

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

**Executive Board Meeting
Portland State University
Portland, Oregon
June 18-19, 2008**

**Minutes
Approved 8/1/08**

Members Present: Kimelman (President), Champlin, Hooper, Kimbarow, Laven, Messick, Reuler, Small, Vander Woude

Non-members Present (11:00am- 12:00 noon, June 18, 2008): Pat Feeney, AAA President

Members Absent: Harrison

I. Call to Order

- Kimelman called the meeting to order at 9:00 am PDT on June 18, 2008

II. Agenda Review and Approval

- The agenda was approved with two changes

III. 2008-09 CAPCSD EB Calendar

- Reuler distributed the 2008-09 CAPCSD EB calendar

Action: Reuler will add items to the EB calendar as suggested by EB members, including the President's updates to the members and EB conference calls.

IV. 2008-09 CAPCSD Committee Lists

- Reuler distributed the 2008-09 CAPCSD Committee Lists

Action: Reuler will update the 2008-09 Committee Lists and distribute to CAPCSD EB.

Action: Champlin will appoint the 2009 Scholarship Committee.

V. Executive Director's Report

- Laven reviewed EAS background for new EB members
- Laven distributed the Membership Report electronically

Motion (Kimbarow/Hooper): Academic programs that have not been a member of CAPCSD for 5 years will be offered a reduced rate of 1/2 of the registration fee for two attendees for the 2009 CAPCSD Conference. Unanimous Approval.

Action: Kimelman will send a letter to non-member programs regarding this offer. Kimelman or other EB members will follow-up with phone calls.

Action: Laven will identify academic programs that have not been CAPCSD members for 5 years.

VI. CAPCSD/CSAP Joint Committee

- Reuler reported that the committee is continuing to contact state associations regarding placing a university representative on State Association Boards

VII. ASHA Ph.D. Shortage Committee: CAPCSD Representative

- Liz McCrea, ASHA VP for Academic Affairs contacted Hooper regarding having a CAPCSD representative on this committee
- The CAPCSD EB agreed that the CAPCSD representative should be from a university with a Ph.D. degree

Action: Larry Small, CAPCSD President-Elect, will be the CAPCSD representative on the ASHA Ph.D. Shortage Committee.

Action: Kimelman will contact L. McCrea to inform her that Small will be the representative on the Ph.D. Shortage Committee.

VIII. Related Professional Organizations

A. National Association for Advisors for the Health Professions (NAAHP)

- Kimelman reported that Hurtig went to a meeting with NAAHP and recommended that CAPCSD form a relationship with them so that information regarding CSDCAS is available to their members

Action: Reuler and Laven will identify who the contact person for NAAHP is regarding a relationship.

Action: Reuler will contact Melanie Johnson at ASHA to ask about ASHA's relationship with NAAHP.

B. Association of Schools of Allied Health Professionals (ASAHP)

- Hooper suggested that CAPCSD form relationship with the Association of Schools of Allied Health Professionals as they are currently focusing on doctoral shortages and research

Action: Hooper will contact a representative of the Association of Allied Health Professionals regarding forming a relationship with CAPCSD.

C. American Academy of Audiology

- Pat Feeney, AAA President joined the CAPCSD EB for this part of the meeting

- Kimelman gave CAPCSD updates that related to AAA
 - CAPCSD wants to continue to build the RPO relationship with AAA and be part of joint activities
 - CAPCSD wants to let AAA know about:
 - CSDCAS
 - Surveys (Demographic, Salary and PhD) and the need for greater participation from academic programs
 - Summer Institute
 - Undergraduate Education Summit
- Feeney responded to CAPCSD updates
 - AAA is grateful that CAPCSD is involved in AAA Education Summit
 - AAA would like to be involved in CAPCSD UG Summit
 - Feeney suggested that survey information could be included in AAA's Academia Newsletter, which is an on-line publication

Action: Kimelman will contact Victoria Keetay, AAA Director of Education, (VKeetay@audiology.org) regarding getting on the Academia Newsletter list.

