

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

**Executive Board Meeting
Westin Waterfront Hotel
Hale Room
Boston, MA
November 14, 2007**

**MINUTES
Approved 1/18/07**

Present: Hooper (President), Kimelman (President-Elect), Fox, Laven, Masterson, Mendel, Messick, Reuler, Small, Schwarz

- I. Call to Order
 - The meeting was called to order at 8:50 am EST by Hooper, President
- II. Approval of Agenda

Motion (Fox/Reuler): The agenda was unanimously approved with the addition of the Summer Institute as an agenda item.

- III. Approval of Minutes

Motion (Mendel/Fox): The minutes of the EB conference call on 10/25/07 were unanimously approved.

- IV. CAPCSD Calendar and Committee Lists
 - Reuler distributed updated calendar and committee list
 - Messick updated status of Communications Committee

Action: CAPCSD EB will forward names of new committee members to Reuler and Hooper.

Action: Hooper will send letters of appointment to the Communications Committee to new members.

Action: Laven will send Hooper committee appointment template.

- V. Clinical Requirements Committee

Motion (Schwarz/Messick): Nominated members of the Clinical Requirements Committee were unanimously approved.

Action: Schwarz will send the literature review that the Clinical Requirements Committee will complete to the CAPCSD EB.

VI. Summer Institute

Motion (Fox/Masterson): The Summer Institute will be scheduled every other year, with the next one in 2009 at Ohio State University. Unanimous Approval.

Action: Fox will announce plans for the 2009 Summer Institute at OSU at the CAPCSD Business Meeting on 11/14/07.

VII. CAPCSD/ASHA EB Meeting

- Agenda items for the joint CAPCSD/ASHA EB meeting on 11/14/07 were discussed

VIII. Treasurer's Report

- Mendel distributed the budget report through 10/07

Action: Mendel will make a budget presentation at the CAPCSD Business Meeting 11/14/07.

Action: Mendel will contact the CAPCSD Accountant regarding how to best account for CSDCAS conference calls.

Action: A column for *Miscellaneous* will replace *Miscellaneous Travel* under the President's Expenses in the budget.

IX. Essential Functions Committee Update

- Schwarz reported that the Essential Functions Committee posted a check list which is on the CAPCSD website
- To access the list, go to *Proceedings, 2007, Conference Presentations*
- Committee members are currently planning their session at the CAPCSD Conference in April 2008

X. Accreditation for Audiology Programs

- CAPCSD EB discussed the need for clarification on certification issues and how they affect accreditation, i.e. if supervisors do not have CCCs

Action: Schwarz will request a written response from CAA regarding the issue of accreditation for programs where supervisors may not have CCCs.

XI. Demographic and Salary Survey Update

- Messick reported that the Demographic Survey has closed after several extensions
- Of 256 targeted programs, 175 have verified their profile in HES, 67 programs have completed the survey, and 43 are in process
- The Salary Survey will be open from Feb. 1 – March 15, 2008

Action: Messick will announce updates on the Demographic and Salary Surveys at the CAPCSD Business Meeting 11/14/07.

- Messick reported that ASHA is interested in state-by-state data from the CAPCSD surveys
- CAPCSD EB expressed concern regarding validity of the data and the possibility of identification of individual programs since there are so few programs returning the surveys
- CAPCSD does not report regional information because of issues of confidentiality

Action: Messick will report back to ASHA that the CAPCSD EB agreed that the data is incomplete and not valid due to low numbers of responses to the surveys.

Action: Messick will ask Ed Brainard to remove the column where programs self-report accreditation since the CAPCSD does not verify accreditation.

XII. HES Letter of Agreement

Action: The HES Letter of Agreement will be reviewed by Masterson, Hooper, Kimelman and Messick for approval at the January 2008 CAPCSD EB meeting.

XIII. CSDCAS

- Masterson announced that a power point presentation on CSDCAS is available

Action: Updates on CSDCAS will be presented at the CAPCSD Business Meeting on 11/14/07.

XIV. Nominations and Elections Committee and Honors Committee Update

- The call for nominations for President-Elect and Treasurer, and the call for nominations of CAPCSD Honors is on the website

Motion (Masterson/Small): Potential committee members for the Nominations and Elections Committee and the Honors Committee were unanimously approved.

Action: Masterson will ask new committee members to serve for 2 years, so that ½ the committee rotates each year.

XV. Bring in the Best

- Budgeted funds for Bring in the Best will be used for development of the website
- Masterson reported that the website for Bring in the Best is being developed by Julie Oestrum

XVI. 2008 CAPCSD Conference

- A dinner cruise is being set up; 80 spots will be reserved
- Topics for the PhD Forum are being considered

XVII. Membership Report

- Laven distributed updated membership report
- There are currently 305 programs listed; 262 are CAPCSD members of which 242 are graduate programs and 20 are UG only

Action: Laven, Kimelman and Messick will discuss how to best get updated information for the CAPCSD website from member programs.

XVIII. CAPCSD Conference Exhibitor Packets

- Laven distributed packets for CAPCSD EB members to give to exhibitors

XIX. Clinic Directors Survey

- Reuler distributed recently compiled results from the Clinic Directors Survey

Action: The Clinic Directors Survey results will be posted on the CAPCSD website after some minor edits are made.

XX. CAPCSD/CSAP Joint Committee

- Reuler reported that the committee was meeting on 11/15/07

Motion (Reuler/Kimelman): CAPCSD will cover breakfast expenses for the CAPCSD/CSAP Joint Committee meeting on 11/15/07. Unanimous Approval.

Action: Reuler will pay for the breakfast at the CAPCSD/CSAP Joint Committee meeting and submit the receipt to Laven.

XXI. Membership Meeting 11/14/07

- An open-mike time will be available after the reports

Action: Handouts for the CAPCSD Business Meeting on 11/14/07 will include:

- Summary of reports
- Clinic Directors Survey results
- HES and EdFind information

XXII. EAS Contract

Action: Kimelman and Laven will review the contract together.

Action: The EAS contract will be an agenda item for the January 2008 CAPCSD EB meeting.

XXIII. Adjournment

- The meeting was adjourned at 4:00 pm EST.

Motions

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Motion (Mendel/Fox): The minutes of the EB conference call on 10/25/07 were unanimously approved.

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Actions

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Action: Hooper will send letters of appointment to the Communications Committee to new members.

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