CAPCSD Board of Directors Meeting Minutes
May 1, 2013
Conference Call 4:00 – 5:00 p.m. EST

Board members in attendance: Kenn Apel, Mark DeRuiter, Sarah Ginsberg, Richard Hurtig, Melody Harrison, Michael Kimbarow, Frances Laven, Colleen O'Rourke, Mary Chavez Rudolph, Lisa Scott, Judy Vander Woude.

1. Welcome. Apel opened the meeting and welcomed Board members at 4:00 p.m.

2. Approval of Phoenix BOD Minutes. The following April meeting minutes were approved as corrected:
    a) CAPCSD BOD Future Planning Meeting
    b) CAPCSD BOD Meeting with AAA & ACAE Representatives
    c) CAPCSD BOD Meeting with ASHA Representatives
    d) CAPCSD BOD Meeting
    e) Spring 2013 CAPCSD Business Meeting

3. Updates from the Executive Office. Laven reported that she and Chavez Rudolph are working on renewal of insurance policies. She noted the Conference financial report will take a couple of weeks to finish. Laven also reported that the dues notices have gone out and she is working on the arrangements for 2014 conference planning meeting.

4. Update from the Treasurer. DeRuiter informed the Board that he has been meeting with Laven and they are working on establishing a new credit card for the Council. They are also developing a list of other issues for the financial transition to JMS.

5. Debriefing on 2013 Conference. Scott noted that she has started processing the Conference feedback and she has sent out the on-line survey. She summarized some of the early survey responses and will provide a complete summary at a later date. Scott reported that thank you letters are going out to the 2013 Conference speakers. Regarding the 2014 Conference, the conference planning committee will meet the last weekend in June. The committee is down to four members; however, Scott said she has the conference evaluations and Board member input to guide the planning process and does not believe an extra member is needed for next year. The Board agreed. Scott noted that next year AAA is meeting in Orlando two weeks before CAPCSD's conference and their conference chair has suggested collaboration (e.g., have the first part of a session at the AAA conference and a follow-up session at the CAPCSD conference). The AAA planning committee will get back to Scott with some possible ideas.

6. Policies &Procedures (P & P) Manual Changes. Harrison presented the following proposed changes to the P & P Manual to clarify the language about emergent resolutions and the on-line voting procedures:
    22. RESOLUTIONS PROCESSES (REVISED)
    A. The CAPCSD resolutions process allows program representatives to propose specific actions related to ideas and concerns they believe to be of importance to the membership.

B. Members of the Board of Directors, ad hoc or standing committees, working groups, member institutions, or individual representatives of member institutions, may propose resolutions.

C. Resolutions will be written and will include the following four headings: Title, Background, Resolved, and Sponsored By. See the CAPCSD web site for examples of past resolutions.
1. Title: Brief descriptive title for the resolution.
2. Background: A sequence of logically ordered "Whereas" statements.
3. Resolved: Detailed description of proposed position, action, investigation, initiative, etc. that the resolution sponsor(s) would like the Council to pursue.
4. Sponsored by: Name(s) and Program Affiliations of the resolution sponsor(s).

D. Proposed resolutions will be submitted via email or postal mail to the President Elect or to the national office at any time during the year. Resolutions submitted to the Board of Directors will be discussed by the Board during its next regularly scheduled conference call or face-to-face meeting. A one-third favorable vote of the Board of Directors will be required to submit the resolution to the membership for a vote. Wording of resolutions will be edited in light of discussions and recommendations during the Board of Directors meeting. Resolutions approved by the board for distribution to the membership will not become official until ratified by a majority vote of all member program representatives.

E. Resolutions for discussion at the fall or annual conference business meeting will be received at least 30 days in advance of the meeting. Resolutions will be submitted directly to the President Elect or to the national office.

F. Emergent resolutions (those not previously considered by the Board of Directors) will be considered at any meeting of the membership if they are presented in writing in the prescribed format. ~~Emergent resolutions will be approved for further consideration by at least two thirds (2/3) of voting member program representatives at the meeting.~~

G. All emergent resolutions will require a one-third (1/3) ~~majority~~ vote of the program representatives present ~~and voting~~ for the resolution to be forwarded to the membership.

