CAPCSD Board of Directors
F2F Meeting Minutes Approved
Portland, OR
July 11, 2019 – July 13, 2019

Board of Directors Present: Ann Eddins, Lisa Lucks Mendel, Carol Dudding, Katie Strong, Jennifer Simpson, Vikram Dayalu, Jennifer Taylor, Mike Bamdad, Elaine Mormer, Lisa Scott (July 12 and 13)

Board of Directors Not Present: Lisa Scott (Thursday, July 11, 2019)

CAPCSD Staff Present: Deborah Ortiz, Ned Campbell, Megan Woods

Meeting Start: July 11, 2019 at 2:00pm **Meeting End:** July 13, 2019 at 12:00 p.m.

I. **President – Eddins**
   a. **Welcome**
   b. **Review of agenda**

II. **Secretary – Brandel**
   a. **Approval of April 2019 Minutes**
      i. Tabled until next meeting
   b. **Approval of May 2019 Minutes**
      i. No changes in minutes requested. Motion to approve was made and seconded. Passed unanimously (9-0-0).

III. **Staff Report –**
   a. **Conferences**
      i. CAPCSD Planning Committee (CPC) met June 24-26 at New Orleans Marriott to plan 2020 CAPCSD Conference. See notes in X.f. of the July 11-13 minutes for more details on 2020 conference.
      ii. Leadership Academy Alumni Webinars
         1. Summer webinar is scheduled for Wednesday, July 17 at noon EST. Topic is *Succession Planning for Academic Leaders*. October date is TBD.
      iii. Membership
         1. 309 members and 5 affiliate members
         2. Final renewal notices were sent Monday, July 8.
      iv. Upcoming dates in Appendix
   b. **Website Update**
      i. August 1 launch date will occur but there will be initial issues that will need to be worked through.
      ii. As of June 30, the project has taken 393 staff hours (30% of hours were selecting product). The time is associated with both the website and database.

1. The database is robust and continues to expand in what will be utilized. Policies and procedures need to be established for how to do specific tasks with the database.
2. The membership renewals already paid in the current database are being entered in both GrowthZone manually.
3. Exhibitors will continue to go through Cadmium. At some point, software will need to be developed so that Cadmium and GrowthZone can communicate.

   iii. All Conference Proceedings need to be transferred manually to the new website and will not be done by August 1. It is recommended that a single document with all of the conference proceedings be compiled and uploaded into new site. This compilation will be done by a GA at University of Memphis.

   iv. Discussions in future need to explore changes in processes and procedures for institutions that choose to have separate memberships for more than one program (e.g., Audiology and Speech-Language Pathology memberships separated). Specific issues that need to be reviewed related to the current policy that a single institution can only recommend one student for a scholarship or one faculty member for attendance at Leadership Academy..

c. 2022 Conference in Portland

   i. Hilton and Dunaway hotel in Portland will be the hotel in 2022. Both hotels will have equal advertising for rooms.

IV. **Financial Reserve Policey review (via GoToMeeting) – Campbell and Associates**

   i. Campbell and Associates reviewed a proposed financial reserve policy. Included in the recommendations were to initiate the following types of accounts within the budet.
      1. Operating Fund
      2. Scholarship Fund
      3. Special Projects Fund

   ii. Campbell and Associates requested sending them the monthly reports, and they would like to have bank statements to do the cash flow analysis over the past two years. An evaluation of the past 4 years of financials would also be good. Campbell & Associates will follow up with Katie after the meeting.

