

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

**Executive Board Meeting
Wendell Johnson Speech and Hearing Center
University of Iowa
June 21 & 22, 2007**

**MINUTES
Approved 7/10/07**

Present: Masterson (President), Hooper (President-Elect, Fox, Hurtig, Kimelman, Laven, Mendel, Messick, Reuler, Small, Schwarz

I. Call to Order

- The meeting was called to order at 9:00 am. on Thursday, June 21, 2007 by Julie Masterson and Celia Hooper

II. Welcome, Introductions, Approval of Agenda

- New EB members, Messick, VP for Communications, and Small, VP for Professional Development, were introduced
- Kimelman was elected President-Elect and Reuler was elected Secretary of the CAPCSD EB
- The Agenda was approved

III. Approval of Conference Call Minutes 5/23/07

Motion (Masterson/Kimelman): The minutes of the EB Conference Call on 5/23/07 are approved. Unanimous Approval.

Action: The President and President-Elect will develop a procedure in case of a tie vote for a CAPCSD Executive Board elected position. The CAPCSD will approve the procedure and it will be included in the Policies and Procedures Manual

IV. Planning for Long Range Organizational Needs

- EAS Contract will be renewed in 6/08
- Discussion of organizational needs is important

Action: Reuler will keep a list of organizational and project needs as the renewal of the EAS contract is discussed. Laven will indicate additional role that EAS has had relating to the conference and other CAPCSD activities/needs.

V. Committee Lists

- 2007-08 Committee List was distributed by Reuler

Action: CAPCSD EB will send updates of committee lists to Reuler. The EB will approve all committee appointments.

VI. 2007-08 CAPCSD EB Calendar

- The 2007-08 EB calendar was distributed by Reuler

Action: Reuler will make additions to the calendar as they come up and distribute to CAPCSD EB.

Action: The Summer CAPCSD EB meetings will be held in July each year to minimize the impact to the fiscal year budget.

VII. AAA Conference

- Masterson attended the AAA Conference in April 2007
- Hooper will attend the AAA Conference in 2008

Action: CAPCSD will continue to pursue a relationship with AAA which may include a presence at the AAA Conference each year.

Action: CAPCSD President will have a discussion with AAA President regarding best time and place for the joint CAPCSD/AAA EB meetings.

Action: Hooper will send an email to AAA President, Allison Grimes, with copies to Masterson, Pessis and Whitelaw, regarding the joint EB meetings.

VIII. Membership Report

- The membership report was distributed by Laven
- There are currently 304 CSD programs; 260 are CAPCSD members; 44 are non-members

Action: Masterson and Kimelman will contact programs with outstanding dues.

IX. CAPCSD/CSAP Joint Committee Update

- Conference call notes of the CAPCSD/CSAP joint committee on 4/23/07 were distributed by Reuler

Action: The CAPCSD/CSAP joint committee will identify key initiatives for 2007-08 and timeline for completing them.

X. Clinic Director Survey

Action: Reuler will distribute the results/report to Clinic Directors and CAPCSD EB from the Clinic Director's Survey as soon as they are completed.

XI. CAPCSD Relationship with the National Black Association of Speech-Language and Hearing (NSBASLH)

- CAPCSD EB and NSBASLH are interested in a joint relationship

Action: Hooper will contact NSBASLH President regarding a CAPCSD presentation at the 2008 NSBASLH meeting

Action: CAPCSD President will use the CAPCSD President travel budget for travel to the NSBASLH meeting each year.

XII. CAPCSD/ASHA EB Meeting 6/10/07

- Hooper and Kimelman attended the joint CAPCSD/ASHA EB meeting; Masterson was present via speaker phone
- Minutes and notes from the joint CAPCSD/ASHA EB meeting on 6/10/07 were distributed electronically by Reuler

Action: Approval of the minutes from the joint CAPCSD/ASHA EB meeting on 6/10/07 will be delayed until the CAPCSD EB has the opportunity to review them and provide input.

Action: Reuler will distribute the edited minutes for approval following input from the CAPCSD EB.

Action: CAPCSD will have written agreements with RPOs regarding joint projects.

XIII. Budget

- Mendel distributed the following:
 - The budget report for the past 5 years, through 5/07
 - An updated budget since 6/13/07
 - A report with percentage of the budget that that been used in each designated area with over/under budget numbers

Action: Mendel will clarify with the CAPCSD accountant how to best roll conference fundraising into the income/expenses column, as suggested.

Action: The CAPCSD Treasurer will report the percentage budget and the over/under budget numbers at the Summer CAPCSD EB meetings each year. This will be added to the CAPCSD P&P Manual.

Action: This report will be shared with the CAPCSD membership at the November 2008 Business Meeting.

XIV. Computer Projectors

- Mendel distributed a handout regarding rental costs for projection units at the CAPCSD Conference

Motion (Fox/Reuler): CAPCSD will establish a policy that every presentation at the annual conference will have computer projection units available. Unanimous Approval.

