

CAPCSD
Board of Directors GoToMeeting
Approved Minutes
Tuesday, September 10, 2019

Board of Directors Present: Ann Eddins (*President*); Jayne Brandel (*Secretary*); Mike Bamdad (*VP for Program Resource Development*); Lisa Scott (*VP for Professional Development*); Elaine Mormer (*VP for Clinical Education Resource Development*); Vikram Dayalu (*VP for Academic Affairs & Research Education*); Lisa Lucks Mendel (*Past-President*); Carol Dudding (*President Elect*); Jennifer Simpson (*VP for Strategic Initiatives*); Katie Strong (*Treasurer*);

Board of Directors Not Present: Jennifer Taylor (*VP for Organizational Advancement*) – came at 2:15pm

CAPCSD Staff Present: Deborah Ortiz (*Executive Director*); Megan Woods (*Director of Centralized Admissions*); Ned Campbell (*Director of Meetings & Continuing Education*)

Meeting Start: September 10, 2019 at 2:00pm (EST) **Meeting End:** September 10, 2019 at 3:35pm (EST)

I. President – Eddins

- a. New JMS staff – Janet Randel, Webinar Coordinator
 - i. Will provide assistance for all of the webinar coordination not only for meetings but also with other CSDCAS related webinars
- b. CSDCAS Analytics proposal – review in November in more detail prior to making a decision
- c. AAA Clinical Ed Form Update (Katie Colella, AAA)
 - i. Communication about the Clinical Education Forum has begun with AAA and ACAE and CACPSD for 2020.

II. Secretary - Brandel

- a. Approve minutes from April F2F, July F2F & 8/2/19
 - i. Motion to approve August and July F2F and wait for email vote on the April F2F (Lisa S.) . Seconded (Lisa M.) – Passed 10-0-0

III. Staff Report – Ortiz, Campbell, Woods (for detailed information see Addendum after the minutes)

- a. Website - Programs are updating information and a lot of interaction with the job postings.
- b. Budget side of Growth Zone is being used more and contact is being made to remind programs to pay dues.
- c. Many emails are going out to members.
- d. Reminder to get airline tickets for November F2F in Orlando.
- e. Discussion about the uses and opportunities on utilizing website and ways to communicate with members about CAPCSD activities. The CAPCSD Conversation News is the best place for disseminating information specific to programs or not a CAPCSD sponsored project.
- f. Selected a hotel in Memphis which will assist in lowering the cost of the February F2F.

IV. Treasure's Report – Strong

- a. Updated balances as of July 31, 2019
 - i. Fidelity - \$701,116.63
 - ii. First Bank – Checking – \$117, 447.92
 - iii. First Bank – Savings - \$297, 341.28
 - iv. TOTAL - \$1,115,905,56
- b. Will be contacting Campbell & Associates now that budget is in Quick Books to begin working on a financial plan for CAPCSD.

V. Past President – Mendel

- a. Update on Call for Nominations
 - i. Sent out a survey to gather information as well as link to the Volunteer spreadsheet for committee work
 - 1. A lot of interest in committee participation, the VP positions, but not as much for the elected positions.
 - a. Deadline for applications is Dec. 15, 2019
- b. CAuDP Update
 - i. There is interest in having joint meeting online.

VI. VP General Education – Scott

- a. Committee will meet in October.
- b. Fall Webinars
 - i. September 23 – Building your Teaching Toolbox (Elaine Mortimer)
 - 1. Registration has been strong. Target is 50 participants.
 - ii. October 15 – Interviewing (Kenn Apel and Jana Wolher)
 - 1. Prepared for PhD students with two different perspectives, R1 universities vs. teaching intensive university
 - iii. Beginning of October – Developing a webinar for PhD students as to how to apply for these scholarships. Vikram and Lisa will be working together on this. A past recipient will also present regarding the application and use of funds.
 - iv. Date TBD - Increasing Productivity (Danielle Greenhall and other speaker TBD)
 - v. TBD - Successful Faculty Searches (the speaker and date is TBD)

VII. VP Program Resource Development – Bamdad

- a. Conference Update
 - i. Proposals are open. Currently have 56 which is lower than past numbers.
- b. Leadership Academy
 - i. Had a discussion with Jeff Buller. He is supportive of change to every other year and is willing to do talks on his off years so as to stay cognizant of the issues related CAPCSD.
 - ii. Application process is open.
 - iii. Leadership Academy in October (October 16, 2019)

