

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

**Executive Board Meeting  
Loews Miami Beach, Crown Conch  
Miami, Florida  
November 15, 2006**

**MINUTES  
Approved January 19, 2007**

Present: Masterson (President), Apel, Fox, Hooper, Hurtig, Kimelman, Laven, Mendel, Reuler, Schwarz

I. Call to Order (Masterson)

- The meeting was called to order at 9:00 am

II. Approval of Agenda (Masterson)

**Motion (Mendel/Hooper): The motion to approve the agenda was unanimously approved.**

III. Approval of Conference Call Minutes 10/25/06 (Reuler)

**Motion (Mendel/Hooper): The motion to approve the minutes from the CAPCSD EB conference call on 10/25/06 was unanimously approved.**

IV. Preparation for Joint CAPCSD EB and ASHA EB Meeting (Masterson)

**Action: The CAPCSD EB reviewed agenda items for the joint CAPCSD EB and ASHA EB meeting.**

V. Update on CAPCSD Annual Conference (Apel)

- The registration form is currently being developed
- Updates on the conference will be sent in January by Apel
- Regular sponsors have been sent packets

**Action: CAPCSD EB will each contact 3 potential sponsors at the ASHA Exhibit Hall and give them packets.**

VI. Resolution on Faculty Hiring (Hooper)

**Action: A resolution endorsing an agreement between universities for a 4 ½ month start time for hiring faculty will be mentioned at the Business Meeting on 11/15/06 and will be put forward at the April, 2007 Business Meeting.**

VII. Faculty Opening Advertisements on CAPCSD List serve (Kimelman)

**Action: Masterson and Kimelman will develop a policy regarding advertising for faculty positions on the CAPCSD list serve. The policy will be distributed to CAPCSD EB for approval.**

VIII. CAPCSD EB Calendar and Committee Lists (Reuler)

**Action: Reuler will update the CAPCSD EB Calendar and Committee List and distribute to CAPCSD EB.**

**Action: Kimelman will invite Jeff Cokely, who is no longer Chair at the University of North Texas, to come to the Communications Committee meeting in December and ask if he will be attending the CAPCSD Conference in April 2007.**

**Action: The CAPCSD Committee List for 2006-07 will be posted on the CAPCSD website.**

IX. Common Application (Hurtig)

**Action: Hurtig will invite Liaison International to give the CAPCSD EB a presentation on using a common application for CSD programs.**

X. Clinic Directors Survey Committee Report (Reuler)

- Clinic Directors provided input on topics and issues to be covered in the survey
- The committee is currently developing questions for the survey
- The target date for launching the survey is February 2007

XI. Learning Object Exchange (Masterson and Reuler)

**Action: A call for Editor of the LOEx will be sent by Masterson after the ASHA conference. Interested individuals will contact Reuler.**

XII. Salary Survey Update (Kimelman)

- As of 11/14, there have been 128 responses (42.1%)
- The statistician has the data to do the 1<sup>st</sup> run
- When the survey is part of the HES, the salary information will not be prepopulated because of confidentiality issues

**Action: CAPCSD will keep data from the salary survey on a CD in which programs are randomized and numbered to protect confidentiality. The CD will be kept in a locked and secure facility. The key code will be kept on an SPSS file.**

**Action: Kimelman will check with Kelly Appler at ASHA to make sure that the HES confidentiality policy accompanies the surveys when they are launched**

XIII. Demographic Survey Update (Kimelman)

- The HES is on track for the Demographic Survey to be launched in February, 2007
- Much of the data will be prepopulated, making the survey easier to complete

**Action: CAPCSD EB will be prepared for a conference call regarding the Demographic Survey if there are delays related to the launch of the HES.**

XIII. Essential Functions Committee (Schwarz)

- The committee is meeting at the ASHA Convention
- The committee will present a report at the CAPCSD Conference in April, 2007

XV. National Alliance Promoting Research in Allied Health (NAPRAH) Symposium (Masterson)

**Motion (Kimelman/Fox): The CAPCSD will donate \$500.00 to NAPRAH to support the symposium. The funds will come from the V.P. of Research and Academic Development budget. Unanimous Approval.**

**Action: Masterson will contact John Bernthal regarding marketing and access to the meeting.**

XVI. CAPCSD Business Meeting Agenda (Masterson)

- The agenda for the Business Meeting was agreed on
- Agendas will be printed and available for attendees

XVII. Treasurer's Report (Mendel)

- The financial report through 9/30/06 was distributed
- Expenses are now listed as line items based on projects

**Action: Mendel will present budget breakdowns by committee at the Business Meeting.**

**Action: Mendel will ask the CAPCSD Bookkeeper to hold the budgeted \$25,000.00 for the Summer Institute in reserve until it is needed**

XVIII. IRS Regulations on Conflict of Interest and Compensation Policies (Mendel)

- The IRS is looking at Conflict of Interest and Compensation Policies
- The CAPCSD can develop one for the Policies and Procedures Manual

**Motion (Mendel/Hooper): CAPCSD will establish a Conflict of Interest and Compensation Policy. Unanimous Approval.**

**Action: Mendel will distribute a Conflict of Interest and Compensation statement and disclosure form to the CAPCSD EB for review. A policy will be approved at the January CAPCSD EB meeting.**

XIX. Membership Report (Laven)

- The Membership Report was distributed
- There are currently 236 graduate and 21 undergraduate-only member programs

- 94% of CSD graduate programs are CAPCSD members
- 41% of CSD undergraduate-only programs are CAPCSD members

**Motion (Hurtig/Hooper): CAPCSD will cover hotel and meal costs for EB members for the day before the EB meeting at the ASHA conference and will cover the cost of meals that are not provided on the day of the meeting. Unanimous Approval.**

**Action: The policy on covering hotel and meal costs at the November CAPCSD EB meeting will be included in the Policies and Procedures Manual.**

XX. Future EB Meeting Sites (Masterson)

- The CAPCSD EB may meet in Iowa City to coincide with the Summer Institute
- Tentative dates for the CAPCSD EB meeting in Iowa City are June 22-24, 2007

XXI. Adjournment (Masterson)

- The meeting was adjourned at 4:40 pm

**Motions**

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**Actions**

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**Action: CAPCSD EB will each contact 3 potential sponsors at the ASHA Exhibit Hall and give them packets.**

**Action: A resolution endorsing an agreement between universities for a 4 ½ month start time for hiring faculty will be mentioned at the Business Meeting on 11/15/06 and will be put forward at the April, 2007 Business Meeting.**

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