Action: CAPCSD will rent equipment for use at the annual conference.

Action: Mendel will consult with Fox and purchase one projector for CAPCSD use at EB and Business Meetings.

XV. CSD Centralized Application Service (CSDCAS)

- The contract with Liaison International was reviewed by Hooper, Masterson and Kimelman

Motion (Reuler/Mendel): CAPCSD will sign the contract with Liaison International for the CSDCAS. Unanimous Approval.

Action: Masterson will include CSDCAS update in the June 2007 Status Report to the CAPCSD Membership.

Action: CSDCAS will be highlighted at the November CAPCSD Business Meeting.

Action: CAPCSD will form a CSDCAS Committee. Members will include speech-language pathologists and audiologists, with representatives from large and small programs, and state and private universities.

Action: Richard Hurtig will chair the CSDCAS Committee. The CAPCSD Past-President will be the monitoring officer.

Action: Masterson will contact potential committee members to invite them to serve on the committee.

Action: CAPCSD EB will email Masterson with additional names for the CSDCAS Committee.

Action: The committee will review CSDCAS materials and schedule a conference call with the subcommittee chairs and Liaison staff, which will include the following:

- The charge of the committee
- Questions
- Specific tasks for subgroups
- Set timeline for reporting back to committee as a whole

Action: Masterson and Hurtig will identify specific tasks timelines and will appoint individuals to chair the subcommittees

Action: A Blackboard site will be set up for CSDCAS committee use.

XVI. Summer Institute

- Fox reported that there are 34 students in attendance at the 2007 Summer Institute
 - 26 students taking 2 courses each
 - 5 students taking one course
 - 3 PhD researchers
- Each student received financial support for 65% of the tuition costs
- A book will be developed for future use in planning subsequent Summer Institutes
- The 2008 Summer Institute will be at Ohio State University. Suggested dates are 6/23-7/18/08.
- 2009 and 2010 locations will be determined by the 2008 Summer Institute Committee

Action: Fox will send thank you notes to 2007 Summer Institute Committee members.

Action: Fox will contact potential 2008 Summer Institute Committee Members. Committee members will include those from large PhD programs that could serve as potential sites.

Action: CAPCSD will invite RPOs who provide financial support for the SICSD to appoint a liaison to the Summer Institute Committee.

Action: The Summer Institute Committee will initially determine roles and responsibilities for RPO liaison members.

XVII. 2008 CAPCSD Conference

- The 2008 CAPCSD Conference Committee (Larry Small, Judith Vander Woude and Linda Louko) will meet at the conference site in July 2007
- Various aspects of the conference program and format were discussed

Action: Conference fees will be determined when costs are known in more detail following the 2008 Conference Committee's planning meeting.

Action: The Conference Committee list will be presented and approved at the Winter CAPCSD EB meetings.

- Future conference sites were discussed

Action: Masterson will contact the representative from Conference Direct regarding a site on the East Coast for the January 2008 CAPCSD EB meeting. The possible dates for the meeting will be 1/12, 19, 26 or 2/2/08.

XVIII. Learning Object Exchange (LOEx)

- The LOEx Editorial Board has been established

- An update from Pamela Mitchell, LOEx Editor was distributed

Action: Masterson and Messick will ask Doug Martin and Pamela Mitchell to develop an RFP for hosting the LOEx.

Action: Messick will develop an RFP for the CAPCSD website.

Action: The CAPCSD EB will review the responses from the RFPs for the LOEx and the CAPCSD website and consult with others as necessary to make decisions about the hosting of the LOEx and the website.

XIX. Resolutions 2007-2 & 2007-3

- Both resolutions were passed by the membership

Action: Masterson will include information about the passing of the resolutions and what the CAPCSD actions will be in the current member update which will be sent in 6/07.

Resolution 2007-02

Clinical Hours Efficacy and Review Committee

Submitted to CAPCSD 2/26/07

Final Approval from CAPCSD Resolutions Committee 3/16/07

Approved 5/07

Whereas, graduate programs in speech-language pathology are required to assure that program graduates accumulate 400 hours of supervised clinical practicum, and

Whereas, 400 clinical clock hours per student that encompass the breadth of the current scope of practice with both children and adults can be difficult to obtain, and

Whereas, activities other than direct client/patient contact in clinical practicum experiences, such as academic coursework, labs, simulations, examinations, and completion of independent projects are deemed worthy of consideration as means of developing clinical skills, and

Whereas, there is a chronic national shortage of speech-language pathologists and the threat in some states of lowering licensure/certification standards, and yet a need for programs to maintain pre-graduation academic quality,

BE IT RESOLVED THAT the CAPCSD form a committee to review a) the support for specified numbers of clinical clock hours of client/patient contact as the exclusive vehicle for certification purposes, and b) the efficacy of including a variety of other forms of clinical training for the purpose of developing clinical skills AND report to CAPCSD possible alternatives that could ease the burden of 400hrs/student yet assure quality pre-graduation clinical preparation

Action: Hooper will ask Sue Hale who was on the CFCC Committee when the 2005 Standards were established.

