

COUNCIL OF ACADEMIC PROGRAMS IN COMMUNICATION SCIENCES AND
DISORDERS

MINUTES OF THE EXECUTIVE BOARD MEETING

Philadelphia Marriott, Room 409

Philadelphia, PA, November 17, 2004

Approved: January 20, 2005

In attendance: Mahshie (President), Apel, Brasseur, Fox, Hurtig, Laven, Masterson,
Meyer, Ratner

Absent: Saxman

I. Approval of Agenda: done by email.

II. Report of Officers

A. President (Mahshie)

1. Welcomed Apel and provided general overview of meeting

2. Membership report

a. Current information: See handout.

Discussed particular cases. Most programs have paid 2004/2005 dues. Some concern about delinquent programs “reapplying” after one to two years as a new member. No specific actions will be taken at this point. International programs will be broken out from US programs for information purposes. Webpage has all information for all programs.

Action: Laven will break out information for international and US programs re: graduate vs undergraduate-only programs, etc.

3. Related Professional Organization Meetings:

Two RPO meetings were held since the last EB meeting

a. ASHA:

- Council EB met in October with ASHA EB. The Higher Education Database Project was discussed. This will be the “ultimate database” (MOAS): programs will enter myriad data once, resulting in a data clearinghouse. Bids are out for developing this database. ASHA will likely collect the data. It is not clear what Council’s financial responsibility will be as well as what level(s) of access it will have. It is uncertain what will happen to historical data and who/how analyzes the data. Update: Mikael Kimelman, Chair of the CAP Survey subcommittee, will correspond directly with Kelly Appler, ASHA staff member in charge of the HEDB. Their correspondence will be copied to VPs Julie Masterson and Nan Ratner.

- Speech-Language Pathology Assistants (SLP/a) training. There is not much enthusiasm for ASHA becoming re-involved as it is not a revenue-neutral program. Thirty-two states currently use SLP/a, without any regulation. There are two issues: the impact on SLP/Audiology programs (BAs who cannot go on); there is a lack of control over state licensure/certification that might create guidelines/standards that look like those for SLPs.
- Discussed accreditation of audiology programs and the possibility that there will be two accrediting bodies in the near future. If so, how will programs deal with this? Will program directors be required to choose between the two? Hurtig raised the concern that there would be a lack of coordination between the two accrediting bodies and that differing recommendations could put programs at risk. Meyer thinks the two sets of standards (CAA & ACEA) are similar in many areas, except for the CAA requirement regarding CCC'd supervisors. It may come down to individual choice for programs. Some CAA members, and other members of CAPCSD, have suggested that CAA might possibly come under the auspices of the Council. The Council EB members let that idea fade (costs, infrastructure). Council has a resolution supporting a single accrediting body for both SLP and Audiology. Mahshie does not think we can take a "wait and see" approach, given that resolution. Further discussion was held for New Business.
- Discussion was held on 3-year AuD programs. This issue is a little broader. Some programs have fewer than 75 academic hours of required coursework. This is an issue upon which CAA, ACAE, and CAPCSD all agree. CAA is going to tighten up the standards, so that 75 will refer to academic hours and practicum will be in addition to those hours. Last January at the Consensus Conference, the attendees indicated that the 4th year experience should be high quality and organized/monitored by the academic program.
- Also discussed supervisor qualifications; Brasseur reported on this later in the meeting.
- Licensure law. Licensure laws are in a state of flux. Fourth year placements are problematic because of CME/ JCAHO regulations regarding service delivery. Hurtig says that they are working in Iowa to keep "master's equivalent" on the book so that 4th year students are eligible for a limited-term (emergency) license. Another perspective is that this idea should not

be encouraged because it would decrease the overall quality of the license. The dilemma is that some practitioners do not have the option to take students because their employers are focused on billable hours. Further discussion was held for New Business.

- Discussed the Ph.D. shortage initiatives/actions by each group (ASHA, Council).
 - A January 14-16 conference will be in Ft. Lauderdale: Audiology Education Summit: Beyond the Essentials, Indicators of Quality in AuD programs. Council, CAA, and ASHA are the sponsors. The program is for audiology training program representatives. What indicators mark those programs that are truly outstanding (e.g., academic, clinical components)? Stakeholders (large internship sites), such as Johns Hopkins, VA, etc., also were invited. There is some concern that Program Directors weren't contacted. Ratner and Meyer did not get the email announcements. Perhaps there should be a manual list. SPAM filters sometimes catch emails that are sent to multiple recipients. The smaller the broadcast list (< 50), the more likely the email will go through.
- b. CSAP: A phone conference was held.
- State associations feel universities and academics are not interacting. There could be more links between and more interactions at conferences. There is some concern with disenfranchisement with audiologists and state associations.
 - Speech-language pathology assistants (SLP/a). Differences in licensure and training leads to a high degree of unregulated programs. It is unclear what academic programs are doing about training SLP/a and those who supervise them.