- Feeney gave AAA Updates
 - Feeney distributed handout and reviewed three AAA 2008-09 conferences
 - Future Leaders of Audiology Conference, September 25-27, 2008, Reston, VA
 - Gold Standards in Audiology Education, January 12-14, 2009, Orlando, FL
 - Academy Research Conference, April 1, 2009, Dallas, TX
 - Feeney gave update on a new audiology student organization that is being launched
 - Feeney indicated that the AAA EB have concerns regarding the requirement for preceptors to have ASHA CCCs and the difficulty in finding placements for audiology students
- Kimelman stressed that CAPCSD wants AAA membership to be aware of CAPCSD activities and that there be opportunities to inform AAA membership of these activities
- Feeney will bring to AAA EB suggestion of CAPCSD publishing an article in Audiology Today
- Feeney suggested that CAPCSD offer a session at the AAA Convention

Action: Kimelman will contact Pat Feeney, AAA President, and thank him for coming to Portland to meet with the CAPCSD EB and to further discuss ways for CAPCSD and AAA to strengthen their partnership.

IX. CSDCAS

- Kimelman stressed the need for more programs to sign up for CSDCAS

- EB discussed issues that academic programs are having with Admission Offices and Graduate Offices agreeing to a centralized application process
- CAPCSD EB agreed that there needs to be more discussion with Liaison International regarding marketing CSDCAS

X. Treasurer's Report

A. CAPCSD Mailing lists

Motion (Hooper/Vander Woude): The CAPCSD mailing list will not be sold or made available electronically. Unanimous Approval.

B. Computer Projectors

- Vander Woude expressed concern regarding the purchase of 2 new projectors as approved by the CAPCSD EB in April 2008.

Motion (Vander Woude/Small): The purchase of new computer projectors will be tabled until after the CAPCSD 2009 Conference. Unanimous Approval.

C. Budget Report

- Lisa Mendel, Past-Treasurer, sent the budget report electronically to the EB

Motion (Hooper/Vander Woude): The CAPCSD EB unanimously approved the budget report.

XI. Communications Committee

- Messick reported that the Communications Committee met in May 2008 in Pittsburgh to analyze the Demographic Survey
- 56% of graduate programs responded; 39% of undergraduate programs responded
- 50% of programs have not updated their profiles on HES
- Messick expressed concern regarding response rate for surveys
- CAPCSD EB agreed that undergraduate program information be available on HES

Action: Kimelman will contact Loretta Nunez and Liz McCrea at ASHA regarding HES including a search mechanism for undergraduate programs.

- HES Approximate Survey Schedule
 - September 2008 – Graduate Guide Survey
 - October/November 2008 – CAPCSD Demographic Survey
 - January/February 2009 – Research Doctorate Survey
 - March 2009 – CAPCSD Salary Survey
 - September/October 2009 – CAA Survey
 - 2009-10 – CAPCSD Salary Survey will move to fall and be written up and distributed in January/February; Demographic Survey will be in spring

Action: Messick will Keep the CAPCSD EB updated as the exact timeframe for launching the HES surveys is set.

XII. Essential Functions and Clinical Hours Committees

- The Essential Functions Committee is near the end of their task; Ilsa Schwarz will continue to work with the committee
- The Clinical Hours Committee has not yet met

Action: Small is attending the CFCC meeting in July 2008 and will discuss the CAPCSD resolution on clinical hours with the committee.

XIII. Learning Object Exchange (LOEx)

- Reuler gave an update on the LOEx Committee had a conference call on 6/2/08
- The LOEx Editorial Board is planning to have a call for learning objects in July 2008
- Pam Mitchell, LOEx Editor, contacted Judy Vander Woude regarding LOEx being on the program at the CAPCSD conference in April 2009

XIV. Doctoral Survey

- Hooper reported that the data analysis from the survey was delayed and will have a report at the next meeting

XV. CAPCSD Role in Advocating for Approval Process for New Programs

- The CAPCSD EB expressed concern that new programs could lose funding opportunities with the current 18 month timeline for CAA approval

Action: Kimelman will send a letter to CAA regarding the timeline for approval of new programs and encourage a faster timeline than the current 18 month process.