H. Voting on ~~passage of~~ resolutions will be accomplished through a web-based system, with emails from the Executive D~~d~~irector indicating means of accessing the voting site and a due date for responses.

I. The email online voting process will be initiated within 10 days of approval of a resolution by the Board of Directors or following the end of the fall business meeting or annual conference. Member programs will have 30 days from the date the resolution is posted to vote.

J. Ratification will require participation by a minimum of 50% of member institutions. If 50% of member programs participate, a simple majority vote ~~of member institution votes received by the due date specified in the call for vote~~ will be sufficient for a resolution to pass. If 50% of member programs do not vote, the resolution must be reintroduced and the voting procedure repeated.

K. Ratification of a resolution will cause the Board of Directors to act as directed by the resolution.

The changes to the P & P Manual were approved by the Board.

7. Discussion of the Resolution on a Common Applicant Response Deadline. Harrison presented the revised resolution as submitted by Mikael Kimelman. The original resolution had been presented at the April CAPCSD Business Meeting and Kimelman had agreed to revise and re-submit the resolution following member input. The Board discussed and edited the resolution and agreed to send the following to member programs for a vote:

TITLE: Resolution to Endorse a Common Applicant Response Deadline for Admissions

WHEREAS, to clarify the intended meaning of previous Council of Academic Programs in Communication Sciences and Disorders resolutions (**98-5**, **06-01**) which resolved that applicants to entry-level clinical graduate programs in Communication Sciences and Disorders be allowed until April 15th to make final decisions regarding acceptance of offers of admission, <u>with or without funding</u>.

WHEREAS, a common deadline for applicants to respond to offers of admission both levels the playing field and reduces pressures on applicants to Communication Sciences and Disorders programs

BE IT RESOLVED that the Council of Academic Programs in Communication Sciences and Disorders expects member programs to allow applicants to entry-level graduate clinical programs in Communication Sciences and Disorders at least until April 15th to make final decisions regarding acceptance of offers of admission for the following academic year, <u>with or without offers of financial aid</u>.

> **{98-5 RESOLVED**, that the Council recommend that graduate programs allow applicants until April 15 to make final decisions regarding acceptance of offers of admission and financial aid for the following summer or fall semester. [April 1998]
>
> **06-01** Whereas, the Council of Graduate Schools (COGS) in 1997 endorsed a resolution to establish April 15 as the common national deadline for graduate students to accept an offer of financial support (scholarship, fellowship, traineeship, or assistantship) for the next academic year; and
> Whereas, the Council of Academic Programs in Communication Sciences and Disorders (CAPCSD) endorsed the COGS resolution in 1999;
> Therefore, be it resolved that the CAPCSD re-endorses the April 15 deadline for responding to offers of financial assistance to students admitted to graduate programs in CSD.}

8. Recommendations for VP positions. Harrison discussed potential appointees for the positions of VP for Student Development, VP for Standards, Credentials, and Clinical Education, and VP for Communications.

9. CSDCAS Update. Apel reported that he, Harrison and Chavez Rudolph met and looked at the role of the CSDCAS Fellow and determined that JMS can do most of the activities listed. It would be helpful to have someone in the profession available for 5 to 10 hours a week to recruit programs to join CSDCAS. Apel recommended that DeRuiter develop a proposal for a CSDCAS Fellow based on 5 to 10 hours of work per week and the Board agreed.

10. Update from the President. Apel presented the following:
    a) Revisiting the Strategic Plan: As Ginsberg pointed out last month, we may need to revisit the Plan and reword/reorganize some parts of it based on the decisions made in Phoenix. Ginsberg and Harrison volunteered to review the Strategic Plan for possible changes.
    b) Description of Awards: Kimbarow and O'Rourke volunteered to review the descriptions of CAPCSD awards and make recommendations for possible changes in the descriptions.
    c) Format for Foundation presentations at future conferences. Apel noted that it would be helpful for Foundation representatives to have more specific guidance regarding their

presentations at the Business Meeting and the Board agreed. Apel will develop a script for Foundation reports at the meeting.

11. Other business. The next conference call will be on June 13, 2013 at 4:00 p.m. EST.

12. The meeting was adjourned at 5:02 p.m.