Action: Masterson and Ratner will further discuss details of MOAS with ASHA. Update: Mikael Kimelman, Chair of the CAP Survey subcommittee, will correspond directly with Kelly Appler, ASHA staff member in charge of the HEDB. Their correspondence will be copied to VPs Julie Masterson and Nan Ratner.

New Business Items: Audiology accreditation issues; State Licensure laws

4. Winter EB meeting will be held January 28-29 in New Orleans.

B. President-Elect (Hurtig)

1. Summer institute update: Jan Ingham originally established the committee to work on the concept of a summer institute. Kim Oller was chair and Ron Chambers, Phillip Dale, and Richard Hurtig were members. The idea was presented at the 2004 CAPCSD meeting. The basic concept is that some PhD programs are not able to meet all of the academic needs of their PhD students, so a summer institute, tailored after the Linguistics Society America model, might meet that need. See attached draft of proposal for details of this project.

➤ **Motion (Fox/Meyer): Endorse continued work of the Summer Institute group, including administration of a survey for additional information. Unanimous approval.**

2. Faculty shortage issues, NIH, etc. Discussion put under New Business. There are several job announcements. Should the Council be monitoring position vacancies and how many PhDs are in the pipeline, by area? Further discussion held for New Business.

New Business Item: Discussion of monitoring of PhD position vacancies.

3. Policies & Procedures Manual: Hurtig will talk further with Ratner about documents in archive. He will circulate section re: archives after they work on it and the Board will approve it via email. The Council needs to determine whether a repository (listing) on the Web of all committees, members, and terms should be created.

Action: Hurtig will provide EB with P&P section on archives.

C. Past President (Saxman) – see report for main points

1. USDE Hearing: Council needs to go forward so as to maintain some accrediting body. Saxman needs to state Council's opinion (see Resolution 2002-1, approved that year). EB approved John's testimony. Written testimony is already submitted. Discussion focused on how testimony can be neutral in reference to specific accrediting bodies. Testimony should focus on how CAA has made progress in differentiating masters vs doctoral programs. The EB wants to see Saxman's talking points. Conference call with Saxman will be set up for 10:00am Eastern on Dec 1st. Council EB will receive Saxman's written testimony and talking points, minutes which address the issue, and the resolution supporting one accrediting body.

Action: Mahshie will send EB members “talking points,” resolution re: support of one accrediting body, and related minutes.

2. Appointment of Nominations Committee: **unanimously approved.**
3. Appointment of Honors and Awards Committee: **unanimously approved.**
4. Annual meeting exhibitor solicitation planning: Laven encouraged EB members to talk to potential sponsors at the ASHA convention to obtain additional/new sponsors for the April conference.

Action: EB members will solicit new sponsors for the conference.

D. Treasurer (Meyer)

1. Financial status of Council was reviewed. See Treasurer’s budget sheet handout. Transitions of officers is difficult for developing budget. Perhaps past officer should set the budget for the next year.
 - a. End of 2003-2004 FY: Deficit of \$15,000. Current budget (2004-2005) has \$5,000 deficit. Budget recommendations discussed in the July meeting were implemented as much as possible. A line item was added for the international committee..
 - b. There is a need for more income to offset losses and do more. The Council investments may pay off better in future and possibly attract more conference sponsors.
 - c. Meyer asked EB’s view on deficit spending. She is not comfortable with practice. Mahshie thought EB should not be constrained by balancing budget but not go overboard. Savings is near \$300,000. Hurtig stated that operating budget should be kept in balance, but not pay for expensive initiatives, instead, possibly use savings. Discussion also focused on increasing revenue, such as advertising on the webpage. EB members felt, however, this might not be agreeable to members. Dues are \$300. At \$350, revenue would increase by \$12,500.00. It has been ten years since a dues increase. If dues are increased, the announcement should be put in the context of when dues were last increased and potential new initiatives discussed. Raising dues at the same time as registration may be problematic.

➤ **Motion (Meyer/Brasseur): Increase dues to \$350.00. Unanimous approval.**

2. Budget—Priorities and planning: Meyer discussed creating a form for budget requests/planning by other EB members.

Action: Meyer will create budget request form.

