

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

**Executive Board Meeting  
Chicago, IL November 12, 2003  
9:00 to 1:00, Hilton Chicago**

**I. Approval of Minutes, Executive Board Meeting – Sandestin, FL July 25-26, 2003: *Approved.***

**II. Approval of the Agenda: *Approved.***

**III. Reports of Officers**

**A. President (Saxman)**

## **1. Membership report**

Out of 300 graduate and undergraduate programs in the country, there are 256 current members in the CAPCSD database. 247 have paid 2003-04 dues for a total of \$74,100 (see Laven's report 11/7/03 for detailed analysis).

## **2. Meeting between CAPCSD & ASHA relating to Survey Data**

*SAXMAN: I WASN'T PRESENT FOR THIS ITEM. COULD YOU FILL IN?*

## **3. CAA and CFCC contacts—CAA announcement for accredited programs**

As a result of member's discussion at the April 2003 CAPCSD conference, a letter from CAA/CFCC has been sent to accredited programs advising them that the KASA will not be required as part of the certification process for graduates from accredited programs, nor will it be required as the document used to track students' progress towards certification. The EB discussed the possibility of providing guidance to CAA for the format of the annual reaccreditation report but no immediate action was proposed.

Wohlert informed the EB that CAA bylaws require that she step down from her CAPCSD board position when she becomes CAA chair in January, 2005. Discussion ensued concerning simultaneous service on CAPCSD and other executive boards in the field. It was noted that CAPCSD members will recuse themselves at their own discretion should any conflict of interest arise. Per CAPCSD bylaws, Wohlert's EB position as secretary will be filled by an appointee until the regular election is held.

## **4. International Update**

The following individuals were proposed for this committee: Michael Weiss, Brooke Hollowell, Luc DeNil, Michael Robb, Charles Madison, Lina Zeine, and Lily Li Rong Cheng.

*Action: Four committee members will be selected and notified by Saxman.*

## **5. NRC consideration of CS&D—issues and requests**

The National Research Council (NRC) Study of Doctoral Programs has not included communication sciences and disorders in its most recent taxonomy. The rationale is that the discipline did not graduate sufficient doctoral students during the period surveyed. However, the NRC does list “emerging areas” and our discipline has the potential to be listed there. CAPCSD has been asked by some member programs to send a letter endorsing this to NRC. There are pros and cons for programs’ participation in the NRC rankings. The EB determined that we have insufficient information to act on this issue by the November 17, 2003 deadline for input regarding inclusion in new taxonomy list. CAP will instead consider other initiatives to develop quality indicators and/or rankings for doctoral programs.

As a related topic, the EB discussed the CAPCSD position regarding the US News & World Report ranking survey of graduate programs in speech-language pathology and audiology. CAPCSD does not endorse the methods or outcomes of the survey but urges those who participate to do so responsibly. CAP (Frances) could provide US News with list of current member programs.

*Action: Laven will provide US News with a list of current member programs, in order to promote broad inclusion in the survey.*

### **B. President Elect (Mahshie)**

#### **1. Calendar**

*Action: Mahshie will e-mail the calendar so each EB member can fill it in for his or her office to create a perennial calendar for CAPCSD. The deadline for return of the completed calendar is December 20, 2003.*

### **C. Past President (Talbott)**

#### **1. AAOHNS statement**

Contact with the Academy of American Otolaryngology & Head & Neck Surgery regarding potential collaboration or communication with their executive board for issues regarding audiology education and assistants has not been successful to date.

*Action: Talbott will follow up on contacting the AAOHNS executive board and report at the next EB meeting.*

#### **2. Conference Sponsors Update**

As personal contacts generally have the greatest possibility of success when soliciting sponsorships for the CAPCSD annual conference, Talbott asked EB members to contact exhibitors at the current ASHA convention.

*Action: Each EB member will make four contacts of exhibitors who are good prospects for sponsorships. Members were given information packets to hand out.*

#### **3. 4<sup>th</sup> year AuD practicum experience**

The AAA Consensus Conference is planned for January, 2004. The CAPCSD-AAA joint EB meeting last year discussed this conference however AAA has moved ahead independently. Talbott will make the following presentation at the Conference: "Moving Forward or Backward: Models for the Future of Clinical Education in Audiology."

*Action: Talbott will send an e-mail outlining the major points that he will cover for comment by EB.*

#### **4. Future site for EB Winter meeting**

The EB will meet in San Diego for the winter meeting but Palm Springs is still a possible site for the 2007 CAPCSD Conference.

#### **5. Nominations and Honors**

Nancy Creaghead will head the CAPCSD Honors Committee. A call for nominations will be made at the Business Meeting and go out in the next edition of the CAPCSD report. Drs Mick Hanley and Colleen O'Rourke are the members of the nomination committee chaired by Talbott.

*Action: Saxman will send a letter to Creaghead announcing her appointment as head of the Honors Committee.*

#### **D. VP for Communications (Ratner)**

##### **1. Report of the Survey Committee**

Invited guests Roy Shinn (Survey Committee Chair) and Mikael Kimelman (Vice-Chair): Consultant Ed Brainerd has been hired. He proposes a time line of eight months from the start of the process to distribution of the survey. However, Mr. Brainerd has not specified the project initiation date so we do not know exactly when the eight month time frame will begin. Shinn and Kimelman requested support from the EB to initiate this process.