Action: Schwarz will appoint a committee to as specified in Resolution 2007-2.

Resolution 2007-3

Supporting Continued CAPCSD, CAA, and ACAE Accreditation Collaboration

Submitted to CAPCSD 2/27/07

Final Approval from CAPCSD Resolutions Committee 3/16/07

Approved 5/07

Whereas, The Council of Academic Programs in Communication Sciences and Disorders Resolution 2002-1, which supports the notion of no new accrediting bodies, yet entreats the Council on Academic Accreditation (CAA), to ensure that all professional organizations with vested interest have input, and

Whereas, today the reality is that there is a second professional organization in the field of audiology, the American Academy of Audiology (AAA), with a proposed second accrediting body, Accreditation Commission for Audiology Education (ACAE),

Whereas, the needs of academic programs are not served by a competition between the two professional organizations, and cooperation, to the extent possible, strengthens the entire discipline,

BE IT RESOLVED that the CAPCSD will continue to encourage, with the use of CAPCSD resources, meetings, and other communications, CAA and ACAE collaboration and work to ultimately establish a single, accrediting body.

Action: Hooper will request response by August 1, 2007 regarding the White Paper on Accreditation from the Chairs of CAA and ACAE, and the Presidents of ASHA & AAA.

Action: Hooper will include a report regarding the responses regarding the Accreditation White Paper in the Fall CAPCSD member update.

XX. HES

- The CAPCSD Demographic Survey has been completed
- Help features are being finalized
- The Grad Guide has been launched and is open until 6/30/07

Action: Kimelman will contact Steve Ritch at ASHA to encourage ASHA to send out reminders and appeals to programs to complete the Grad Guide.

Action: The CAPCSD EB will follow a two-phase process for launching the Demographic and Salary Surveys in Fall 2007. The Demographic Survey will be launched first and the Salary Survey will be launched in cohorts following completion of the Demographic Survey.

Action: Kimelman will contact Kelly Appler at ASHA to inform her of the dates for launching the Demographic and Salary Surveys.

XXI. CAPCSD Policies and Procedures Manual

Action: Laven will send Hooper an electronic copy of the CAPCSD Policies and Procedures Manual.

Action: Hooper will send revisions and additions to the P&P Manual to Reuler and Laven.

Motion (Small/Fox): Proceedings from the CAPCSD Conference will be submitted in a commonly accessible format to be determined by the Program Chair, retroactive for the 2007 CAPCSD Conference. Unanimous Approval.

XXII. Bylaws Review

Action: Laven will review the CAPCSD Bylaws and ask EB members to review specific parts as necessary.

XXIII. Conference Calls

Action: The CAPCSD EB will have a conference call on Friday, July 13, 2007 at 2:00 pm EDT (1:00 CDT; 12 noon MDT; 11:00 am PDT) to determine future conference call schedule.

XXIV. EAS Contract/CAPCSD EB Needs

- The CAPCSD EB reviewed the list of staff needs for various projects and activities

Action: The Ad Hoc group (Hooper, Kimelman, Mendel, Reuler, & Small) will continue to get input from the CAPCSD EB and work with Laven on developing the list of task and project needs to be considered for the EAS contract renewal. Kimelman will chair the committee.

XXV. Adjournment

- The meeting was adjourned at 3:50 pm on Friday, June 22, 2007.

Motions

Motion (Masterson/Kimelman): The minutes of the EB Conference Call on 5/23/07 are approved. Unanimous Approval.

Motion (Fox/Reuler): CAPCSD will establish a policy that every presentation at the annual conference will have computer projection units available. Unanimous Approval.

Motion (Reuler/Mendel): CAPCSD will sign the contract with Liaison International for the CSDCAS. Unanimous Approval.

Motion (Small/Fox): Proceedings from the CAPCSD Conference will be submitted in a commonly accessible format to be determined by the Program Chair, retroactive for the 2007 CAPCSD Conference. Unanimous Approval.

Actions

Action: The President and President-Elect will develop a procedure in case of a tie vote for a CAPCSD Executive Board elected position. The CAPCSD will approve the procedure and it will be included in the Policies and Procedures Manual.

Action: Reuler will keep a list of organizational and project needs as the renewal of the EAS contract is discussed. Laven will indicate additional role that EAS has had relating to the conference and other CAPCSD activities/needs.

Action: Hooper will contact NSBASLH President regarding a CAPCSD presentation at the 2008 NSBASLH meeting

Action: CAPCSD President will use the CAPCSD President travel budget for travel to the NSBASLH meeting each year.

Action: Approval of the minutes from the joint CAPCSD/ASHA EB meeting on 6/10/97 will be delayed until the CAPCSD EB has the opportunity to review them and provide input.

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