E. Secretary (Apel)

1. Update on Committees and working groups:
 - a. Apel passed out working document on current committees and working groups. He asked members to provide updated information for him.
 - b. Standing committees must be approved by EB. Working groups/ad hoc must be approved by EB if requesting funding.
 - c. There is a need to formalize the existence of the committees and working groups and list them on the webpage, identifying their charge. Make agenda item.

Action: EB members will send Apel a list of committees and working groups assigned to them, the charge of the committee/group, and the members and their terms by January 17th.

F. Vice President for Communications (Ratner)

1. Survey:
 - a. Mikael Kimelman and Roy Shinn reported on the on-going online survey process. They were disappointed with the technology provider, but have learned lessons from the process. They reviewed the history of the process: initially, the committee looked at low response rates for previous paper and pencil surveys and the accompanying problems. It decided to go with an online survey. They hoped to get the beta version out by early 2004. However, it took longer because of time needed for approval and funding. They also had difficulties with the provider's ability to conduct surveys. The beta version went out, and there were problems. Salary survey analysis report is completed. Response rate was 50%, which was similar to the previous paper and pencil survey. Demographic survey analysis report is being completed by the sub-committee. Their confidence in the data is similar to previous years. By December 1, 2004, the salary survey results will be sent to Ratner. By the beginning of 2005, the demographic survey will be sent to Ratner. The committee will debrief after this experience, discuss changes to surveys, detailed specs and next steps for future surveys, and other conceptual issues and present a brief memo to the EB.

b. The EB discussed whether the committee will continue and how it might be reconfigured. MOAS may replace Council surveys. There are still concerns with how and when the Council will obtain MOAS data. The committee and/or EB needs to determine date for determining whether to conduct another survey vs wait for MOAS results. Committee members will recommend possibly replacements for those leaving the committee, preferably individuals with previous research experience with surveys. It also will develop a schematic of outcomes needed. If another Council-initiated survey is conducted, it will be a paper and pencil survey (less costly and less hassle). Kimelman will be point of contact for EB re: MOAS. He will ask for nominees for committee at general meeting later in the day. The EB expressed its appreciation to both Kimelman and Shinn for their efforts.

➤ **Motion (Ratner/Fox): Extend survey committee appointments for one additional year for Messick and Kimelman. Unanimous approval.**

2. Proceedings: Approximately one third of the proceedings are set and edited. The remainder will be completed in the next few weeks. Ratner still needs papers from some authors. Production is ahead of schedule compared to previous years. Proceedings should be posted in January (6 months before last year). There is a need to get authors to submit articles before/during the conference. Recorders' information from conference do not go into Proceedings. The Board decided that Recorders were no longer necessary for Breakout Sessions.
3. Web site:
 - a. Ratner has a focus group (Martin, Quesal, Kuster, and Ratner). Focus group members will independently look at webpage. A survey also will be conducted. The plan is to have feedback by the January meeting leading to updates.
 - b. Ratner was uncertain how much additions/modifications to the webpage need to go through her. She will provide recommendations at the January meeting.
4. Brochure: Ratner provided a mock brochure. The brochure may be helpful for attracting international programs. She will send to the EB digitally for review. EB members will forward comments to Ratner by mid-January so it is ready for review at the January meeting. The Council office will print up a limited number (print on demand) once it is in a final form.

*Action: Ratner will send mock brochure to EB members.
Members will provide feedback to Ratner by January 17th.*

G. Vice President for Professional Development (Fox)

1. 2005 Annual Meeting Program:
 - a. Fox reviewed draft program (see handout).
 - b. Masterson reported that the Saturday afternoon meeting will include: update on Summer Institute; barriers to conducting research; innovative approaches to recruitment. The producers of MOAS want a space to talk to the general audience. Fox needs abstract. The presentation could be a roundtable or an optional lunch activity. Fox will contact Kelly Appler of ASHA re: these issues.
 - c. Fox received a request for presentation of new accreditation idea from an ACAE (Accreditation Council on Audiology Education) member. No specific information has been supplied yet, although a request for information was made. The conference is a good time to allow audience to learn about the new accreditation idea. The presentation could be an emerging issue or academic/clinical exchange.
 - d. Audiology Summit group also hopes to have an opportunity to report on outcomes of the accrediting process. It may be covered in Audiology Roundtable. Meyer will look into this.

Action: Fox will contact Kelly Appler of ASHA re: conference presentation on MOAS.

Action: Meyer will follow up on possible presentation on MOAS at Audiology Summit.

