.**

**Action: The CAPCSD EB unanimously supports the recommendation for the formation of a Coordinating Committee to oversee accreditation of Speech-Language Pathology and Audiology programs. The CAPCSD EB is aware of the potential costs and that this will become a fixed cost for the budget.**

- VI. CAPCSD/CSAP Joint Committee (Reuler)
  - A. Reuler distributed the report from the CAPCSD/CSAP Joint Committee meeting in April 2006 at the CAPCSD Conference.
  - B. Reuler gave update of the presentation at the CSAP Conference in Portland, OR in May 2006.
  - C. Identified issues include student practicum placements, relationships between training programs and practicum sites, training of off-campus supervisors, certification and licensure, mentoring opportunities, shortage issues and conference scheduling issues.

**Action: Reuler will follow-up with CSAP President and President-Elect regarding identifying CSAP committee members for the joint committee.**

**Action: When CSAP members are identified, Reuler will set up a conference call with the committee and give a report to the CAPCSD EB during the conference call on 9/27/06.**

- VII. Bring in the Best (Masterson)
  - A. Committee members are working in teams to gather information about science fairs state by state.
  - B. A resource packet is being compiled for each state. It will include contact information, timelines, and award templates. The goal is for the packets to be ready by November 2006, in time for the ASHA conference.
  - C. Masterson hopes that this joint committee can co-sponsor the awards
- VIII. Committee List Update (Reuler)

- A. Reuler distributed the 2006-07 CAPCSD Committee lists and asked for additions and corrections.
- B. Recommendations were made for the CAPCSD Nominations Committee and the CAPCSD Honors and Awards Committee.

**Action: Hurtig will contact individuals to serve on the CAPCSD Nominations Committee and the CAPCSD Honors and Awards Committee. Appointment letters will be sent when the appointments are confirmed.**

**Action: The committee lists will be posted on the website once they are complete.**

IX. CAPCSD Surveys (Kimelman, Masterson)

- A. Kimelman gave update on the launching of the Higher Ed Surveys by ASHA.
- B. The launch dates for the Graduate Guide has been delayed until Winter 2007.
- C. Hurtig has developed the CAPCSD salary survey using Websurvey.
- D. The CAPCSD/ASHA Joint Committee on the Doctoral Survey was discussed.
- E. Information regarding clinical faculty and how to best obtain that information was discussed.

**Motion (Fox/Apel): CAPCSD will conduct its own Salary Survey in Fall 2006. Unanimous Approval.**

**Action: Hurtig will add *Years in Rank* on the salary survey.**

**Action: A question regarding promotional opportunities for clinical faculty will be added to the CAPCSD Salary Survey.**

**Action: The CAPCSD Demographic Survey will be launched in Spring 2007 using ASHA's Higher Education Survey (HES) database. CAPCSD will have a back-up plan in case the launch of ASHA's HES is delayed.**

**Action: The CAPCSD 2007 Salary Survey will be launched in Fall 2007 using ASHA's HES database.**

**Action: The 2008 CAPCSD Salary Survey and Demographic Survey will be launched together in Fall 2008 using ASHA's HES database.**

**Action: A new joint committee of CAPCSD and ASHA will be established to develop the Doctoral Survey. The V.P. of Communications will monitor this committee.**

**Action: Kimelman will contact potential members for the joint committee to work on the Doctoral Survey.**

**Action: Masterson will contact ASHA President, Alex Johnson, via email regarding recommendations for this committee and to give an update on what CAPCSD is doing regarding the salary and demographic surveys.**

**Action: A Clinic Director's Survey Committee will be established. Reuler will be the monitoring officer and will contact potential committee members. The charge of the committee is to get information about what data Clinic Directors want to know and to develop survey questions. Reuler will give a report to the CAPCSD EB during the conference call on 9/27/06.**

- X. Brochure (Kimelman)
  - A. Kimelman distributed the brochure with recent editorial changes.
  - B. The purpose of the brochure was discussed, i.e. its use for recruitment of programs and/or to let the public know what CAPCSD does.