V. **Treasurer's Report – Strong**

a. **Treasurer's Report**

   i. Account amounts are not accurate because of the fiscal year end is not reflective of all of the final activity. Therefore, comparisons across fiscal years will be difficult currently because line items are not closed out.

b. **Update on current financials**

   i. Fidelty Investments - $659,851.91
   ii. 1st bank checking - $169,762.69
   iii. Savings $297, 247.22
   iv. TOTAL = $1,126,861.82

    c. 2019-2020 Budget Proposal
- **i.** Income
    1. The conference sponsorships and exhibitor amounts should be increased to reflect the 2018-2019 amounts.
    2. The registration is expected to be greater for 2020 because of the location being in New Orleans.
        a. A new line for the CSDCAS preconference will be added for the registration.
    3. Membership dues will increase due to the the increase in fees.
    4. CSDCAS income was projected to increase because 13 programs have joined since 2019 conference.
    5. Recommend the addition of another budget line for "General Education."
- **ii.** Expenses Review
    1. Expenses for 2019-2020 were reviewed and discussed. Opportunities for cost savings were discussed (e.g., platform for file sharing, online meeting platforms).

VI. Vice President for Strategic Initiatives – Simpson & Dayalu

a. Website database update (along with staff)
- **i.** Reviewed the website as it is developed. Planning to go live on August 1 with some remaining components needing to be completed after that.
- **ii.** Recommendation to unpublish the pages from the old website
- **iii.** Discussion Points
    1. Previously have advertised other organizations' events (e.g., ASHA, AAA). Recommendation that the policy would be for the News and Calendar activities be CAPCSD related only but can promote these activities on social media for the outside organization.
    2. Recommendation that a policy needs to be developed regarding the ability to review and remove posts if inappropriate.
        a. There is a need to start the culture of posting on the blogs. Recommended for the committees to begin the conversations

b. IPE/IPP blog/website discussion
- **i.** There was a desire to start a public blog space which would have a standard landing page with comments related to posts. After approximately 30 days a conversation would be archived but still able to be accessed in searches.
    1. The blog would have a focus on the educational aspect of teaching students to be interprofessional and the long-term outcomes. Faculty from member programs would be able to problem-solve with others.

c. PhD student engagement ideas
- **i.** Is there a way to engage the students who are funded
    1. Virtual presentation? 3 minute recorded presentation
    2. Previous awardees as well as the current awardees

      ii. Modify the expectations of the award to include an expectation that a follow-up video will be required which is included in the acceptance form of the scholarship.

VII. Vice President for Academic Affairs & Research Education – Dayalu
    a. Update on IPP/IPE, CAA & Academic Affairs Board
      i. 2020 Teaching Symposium at ASHA office. Details are being worked out. Theme is to focus on undergraduate teaching pedagogy.
      ii. Academic Affairs Board is considering a PhD blog to showcase people who are pursuing a PhD.
      iii. CAA meeting is next week and moving to a three meeting model.
      iv. IPP/IPE Committee –
        1. Discussed goals for this committee. Areas identified as needing to be addressed were.
          a. How institutions are supporting interprofessional education
          b. How are programs tracking that students meet these interprofessional competencies.
        2. There is a need to continue the monthly meetings.
        3. Member programs have requested more problem-solving discussions.
        4. A survey is being considered to examine what programs are currently doing.
        5. Discussion regarding ways to have an interprofessional discussion as part of the conversation occurred.
    b. Follow up on PhD Scholarship Awardees
      i. Second year there will be a start/end to the cycle. Looking to consolidate the process.
      ii. Awardees will be notified no later than the 1st week of March.
      iii. Continuing to expand the number of reviewers.
      iv. Recepients from 2015 to present will be asked to complete a survey. Currently have had 38 awardees.

VIII. Liaison – Karen Jacobs and Eileen Szczesuil
    a. CSDCAS Analytics Demonstration (via GoToMeeting)
      i. What it is? Data from the applications is exported and put into school specific data. It is meant for specific schools/institutions. Purpose is to have schools do visual presentation of the applicant pool for the external constituents at an institution (e.g., Dean, Provost, institutional research, accreditation/self-study office, departmental faculty).
      ii. The data could be filtered and ready regarding trends in the applicant pool. Suggestion that a few schools could be early adopters to test and make suggestions to the Analytics (by Liaison).
      iii. An increase in cost to students would be needed to cover the cost.
      iv. If we move forward with this, it would most likely be available for the 2021 cycle.