H. Vice President for Standards and Credentials (Brasseur)

1. Taskforce and Supervisor Qualifications: Task Force for supervisor qualifications will meet and she will report on outcomes in January. EB continues to look at the issue because of its importance for audiology programs (supervisors may not have CCC-A). CCCs do not guarantee adequate/qualified supervision. Brasseur wants input from constituents re: placements and supervisory issues. CAA and CFCC are also grappling with the same issues.

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

1. Instructional Technology Clearinghouse: A committee to explore structure/mechanism for sharing applications in instructional technology has been appointed. Doug Martin will serve as chair, and members include Julie Stierwalt, Ann Lieberth, Mike Chial, Julie Schertz, Judy Kuster, and Ferenc Bunta. The committee is supposed to meet via conference call before the end of the fall semester.

2. High School Science Fair Award System: Joan Messer (American Junior Academy of Science) was contacted. The Council could sponsor a travel stipend for a student to attend the 2006 meeting. The Council can work with Messer, develop a statement of sponsorship, and post on her website/newsletter. Masterson is recommending \$750-1,000 for travel stipend. Further discussion will occur at the January meeting once a complete budget status is available. Other ideas include:
 - a. International Science and Technology Fair.
 - b. Establishing a system for getting Council members involved locally. Masterson will develop a working group to look into this idea. Hurtig thought that the Council could look into how many members are involved in summer science workshops.
 - c. Ratner asked about the Odyssey of the Mind as another opportunity.
 - d. Apel suggested partnering on these types of projects with Division 10 and asking others within ASHA/Division 10 for successful models.

Action: Masterson will appoint a committee to develop a model for coordinating sponsorship efforts at local, state, and national levels for CAP members.

3. Thomson-Delmar Scholarships: The announcement went out and is on the webpage. Scholarships are \$3,000 per award, plus travel. The Council pays for food, hotel, and registration.
 - a. Masterson asked whether students from non-member programs are allowed to be nominated? Dues help support students in this scholarship program so it is a member benefit.

➤ **Motion (Meyer/Brasseur): Students must be from member programs to qualify for Thomson-Delmar Scholarship program. Unanimous approval.**

 - b. Masterson included clinical doctorate into first award.
 - c. Masterson reminded EB that programs do not nominate students; mentor nominates. Multiple program applicants are allowed.
4. PhD Clearinghouse: This is a system for new, prospective PhD students to learn how to apply to a doctoral program. ASHA already provides this information. Link between this ASHA information and Council should occur.

Action: Masterson will contact ASHA re: a link to and from their webpage on a PhD Clearinghouse and the Council's webpage.

5. Quality Indicators for PhD programs: Should there be a working group to develop “indicators” for quality research doc programs? There were lukewarm reactions in ASHA EB-Council EB meeting. Elena Plante is incoming chair of RSAC; she may wish to deal with this issue. Hurtig expressed fear of “standards down the pike.” Why is such a list needed? A) To help prospective students make optimal choice (already answered by ASHA Clearinghouse). B) To add a mechanism to infuse innovative ideas for PhD programs. The EB members did not support going forward on this issue at this time.
6. System for MS-PhD Program Collaborations: Masterson will put together a group to develop a system to create more MS/MA-PhD program collaborations.

Action: Masterson will form a working group to develop a system to link cooperatively MA/MS programs with PhD programs.

7. Surveys for doctoral student feedback on programs. This item was originally initiated by Jan Ingham. Current board members didn't feel it would be appropriate or helpful for the Council to collect information on specific programs. We need more information about the purpose.

Action: Masterson will follow-up with Ron Chambers, who was originally in charge of this initiative and report back at the January meeting.

III. Old Business: not addressed

IV. New Business: not addressed

V. **Adjournment: Executive Board Meeting adjourned at 4:30 p.m., November 17, 2004.**

Motions

Motion (Fox/Meyer): Endorse continued work of the Summer Institute group, including administration of a survey for additional information. Unanimous approval.

Motion (Meyer/Brasseur): Increase dues to \$350.00. Unanimous approval.

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ACTION ITEMS

Action: Laven will break out information for international and US programs re: graduate vs undergraduate-only programs, etc.

Action: Masterson and Ratner will further discuss details of MOAS with ASHA. Update: Mikael Kimelman, Chair of the CAP Survey subcommittee, will correspond directly with Kelly Appler, ASHA staff member in charge of the HEDB. Their correspondence will be copied to VPs Julie Masterson and Nan Ratner.

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Action: Masterson will form a working group to develop a system to link cooperatively MA/MS programs with PhD programs.

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Future New Business Items:

- Audiology accreditation issues
- State Licensure laws

- Monitoring of PhD position vacancies