**Action: The CAPCSD EB agreed that the brochure does not need to be on the website. Kimelman will contact Ed Brainerd to remove it.**

**Action: The CAPCSD EB will revisit the purpose of the brochure in an upcoming meeting. At that time, recommended revisions will be made.**

- XI. Membership Report (Laven)
  - A. The Membership Report was distributed.
  - B. There is one new Undergraduate-only program (Marymount Manhattan College) since the last report.
  - C. A second dues notice will be sent in July 2006.

**Action: CAPCSD will contact non-member graduate programs regarding membership. CAPCSD EB will identify individuals at these programs that they know and will make the contact. Masterson will contact the others.**

- XII. Office Announcements/Procedures (Laven)
  - A. Laven reviewed office procedures for conference calls, reimbursements and travel policies

**Action: For conference calls. CAPCSD EB will email Laven prior to the call with the date and under which budget the call should be charged.**

**Action: CAPCSD EB will inform all committee members to submit expense reports within a month.**

**Action: Laven will ask Dianne Meyer to resend the Travel Policies document that was revised in 2005.**

- XIII. Summer Institute (Fox)
- A. Fox distributed an update on the Summer Institute and the preliminary budget.
  - B. The first Institute will be June 18-July 13, 2007 at the University of Iowa.
  - C. A small conference will be scheduled at the beginning or the end of the Institute,
  - D. Four courses will be taught by teams of two faculty each.
  - E. The application packet is being developed in conjunction with the University of Iowa. The deadline for applications will be early Fall 2006.

- XIV. Ph.D. Collaborative Committee (Fox)
- A. Fox distributed the report from the Ph.D. Collaborative Committee

**Action: CAPCSD EB will review the Ph.D. Collaborative Committee report and make recommendations regarding the charge of this committee.**

- XV. Website (Kimelman)
- A. Website issues were discussed, including the design of the site, the need for interactive pieces and how they interface, secure sites, on-line registration and dues, and housing of the site.
  - B. The issue of numbering resolutions and whether to post failed resolutions was discussed. All resolutions are included in the Membership Meeting minutes. Resolutions that are not forwarded to the membership and resolutions that are forwarded, but not passed, are not included on the website at this time.

**Motion (Mendel/Fox): The CAPCSD resolutions that have passed will be renumbered to be consecutive. Unanimous Approval.**

**Action: Kimelman will keep a list of website issues. CAPCSD EB will email Kimelman as issues come up.**

**Action: Laven will contact Nan Ratner for the report on feedback regarding the website.**

**Action: Kimelman will check with Ed Brainerd regarding the capability of secure sites on the website.**

**Action: Kimelman will have a student re-order the resolutions and create a topic list for searching purposes by January, 2007.**

- XVI. CAPCSD Policy and Procedures Manual (Kimelman)

- A. The section regarding the V.P. of Communications needs to be updated.
- B. Other issues regarding timelines in the Manual were discussed

**Action: The name of the Demographic Committee will be changed to the Committee on Communications to be consistent with the Policy and Procedures Manual. Kimelman will make this change and send it to the CAPCSD.**

**Action: The CAPCSD EB will review the Policy and Procedures Manual on an ongoing basis for necessary changes and updates.**

**Action: All recommended changes will be voted on by the CAPCSD EB.**

**Action: All changes to the Policy and Procedures Manual will be archived.**

XVII. Learning Object Repository (LOR) (Reuler)

- A. Reuler distributed report of the LOR committee meeting in June 2006 written by Doug Martin, Chair of the LOR committee.
- B. The issues of submission, storing, and cataloging were discussed.
- C. The issue of the Editorial Board and the peer review process was also discussed.
- D. The timeline and budget for the LOR was discussed

**Action: The LOR will be put on the 2007 CAPCSD Conference Program.**

**Action: CAPCSD will send an email blast regarding the Editor's position for the LOR to the CAPCSD membership so that members can express interest and/or recommend others to be considered.**

**Action: Reuler will ask Doug Martin to write a description of the Editor's responsibilities and qualifications and submit it by email to Masterson by July 28, 2006.**

