

Council of Academic Programs in Communication Sciences and Disorders

Atlanta, Georgia

November 20, 2002

Executive Board Meeting Minutes

Attending: Talbott, Saxman, Hanley, McNeil, Gregg, Hargrove, Hallowell, Ingham, Ferraro,

I. Approval of Minutes, Executive Board Meeting, Scottsdale, Arizona July 26-27, 2002 – *Approved.*

Update - Summary Action Items:

- *President Talbott has started the process to establish communication with Nancy McKinley, President of Council of State Association Presidents (CSAP).*
- *Since the conference call did not materialize, a meeting with SID 10 to discuss non-duplication of data collection efforts will take place during the ASHA Convention.*
- *President Talbott did receive “acknowledgment” response to his letter to the Ohio Licensure Board. Consideration of the matter of dual accreditations has been postponed; President Talbott will follow-up and will send e-mail when he hears more about this.*

II. Approval of Orders of the Day – *Approved.*

III. Reports of Officers

A. President (Talbot)—

1. **Membership Report** – There has been a net gain of two member institutions (three new member programs minus one program that dropped membership.) There are currently 301 programs in the CAPCSD database; 257 (238 graduate programs, 19 undergraduate programs) have membership status (*Attachment 1*).
2. **Related Professional Organizations: ASHA; AAA; CSAP; SID10** – There will be a January meeting between AAA and ASHA Boards. Since the AAA Board and ASHA Board meetings are the same weekend, it will be necessary for CAP representatives to make one trip instead of two.
3. **Program E-mail Addresses—Distribution for sale or upon request** – Sanctioning the distribution/sale of member e-mail addresses implies that the CAP Executive Board has ownership and can make such decisions; the distribution to a particular entity might be considered as implied endorsement. Since interested parties have access to the membership directory on the web page, there was a general consensus that the list not be used for commercialization. By unanimous consent: E-mail distribution lists of the Council shall not be distributed by the national office to other organizations or individuals.
4. **Archives Report** – The memorandum and report (*Attachment 2*) from Elaine McNiece, Council Archivist were reviewed. **Motion: Ferraro –Saxman --** To approve the Archives report. **Approved.** Thanks were extended to Elaine McNiece on behalf of the Council.
5. **Membership Status Issues** – President Talbot introduced the possibility that clarification may be needed regarding membership status: institutional or programmatic. This is related to the situation at Nova Southeastern University where Speech Pathology and Audiology programs are in separate administrative units. It was noted that the By-Laws contain a provision that programs may be recognized if they petition to do so. Depending on the wording, if changes must be made, it might be necessary to file for changes in the Articles of Incorporation. Treasurer McNeil opined that there might need to be further discussions regarding the possible ramifications as related to the separation within the discipline – if there is a separate membership for SLP or Audiology programs; this might become a divisive issue. **Motion: Ferraro-Ingham –To allow membership status for the requesting unit at Nova, and amend Article 6, Section 2 of the By-Laws to**

read that the educational unit must be housed within a regionally accredited institution. Motion: Ferraro-Ingham – To postpone consideration of the motion until the February Executive Board meeting. Approved.

6. **Corporate Business Meeting Agenda/Reports** – Brief reports will be made by officers at the meeting to be held today at 5:30 pm, B308, World Congress Center.

B. President Elect (Saxman)

1. **Policy and Procedures Handbook Update** – President-Elect Saxman will ensure that information on archives as well as the approved by-law change is added to the *Policy and Procedure Manual*. He requested that an update on international membership be given by VP Hollowell.
 - VP Hollowell has begun to establish a database of international programs. After a brief discussion, it was decided that it would be appropriate for President Talbott to send invitations to the Annual Meeting by regular mail to international programs; the Program Committee will send a follow-up e-mail. VP Hollowell will send to EAS Representative Laven, a summary of the program that can be worked into the invite letter. Since programs in Puerto Rico and New Zealand are already members, they will not be sent this special “international invite.”
2. **Report on Resolution** – President-Elect Saxman is in the process of creating a calendar and will be soliciting input.
3. **Task Force(s) Report** -- An update will be made at the winter EB meeting.

C. Past President (Hanley)

1. **Update on Political Advocacy Network** – A discussion ensued regarding how the network should proceed especially in view of CSAP’s and state organizations’ active lobbying. It was determined that a “we’re still here” letter containing a bulleted list of hot topics/issues under consideration be sent to advocacy contacts. In addition, political action contacts could be listed in the Council’s directory and each contact person would receive a copy of the directory. This will be announced at the Corporate Business meeting later today.

