

**COUNCIL OF ACADEMIC PROGRAMS IN
COMMUNICATION SCIENCES AND DISORDERS
Executive Board Meeting
Duquesne University, Pittsburgh, PA
Speech-Language Pathology Department**

**July 17, 2009
8:00 am EST**

Minutes

Members Present: Larry Small, President, Mikael Kimelman, Past President, Craig Champlin, Melody Harrison, Michael Kimbarow, Frances Laven, Cheryl Messick, Neil DiSarno, Bob Hanyak, and Brooke Hallowell, President Elect

Members Absent: None. Brooke Hallowell arrived at 10:30 am

I. Call to Order

- The meeting was called to order at 9:00 am EST by Small, President

II. CAPCSD EB 2008-2009 Calendar and committee Lists

- DiSarno distributed the EB calendar and committee lists
- Action: CAPCSD EB will notify DiSarno of any changes or additions to the calendar and/or committee lists.

III. Membership Report

- Laven distributed updated membership report to CAPCSD EB
- Laven reported that 2009/2010 renewals are slightly behind relative to this time last year
- Laven reported that two programs continue to have outstanding dues for the second year in a row
- Laven informed the board of the new Call-in-number -1-888-675-6775 and Passcode – 322-66-89#

IV. Nominations and Awards

- Past President Kimelman reported that both the nominations committee and the awards committee each are in need of an additional member

V. Vice President for Professional Development

- Hanyak reported that the conference ratings from attendees for the 2009 CAPCSD conference were overall (80%) good from attendees
- Hanyak provided a draft of the program for the 2010 meeting and suggestions were made for some wording changes and some changes to the program offerings
- Hanyak reported that he had a good response for volunteers for recorders and session chairs

VI. Vice President for Research and Academic Development

- Champlin provided an update on LOEx
- Champlin reported that the process of awarding the Progressus therapy scholarships went fine
- Champlin reported that Progressus Therapy has yet to approve their budget which would provide a scholarship to a student planning to work in the schools
- Champlin reported that Plural Publishing would provide \$6000 in scholarship funding for each of the next five years
- Champlin reported that the Summer Institute was cancelled this year due to low enrollment

VII. V.P. for Standards and Credentials

- Kimbarow reported that the committee on Essential Functions has completed their work and the information was distributed at the annual CAPCSD meeting
- Kimbarow reported on a recent CMS ruling that allows speech-language pathologist to bill Medicare directly and the potential implications this has for university clinics.

Action: CAPCSD will send an alert to member programs regarding the need to pay attention to the article in the August 11, 2009 ASHA Leader.

VIII. Presidents Report

- President Small provided new board member orientation
- President Small asked vice presidents to look at their budgets
- President Small reported that there is a Policies and Procedures manual

Action: President Small and Past President Kimelman will update the Policies and Procedures manual.

IX. Past President Report

- Past President Kimelman reported that changes to the election process should occur
- Past President Kimelman reported that \$14,000 in fees was earned by CAPCSD
- Past President Kimelman reported that there needs to be more specific information determined as to how many fee waivers will be allowed for CSDCAS applicants each year
- Past President Kimelman reported that 10 additional schools have signed on to CSDCAS

Action: Melody Harrison and Brooke Hallowell will serve on an ad hoc elections process committee with Past President Kimelman.

X. VP for Communications

- Messick presented the results of the 2007-08 Demographics Survey of Undergraduate and Graduate programs in CSD
- Messick reported that there will be a salary survey conducted in October
- Messick reported that she met with ASHA staff in an effort to limit the number of surveys sent out for the collection of data from CSD programs. She indicated that a future plan would be to have 1 CAA report and 1 survey that will include salary, PhD, and demographics.
- Messick stated that she will contact Terri Bellis of the U. of South Dakota to request that she join the Communications committee to replace Neil DiSarno

Action: Messick will enlist the board in contacting member programs in their region to encourage them to complete the Salary Survey.

XI. Treasurer Report

- Harrison reported that total current assets as of June 30 are 402,902. and that although there were significant concerns about the costs of the Annual meeting in Newport Beach in early April, as a result of cost cutting measures and better than expected attendance, it appears to have been financially successful. There are still several outstanding items and a final report will be available next month.

XII. PhD Shortage Committee

- Small reported that his committee has developed a survey directed toward research doctoral students that will go out to Program Directors in mid-September, 2009

The meeting was adjourned at 5:15 PM EST on July 17, 2009.

Action: President Small stated that he would send a letter to the program at CUNY regarding delinquent dues.

Action: Programs will receive a Membership Certificate suitable for framing upon receipt of their annual dues.

Action: President Small stated that he will send out a president's status report to member programs in October, 2009.

Action: Laven will let the AAA office know of the 2015 CAPCSD conference date to avoid conflicting scheduling.

Action: Past President Kimelman will contact the AAA President, Kris English to request that CAPCSD be announced at the opening general session of the AAA conference.

Action: President Small will contact Scott Griffiths, President of the AuD Program Directors Group in order to have CAPCSD recognized and request CAPCSD attend the program directors meeting at AAA.

Action: The Directors and Officers and General Liability insurance policies will be reviewed by a consultant.

Action: A policy addressing the destruction of electronic documentation will be developed.

Action: The charge to the committee on Nominations and Awards needs to be examined and changes drafted.

Action: CAPCSD member programs should be made aware of what CAPCSD suggests with regard to establishing Essential Functions.

Action: Laven will examine income versus expenditures more fully with regard to CAPCSD 2009 and will report back to the Board.

Action: Small stated that he would report the final numbers regarding the conference to the membership in his update to the membership.

Action: The CAPCSD Mission Statement will be rewritten to reflect the efforts of CAPCSD with regard to CSDCAS.

Action: A policy will be developed to detail how many CSDCAS fee waivers will be awarded to students with financial need who apply through CSDCAS.

Action: A hard copy of the 2007-08 Demographics Survey of Undergraduate and Graduate programs in CSD will be mailed to member programs that participated (142 programs).