VIII. VP Clinical Education Resource Development – Mormer

- a. eLearning Courses update
 - i. Course data

1. As of August 2019:
 - a. 2,162 modules consumed by 526 individuals
 - i. 87.33% were SLPs = 1,888
 - ii. 12.58% were AuDs = 272
 - iii. 2 people were “others”
 - b. Top universities referring learners to the courses are:
 - i. Michigan State 652
 - ii. University of Pittsburgh 591
 - iii. Rush University 455
- ii. Course 3 and 4 updates
 1. Course 3: Feedback in the Clinical Environment
 - a. Most recently launched course
 - b. Since opening this course is having a lot of use. There are good videos and materials that are useful for using in presentations.
 2. Course 4
 - a. The course has had final reviews and EDC worked on realigning the assessments with the content after the committee did a lot of work editing and moving around materials.
 - b. Currently ready to be approved for continuing education credits. Once CEUs are approved it will be ready for immediate launch.
- b. Plans with EDC for upcoming year
 1. Primarily will focus on responding to help with ongoing courses and also reflecting on courses to do a systematic view and update of the material. This will be followed by a renewal of the CEUs.
- c. Clinical Education Resource Committee Plans
 - i. Exploring ways to assign committee members to specific tasks to facilitate the gathering and dissemination of data.
- d. Had a follow up conversation with (audiology group) regarding a common structure for students to gather information about positions available at the VA for Audiology students. For the Audiology VA sites, 84% indicated they would be interested in having the information in one place. Large percentage of academic groups were interested as well.
- e. Discussion of the common licenses for review and comment at the next meeting (handout from Elaine)
- f. No comments have been received regarding the lack of a Clinical Director Training program this year due to the new alternate schedule.

IX. VP Academic Affairs and Research Education – Dayalu

- a. Scholarships
 - i. Updates will be sent to member programs on Sept. 16th. All 3 scholarships at the same time. Deadline will be in November. Decision date will be 1st week of March.
 - ii. Discussion about addressing concerns about the timeline and ability to identify best applicants. Possibility for making changes will be addressed at November F2F with Vikram
- b. IPE/IPP Committee

- i. A survey was developed to identify where member programs are currently in regard to IPP/IPE programming.
 - ii. The survey will be disseminated in September (check that month)
 - c. AAB Committee
 - i. Teaching Conference in 2020
 1. Application process is open and interest is strong. Limit to 60 participants.
 2. Speakers have been identified.
 3. Instruction will incorporate the best teaching practices rather than traditional lecture.
 - d. CAA Meeting
 - i. CAA is no longer meeting in November but will be meeting in October. Vikrum is unable to attend but will send an update.

X. VP Strategic Initiatives – Simpson

- a. Media strategy committee update
 - i. Posts are being submitted and there was a request for any information which Board would like to have included in the Posts.

XI. VP Organizational Advancement – Taylor

- a. Committees
 - i. July meeting focused on training.
 - ii. August meeting focused on developing timeline and identification of this year's projects. Hope to have the white paper ready in January or February related to data and what is used across programs to predict success of the graduate student.
- b. CSDCAS update (Megan and Jenny)
 - i. Use/Membership –
 1. Launched on July 15. Almost all programs are open. Two new programs are onboarding soon and ongoing conversations are happening with some other programs.
 - ii. Over 21,000 applications are in process, which is an increase from last year and was expected.
 - iii. The student resource center will be available soon and information will be shared with students.
- c. Program survey/application
 - i. This hasn't been done since 2015.
 - ii. Purpose of the survey is two fold:
 1. To inform LIASION of potential enhancements/improvements to the CSDCAS application process (e.g., gender question). Surveying the constituents would inform these recommendations.
 - a. Recommendations do not result in change automatically. Enhancements wouldn't launch until next cycle.
 2. To identify current use of CSDCAS to inform trainings that are needed.
 - iii. Timing of the survey will be soon so that data will be available the end of October.

- d. A request to attend a Health and Wellness fair at a specific university was received. However, questions were raised about the ability to do this given current budget and whether this request aligns with CSDCAS goals.
- e. CSDCAS timeline
- f. Discussion of CSD education survey
 - i. Concerns were identified about managing this request to program directors at the same time as the other activities (e.g., CSDCAS opening, CAA Reports).
 - ii. It was suggested that this activity could transfer to the President-Elect. Responsibility will include preparing and launching the survey as well as presentations at ASHA and CAPCSD.
 - iii. There is a new platform now. Current submissions have been slow this year.
- g. Communication Plan – transfer to Jenny
 - i. It is no longer feasible for Jennifer to monitor the communication plan. Jennifer Simpson and Jennifer Taylor had a conversation and recommended that Jen Simpson take that responsibility to alleviate the workload for Jennifer Taylor. This task will be moved to Jennifer Taylor.

XII. Executive Session

Respectfully submitted,

Jayne Brandel