2. **Time and Place – 2006 Update** -- A location in Florida is under consideration. The Winter EB Meeting will be held in Panama City, Florida, February 13-15, 2003. The welcoming reception will take place on that Tuesday evening at 6:00. E-mail will be sent to complete arrangements.
 3. **Conference Planning Update for Policy and Procedure Manual** -- An update will be given at the winter meeting.
 4. **Honor and Awards Committee** -- Elaine McNiece, Diane Myer and Colleen O'Rourke have agreed to serve. Elaine McNiece is the Chair of this Committee.
 5. **Nomination and Elections Committee Report** – Michael Kimmelman and Pollie Murphy service with Past President and Committee Chair, Mick Hanley. A flyer soliciting nominations for President-Elect and for Secretary has been distributed. Although the ballot did contain an error (requesting nominations for Treasurer) this will be corrected beginning with an announcement at the Corporate Business Meeting.
 6. **Corporate Sponsorship** -- Letters have been sent and responses are anticipated.
- D. Vice President for Standards and Credentials (Ferraro)**
1. **Update on CFCC New Certification Standards** – Because of the new standards, the ASHA annual reports prepared by programs will be revised. VP Ferraro requested that the CAP-EB guide him in the statement to CAA-CFCC that this is becoming too much. Past President Hanley suggested that the Council have a one-pager at the annual meeting to solicit our own feedback on this issue from our membership. VP Saxman suggested that a process be designed to review the standards every 5 years; instead of just evaluating the standards, evaluate the process including the required documentation and student follow-up.
 2. **Update on CAA** – Tess Kirsch has been promoted to Associate Director of Academic Accreditation; Steven Symbolik is the new accreditation manager. According to Gip Seaver, the new DOE guidelines will require programs to provide documentation of PRAXIS scores – an average over 3 years, graduation/completion rates, and employment rates. A December 2 hearing will be held regarding DOE and its sanctioning of CAA standards; it is expected that AAA will participate.

3. **AAA Accreditation** – A part-time staff person is being hired. AAA President Angela Loevenbrouck has issued a challenge to CAP to resist ASHA’s bundling of accreditation and certification. VP Ferraro reported that if this were to occur, and if ASHA no longer predicated certification on completion of a CAA accredited program, then AAA would be willing to forgo its push for its own accreditation – ACAE. It was also stated that graduation from an accredited program and state licensure should be enough to qualify supervisors. Since this issue has been discussed with ASHA before, VP Saxman suggested that CAP push some criteria, standards for supervision, other than the Cs. CAP will form a Working Group consisting of members from other interested groups (work for balance) to devise criteria for supervisory competencies. (Cs could be maintained voluntarily for portability, but there might be other qualifications or credentials that would assure supervisory competence.) **Motion: Hanley-Hargrove** – To authorize funding for one face-to-face meeting of a Working Group to design a set of criteria, without the obligatory ASHA CCC, for clinical supervisors. **Approved.**

- VP Hallowell, Chair, Joint Committee on Academic Accreditation, reported on the October meeting in Columbus. Gail Whitelaw, a member of AAA, was in attendance; VP Ferraro was asked to contact AAA to request that she become the official AAA representative. The Committee has proposed putting the information on assessing student performance on a web site in February or March, before the Council’s annual meeting; the web site will have links to other organizations and will be monitored by VP Hallowell.

E. Treasurer (McNeil)

1. **Budget Report** -- (*Attachment 3*) -- The Council has not yet reached its goal of having 2 – 2 ½ times the budget in reserve. However, the Council maintains a “healthy bottom-line.” **Motion: McNeil-Talbott** – To accept the budget report. **Approved.**
2. **New Audit Procedures Report** -- No update at this time.
3. **International Membership** – See section B. 1., this document.

F. Secretary (Gregg)

1. **Format for Minutes (Talbott)** – President Talbott shared an article entitled “Minutes are to Protect Organization” from the newsletter – *Association FOCUS* – published by the Midwest Society of Association Executives. He summarized it by saying that minutes do

not have to be a detailed account of discussions at meetings, but rather a record of what is done.