XVI. Summer Institute

- Champlin reported that the 2009 Summer Institute will be at Ohio State University; Rob Fox will be the coordinator and make local arrangements
- Dates will be mid-June through mid-July
- 3 of 4 courses have been determined this year
- The site of the 2011 Summer Institute will be determined
- The CAPCSD EB agreed that obtaining funding for yearly Summer Institutes is a priority

XVII. Website

A. Posting of Minutes and other Information on the Website

Action: The CAPCSD EB agreed that the CAPCSD Secretary will convert the minutes to a PDF file and send to the webmaster at the University of Memphis for posting.

Action: Information regarding the Summer Institute will be posted on the website by the Vice President for Research and Academic Development.

Action: Laven will notify Ed Brainerd, CAPCSD webmaster at the University of Memphis that CAPCSD postings will be coming from several EB members.

B. Website Design

- Messick reviewed the website and issues regarding where items are posted
- The CAPCSD EB discussed how to approach redesigning and updating the CAPCSD website
- The EB agreed that an outside person will need to be hired to redesign and update the website
- The EB discussed costs, budgeting issues, advantages, and timing of investing in the website

Action: Messick will send the website review files to Kimbarow, Vander Woude, and Laven to review the content of the current website and develop a list of recommended changes, additions, and deletions.

Action: Laven will contact the CAPCSD bookkeeper regarding shifting the fiscal year to September 1 rather than July 1.

XVIII. 2009 CAPCSD Conference

- The 2009 CAPCSD Conference Committee met in Newport Beach on June 16-17
- Vander Woude suggested that the Assistant Chair of the Conference Committee be from the general region where the conference will take place
- Vander Woude presented a draft of the conference program
- The preconference program will be a summit on undergraduate education in response to the resolution passed in May 2008 by the CAPCSD membership
- The costs for the conference will be higher this year

Motion (Vander Woude/Small): The registration fees for the 2009 CAPCSD Conference will be as follows:

Member registration	\$310.00
Member registration, late	\$400.00
Non-member registration	\$410.00
Non-member registration, late	\$500.00
Guest	\$135.00
Preconference	\$70.00

Unanimous Approval.

XIX. Honors and Awards Committee and Nominations Committee

- Hooper suggested candidates for the two committees

Motion (Reuler/Kimelman): The CAPCSD EB will approve the slate of candidates for the CAPCSD Honors and Awards Committee and the CAPCSD Nominations Committee. Unanimous Approval.

XX. Future CAPCSD Meeting Sites

- Kimelman reviewed the plan for multi-year contracts with sites for the CAPCSD Conferences
- Small reported that the Doubletree Paradise Valley in Scottsdale could not accommodate the increased size of the conferences
- Kimelman would like to determine dates and site for the Winter CAPCSD EB meeting

Action: Laven will contact Conference Direct regarding appropriate sites in Arizona and Palm Springs for future conferences and as a site for the Winter EB meeting.

XXI. CAPCSD EB Conference Calls

- EB conference calls will be scheduled for September and October

XXII. Adjournment

- The meeting was adjourned at 3:00 pm PDT, June 19, 2008.

Actions

Action: Reuler will add items to the EB calendar as suggested by EB members, including the President's updates to the members and EB conference calls.

Action: Reuler will update the 2008-09 Committee Lists and distribute to CAPCSD EB.

Action: Champlin will appoint the 2009 Scholarship Committee.

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Motions

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Motion (Hooper/Vander Woude): The CAPCSD mailing list will not be sold or made available electronically. Unanimous Approval.

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