

**COUNCIL OF ACADEMIC PROGRAMS IN
COMMUNICATION SCIENCES AND DISORDERS
Executive Board Meeting
Chicago Hilton
PDR 1
November 19, 2008**

**Minutes
Approved 12/12/08**

Members Present: Mikael Kimelman, President, Craig Champlin, Melody Harrison, Celia Hooper, Michael Kimbarow, Frances Laven, Cheryl Messick, Ellen Reuler, Larry Small, Judy Vander Woude

I. Welcome and Agenda Review

- Kimelman welcomed CAPCSD EB
- The agenda was reviewed

II. ASHA /CAPCSD Joint EB Meeting Agenda and Follow-up

- The agenda for the CAPCSD/ASHA Joint EB meeting was reviewed
- As follow-up, the following items were discussed
 - Bring in the Best

Action: Kimelman will contact J. Masterson to discuss the plan for keeping the *Bring in the Best* website current.

Action: Responsibility for serving as the liaison to *Bring in the Best* will be assigned to one of the CAPCSD EB members.

- HES

Action: CAPCSD EB will continue to work closely with ASHA on HES.

- NAFDA

Action: Laven will review the ASHA CE application, the CAPCSD Mission Statement and the CAPCSD P&P Manual for statements relating to core values

Action: Hooper will create a statement/document regarding issues related to academic programs and will bring a draft to the January CAPCSD EB meeting.

III. HES Update

- Messick reported that 52% of CSD programs completed the HES Graduate Guide
- The Demographic Survey was launched Oct. 17 and will be open until Dec. 5
- The Salary Survey will not run in Spring '09 as originally planned
- Preliminary data from last year's Demographic Survey is on-line

Action: Messick recommends that if programs have submitted questions regarding HES and completing the surveys and have not received a response, they should resubmit the questions in 3 days and cc Messick.

IV. Membership Report

- Laven distributed the current membership report electronically
- There are currently 262 member programs; 243 graduate programs and 19 UG only programs

V. CAPCSD EB 2008-09 Calendar

- Reuler distributed updated 2008-09 CAPCSD EB Calendar
- The EB discussed the annual updates to the CAPCSD P&P Manual

Action: Reuler will make recommended changes on the 2008-09 EB calendar and distribute electronically to CAPCSD EB members.

Action: Hooper will send the updates/edits in the CAPCSD P&P Manual to Laven and Kimelman.

Action: Laven will forward updates/edits to the CAPCSD P&P Manual to the CAPCSD EB and will also post them on the CAPCSD website.

Action: Hooper will make an announcement of the call for nominations and awards at the CAPCSD Membership Meeting which will be followed up by an email blast.

VI. CAPCSD Committee Lists

- Reuler distributed the updated CAPCSD Committee Lists

Action: Reuler will make changes to the CAPCSD Committee Lists as indicated by the CAPCSD EB and will redistribute electronically.

VII. CAPCSD Website

Action: The review and discussion of the CAPCSD website will be an agenda item at the CAPCSD EB meeting in April 2009.

VIII. Related Professional Associations

- National Association of the Advisors to the Health Professions (NAAHP)
 - Reuler indicated that ASHA does not currently have a relationship with NAAHP
 - The EB agreed that recruitment of health professionals is regional and that CAPCSD would not pursue a relationship as an RPO with NAAHP at this time
- Council of State Association Presidents (CSAP)

Motion (Kimbarow/Vander Woude): CAPCSD will support an EB member to attend the annual CSAP meeting each year to give a report and update regarding CAPCSD activities that affect state associations. Unanimous Approval.

Action: Reuler will contact CSAP President, Lizbeth Stevens regarding a CAPCSD EB member giving a report at the annual CSAP meetings and inviting CSAP to send a representative to the CAPCSD annual meeting to give a report.

IX. Learning Object Exchange (LOEx)

- Reuler gave an update regarding using MERLOT as the hosting site for LOEx

- Mike Flahive and Martin Fischer will make the LOEx presentation at the CAPCSD meeting in April 2009
- Pam Mitchell, LOEx Editor is sending a proposal to the CAPCSD EB regarding LOEx

Action: Reuler will distribute the proposal regarding LOEx for discussion and consideration by the CAPCSD EB.

X. CAPCSD Budget Report

- Harrison distributed a 7-year report of assets to the CAPCSD EB
- CAPCSD has invested in risk averse funds such as Treasury bonds, resulting in minimal losses

Action: Harrison will distribute the full budget to the CAPCSD EB.

XI. 2009 CAPCSD Conference

- Vander Woude reported that the pre-conference will be from 3:00-6:00 pm on Wed. April 21
- The room registration link was sent for posting on the CAPCSD website
- Laven distributed packets for sponsors

Action: Hooper will contact a potential speaker for the plenary session at the CAPCSD Conference in April 2009.

Action: Kimelman will contact R. Hurtig for suggestions for members of the panel for the CSDCAS presentation at the CAPCSD Conference in April 2009.

Action: CAPCSD EB members will each distribute 3 packets to potential sponsors while at ASHA.

XII. Essential Functions

- Kimbarow reported that the Committee on Essential Functions is interested in continuing to work together to develop an Essential Functions document
- The CAPCSD EB agreed that the work of the Committee on Essential Functions would continue and that they would develop a list of essential functions to make available to programs
- The CAPCSD EB agreed that partnering with ASHA on this issue would be advantageous

Action: Kimelman and Kimbarow will discuss the best way to work with ASHA on the issue of developing an Essential Functions document.

Action: The Committee on Essential Functions will have a recommended list by April 2009 and the CAPCSD EB will then explore additional steps.

XIII. Clinical Requirements Committee Report

- Kimbarow reported that he did not have a report from this committee
- Small reported that CFCC was planning a skills validation study

XIV. Summer Institute

- Champlin reported that the 2009 Summer Institute will be at The Ohio State University from June 29-July 24, 2009.
- The courses and dates are posted on the CAPCSD website
- The CAPCSD EB will hold the summer meeting at the Summer Institute

XV. CAPCSD Scholarships

- Champlin reported that Delmar Cengage has withdrawn support for CAPCSD scholarships this year due to the economy
- Progressus Therapies is offering a scholarship and it is posted on the website

XVI. Ph.D. Shortage Ad Hoc Committee

- Small summarized the strategic initiatives of this committee
- Small recommended that CAPCSD establish an additional Ad Hoc Committee to work on the initiatives

Action: Small will send the report from the PH.D. Shortage Ad Hoc Committee to the CAPCSD EB electronically.

Action: Small will establish a CAPCSD Ad Hoc Committee on the Ph.D. Shortage.

XVII. Adjournment

- The meeting was adjourned at 4:30 CST.
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Motions

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