2. **Format for Minutes (Gregg)** – The record of what is done at the meetings is contained in the *Summary of Action*. Anything that members deem unnecessary may be eliminated when drafts are sent for review. Secretary Gregg thanked members for their timely acknowledgement and assistance in completing minutes of the last meeting.

G. Vice President for Communications (Hargrove)

1. **Webmaster (Time ordered for 10:00 am)** -- Maurice Mendel inquired about the “new look” of the web page and was assured that EB members were pleased with its appearance. He also received thanks for maintaining such a “well-priced” web page.
2. **National Survey** -- VP Hargrove informed us that the electronic survey, slated to occur next year, would incur additional costs; these costs will be covered by VP Hargrove’s budget. The Committee on the Study of Demographics with Roy Shinn as Chair and Michael Kimmelman as Vice Chair will be responsible for the survey; the committee needs additional members. Recommendations and suggestions should be sent to VP Hargrove.
3. **Proceedings Update** – Proceedings will be on the Council’s web site shortly after the ASHA convention. It was also noted that the *Directory* is not yet ready to go on-line; responses to requests for programs to update their information are coming in slowly. Investigations regarding the Council’s on-line journal are continuing. VP Hargrove has had contact with Judy Voress at PRO-ED. Also there may be a possibility of securing a division for CAPCSD under an existing journal with an independent editor/editorial board; this has been discussed with Cathy Coufal. Another option is to identify an institution that might be willing to support such the Council’s on-line journal.

H. Vice President for Professional Development (Hallowell) –

1. **Update on April 2003 Annual Conference** – VP Hallowell distributed a summary of the program including key issues and presenters.
 - Recommendations were requested for presenters on the issue of *Raising the Bottom-Line (to include discussions of fiscal stability, research and training grants, clinical*

revenues). VP Ingham suggested Ray Kent; Past President Hanley recommended Nicky Nelson, coordinator of NIH-NSF training funds at his institution. Fred Bess has been asked to speak on planned giving and philanthropy, but has not made a final decision; President Rick Talbott will contact him.

- Saturday will be scheduled for Networking and for meetings of Affinity Groups. A meeting for directors of doctoral programs/doctoral summit may be an additional choice for this time-slot.

2. Corporate Sponsorship (Hanley) – See section C.6. this document.

I. Vice President for Research and Academic Development (Ingham)

- 1. Ad Hoc Committee on Doctoral Shortage Report.** – (*Attachment 5*). The report draft was reviewed. VP Ferraro suggested that AAA be added to section C on page 7. The doctoral summit that will be held at the April meeting will be used to establish a structure for this on-going group; VP for Research and Academic Development will be the convener. Credit was given to Kim Wilcox for his contributions.
- 2. Annual Meeting Presentation** – VP Ingham and Kim Wilcox will be co-presenters. The above referenced report will serve as the premise for the presentation.
- 3. Faculty Salaries (Wilcox Letter)**

IV. New Business

V. Announcements – Other

VI. Adjournment – The meeting was adjourned at 1:00 pm.

Summary Action Items

Motions Passed

- ***Motion: Ferraro –Saxman --*** To approve the Archives report. ***Approved.***
- ***Motion: Ferraro-Ingham –****To allow membership status for the requesting unit at Nova, and amend Article 6, Section 2 of the By-Laws to read that the educational unit must be housed within a regionally accredited institution.*
Motion: Ferraro-Ingham –*To postpone consideration of the motion until the February Executive Board meeting.* ***Approved.***
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Action Items

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- It was decided that it would be appropriate for President Talbott to send invitations to the Annual Meeting by regular mail to international programs; the Program Committee will send a follow-up e-mail. VP Hallowell will send to EAS Representative Laven a summary of the program that can be worked into the invite letter.
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- CAP will form a Working Group consisting of members from other interested groups (work for balance) to devise criteria for supervisory competencies.
- The Joint Committee on Academic Accreditation has proposed putting the information on assessing student performance on a web site in February or March, before the Council’s annual meeting; the web site will have links to other organizations and will be monitored by VP Hallowell.

- VP Hargrove informed us that the electronic survey, slated to occur next year, would incur additional costs; these costs will be covered by VP Hargrove's budget.
- The Committee on the Study of Demographics with Roy Shinn as Chair and Michael Kimmelman as Vice Chair will be responsible for the survey; the committee needs additional members. Recommendations and suggestions should be sent to VP Hargrove.