**Action: Masterson will distribute the Editor responsibilities and qualifications to the CAPCSD EB before sending out to the CAPCSD membership.**

**Action: The CAPCSD EB will also contact individuals regarding serving as Editor of the LOR.**

**Action: The Editor and Editorial Board for the LOR will be in place by Sept. 15, 2006. The initial charge of the Editorial Board will be to develop the peer review process.**

**Action: The LOR will be on the agenda of the Sept. 27, 2006 CAPCSD EB conference call.**

**Action: Mendel will adjust the proposed budget to include \$3500.00 for the LOR for the 2006-07 fiscal year. This includes funds to cover design and maintenance of the LOR plus funds for the committee to use as needed.**

XVIII. National Research Council (NRC) Taxonomy of Ph.D. Programs (Hurtig, Masterson)

- A. Masterson distributed a handout regarding issues and decisions that the CAPCSD EB needs to make regarding the NRC rankings. Currently, SLP and Audiology are not included in the rankings.
- B. 500 Ph.D. graduates in a 5 year period are required to be eligible for the rankings.
- C. ASHA has expressed interest in being included in the rankings.

**Action: Masterson will contact Ray Kent, ASHA V.P. of Research, to let him know that the CAPCSD is interested forming a joint committee to obtain more information about the advantages and disadvantages of being included in the NRC rankings.**

**Action: Fox will contact potential committee members to represent CAPCSD on a joint committee with ASHA.**

XIX. SLP Summit (Hurtig)

**Action: Masterson will contact the SLP Planning Committee (Jim Mahshie, Nancy Alarcon, & Celia Hooper) for an updated report. She will disseminate the report to the CAPCSD EB.**

XX. Common Graduate Application Process (Hurtig)

- A. Hurtig presented information regarding a company that sets up a common application process for graduate programs.
- B. Fees generated by the applicants pays for the service
- C. The CAPCSD EB discussed pros and cons of a common application process.

**Action: Hurtig, Mendel, Hooper and Schwarz will do a preliminary exploration of issues regarding a common application process, including issues related to application fees. They will report during the Sept. 27. 2006 CAPCSD conference call.**

XXI. Budget Approval (Mendel, Masterson)

- A. Mendel distributed the CAPCSD 2006-07 budget with the proposed changes.
- B. The changes included:

- \$9500.00 for the Facilitated Meeting (increase of \$5000.00)
- \$3500.00 for LOR (decrease of \$1500.00)
- \$0.00 for Collaborative Committee (decrease of \$500.00)

C. The proposed budget represents a \$34,554.00 deficit; \$25,000.00 for the Summer Institute is a one-time expense.

D. The EB discussed ways to generate more income.

E. Proposed changes would result in + \$1541.00 for the 2006-07 budget.

**Motion (Mendel/Apel): Registration fees for the 2007 CAPCSD Conference will be increased by \$35.00 from \$225.00 to \$260.00 to generate an increase of approximately \$11,000.00 in revenues. Unanimous Approval.**

**Motion (Apel, Mendel): \$25,000.00 from the reserve account will be allocated to the Summer Institute. Unanimous Approval.**

**Motion: (Apel/Schwarz): The proposed 2006-07 budget is approved. Unanimous Approval.**

**Action: Mendel will email the final budget to CAPCSD EB.**

XXII. Planning for the CAPCSD's future (Masterson)

**Action: Masterson will contact President-Elect Hooper regarding spearheading strategic planning by the CAPCSD EB.**

XXIII. Adjournment

**Motion (Fox/Hurtig): The meeting was adjourned at 1:35 pm, Aug. 21, 2006. Unanimous Approval.**

### **Motions**

**Motion (Hurtig/Fox): The motion to approve the agenda with changes was unanimously approved.**

**Motion (Hurtig/Fox): The minutes of the following meetings were unanimously approved: CAPCSD EB Meeting April ,2006; CAPCSD EB/ASHA EB Joint Meeting April, 2006; CAPCSD EB/AAA EB Joint Meeting April, 2006; CAPCSD Membership Meeting April, 2006.**

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