Ratner talked with Brainerd recently and he indicated that he has received a soft ware upgrade and hopes to take care of the formatting problems that he has been having. As of early November, however, he could not give a definite time line.

The EB approved a combination of the omnibus survey and salary survey for the upcoming survey.

*Action: Saxman will contact Maurice Mendel to get a definite time line to have the survey program ready.*

*Action: In the interim, we will investigate the costs and time lines to have a back-up group do the survey. Mahshie and McNeil will check at their respective institutions for potential back-up contractors. Saxman will coordinate with Shinn and Kimelman on this.*

Additional Issues for future action:

1. Combination of the two survey committees (NAN: WHAT 2 COMMITTEES?) should be pursued in order to facilitate the unification of the surveys.

2. Questions are being sent to chair of the committee for information regarding the survey and suggestions for potential changes in the survey.
3. Information regarding the compatibility of the survey data and the data analysis must be pursued.

## **2. ASHA Continuing Education Board Request**

The EB has been asked to post information for CAPCSD membership regarding the ASHA “Learn & Earn” continuing education initiative. We will respond that marketing particular offerings is not a normal function of the CAPCSD website but we will consider offering a link to the ASHA continuing education webpages.

*Action: Ratner will initiate an EB e-mail discussion regarding use of the CAPCSD website and potential interface with ASHA Continuing Education, and the availability of continuing education information in general to the membership.*

## **3. Proceedings of the April 2003 Conference**

The submission deadline was November 7, 2003. Committee chair Trish Hargrove says that some papers are still not submitted. Ratner suggested that in future, presenters come to the meeting with their submission on disk. Novak commented that for the 2004 conference, this is being requested, and he proposed that Powerpoint presentations be acceptable if sufficiently detailed to convey content of the presentation.

*Action: Ratner will create wording for a submission policy to be discussed at the January EB meeting, reflecting the primary objective that the proceedings be an adequate archival record of the conference.*

## **4. Directory**

*Action: Each EB member is to send Laven the names of the committees under their direction and the current membership of each committee.*

## **E. Treasurer (McNeil)**

### **1. Financial Status of the Council**

See the attached treasurer’s report. Saxman is still resolving bill from the Albuquerque Sheraton hotel: he has asked for a \$4000 reduction in the bill to reflect the poor quality of service received. The hotel has issued a refund of \$10 per room per night and then promised another \$10 reduction per night but have not followed up on the 2<sup>nd</sup> \$10. If the hotel reimburses all CAPCSD members who stayed there this 2<sup>nd</sup> amount, then the EB will not pursue the \$4000.

## **F. Secretary (Wohlert)**

The minutes of the July EB meeting were submitted and approved.

## **G. Vice President for Professional Development (Novak)**

### **1. 2004 Annual Meeting update**

The program is completed. A roundtable discussion has been included for science & technology. The conference registration materials are online through the CAPCSD website.

*Action: Novak will add a roundtable discussion for international issues, with Brooke Hallowell suggested as facilitator.*

#### **H. Vice President for Standards and Credentials (Ferraro)**

- 1. CAA and CFCC activities update**
- 2. Task Force on Supervisor Qualifications**
- 3. Recommendations from Audiology Today regarding AuD.**

(Due to flight delays, Ferraro was not in attendance.)

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

##### **1. Thomson-Delmar scholarship update**

The scholarship announcement has gone out to member programs. Ingham will recruit reviewers depending on the topics submitted. The reviewers' recommendations will come back to Ingham's advisory committee for final determination.

##### **2. Report from RAAD**

The doctoral listserv is underway. Four projects re PhD shortage and quality of programs are in the planning stages:

1. Explore initiation of summer institute as enrichment for doctoral students (Kim Oller).
2. Develop a website for doctoral students and potential doctoral students, perhaps in coordination with ASHA (Jan Ingham).
3. Make list of current funding opportunities and related information to post on above listserv, including information for post-docs (Carol Stoel Gammon).
4. Make a compendium of minimum standards or guidelines for PhD programs; create a consensus for an ideal doctoral program, with CAPCSD support and member program input (John Durrant).

#### **J. EAS (Laven)**

No report.

#### **IV. Old Business**

#### **V. New Business**

- **Motion (Talbot/Novak): Schedule an all day meeting at ASHA in order to conduct more council business. Unanimous approval.**

Following discussion, McNeil was charged to create a committee to look at standards for a professional doctorate in SLP. He proposed Jay Rosenbek and Kevin Kearns, who were approved by the EB.

*Action: Additional names for the SLP doctoral committee to be suggested by EB members via e-mail.*

**VI. Concluding Announcements and Preparation for Business Meeting**

**VII. Adjournment**

1:10 p.m.

## **MOTIONS**

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## **ACTION ITEMS**

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*Action: Laven will provide US News with a list of current member programs, in order to promote broad inclusion in the survey.*

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