IX. Vice President for Organizational Advancement – Taylor
  a. **2019-2019 Accomplishments**
     i. CSD Education Survey
        1. 90% completion rate
        2. Completed presentations at ASHA and CAPCSD
     ii. Operating Guidelines were developed for committees to understand roles and responsibilities
     iii. Communication Plan developed to have a bigger picture of board communications
     iv. CSDCAS timeline established
  b. **Update on CSDCAS**
     i. 2018-2019 Committee Accomplishments
        1. Cycle expansion to include summer
        2. Updated and improved Gender Question on application
        3. Collected and analyzed student feedback
        4. Created pre-conference WebAdMIT training for CAPCSD conference
        5. Fee Waivers – Requested and received increased amount of $25,000 from previous $10,000
        6. Advocating/Reaching out to non-CSDCAS programs prior to ASHA convention to increase participation
        7. Presentations – 2 at ASHA, 5 at CAPCSD, 2 Webinars, 1 at Liaison
     ii. 2018-2019 Chair Accomplishments
        1. 6 Invitations (Towson, UNC, ASHA Short Course 2019, SIG 10 Issue as Guest Editor, Interviewed for Holistic Admissions for Liaison CAS publications, presentation to be made into a video for Liaison CAS-wide Training Academy titled "Using WebAdMIT for Holistic Review"
        2. CSDCAS committee recognized as leaders in admissions
     iii. 2018-2019 Director of Centralized Admissions Accomplishments
        1. Participated in July 2018 Board Meeting and all CSDCAS committee meetings
        2. Hosted CSDCAS Webinars
        3. Staffed CSDCAS booth at ASHA and CAPCSD for recruitment
        4. Presented 4 sessions at CAPCSD with committee
        5. Attended 2 Lisaison Summits
        6. Attended 2 User Conferences, presented at 1
        7. Interviewed by Liaison for article on Best Practices in Recruitment
        8. Participated in CEG Meetings, sitting on 1 Ad-Hoc committee
        9. Portal configuration
        10. Final decision data collected
        11. Onboarding of new programs –
            a. SLP Programs Participating – 65.31% now (Sept 2018 = 57%)
            b. AuD Programs Participating – 67.1% now (Sept 2018 = 53%)
     iv. Current fees for CSDCAS – **$131** for first application; $52 for additional applications

c. **Goals**
   i. Consider splitting into 2 committees (CSDCAS Data Committee and CSDCAS Resource Committee) – Would enable committee to focus on initiatives related to examining CSDCAS data for trends vs. developing resources for CSDCAS users
   ii. F2F committee meeting
      1. Propose having a June meeting and join with the Conference Planning Committee
      2. Activities included would be reviewing past year, reviewing data, and plan for next year
   iii. Develop webinars
      1. Focus on key topics such as *Objections* for program recruitment (working on now), *Training* for program retention (working on now), *Student Resources* (2020), *Advisor Resources* (2021), *Holistic Review Toolkit* (2022)
   iv. 90% CSDCAS adoption by programs in future

d. **EMP Results in 2019**
   i. Open rate on emails was 63.47% which is significantly higher than what is typically done for similar campaigns.
      1. 667 "Total Direction Conversions" (meaning students must click through email and submit application within 3 days of receiving)
      2. 1803 "Indirect" Conversions (meaning students opened the email and submitted application within 3 days of receiving)
      3. 147 completed additional applications within 3 days of having received the email.

e. **Future Endeavors - AuDCAS and SLPCAS**
   i. Organize a CAS system for students to apply for Audiology externships (AuDCAS) or CFs (SLPCAS). Externship/Residency sites would sign up and students would pay a small fee and then would apply to programs in the portal.
   ii. Why? Other professions are already doing it (Pharmacy, …)

X. **Vice President for Program Resource Development - Bamdad**
   a. **Developed Member at Large (MAL) position descriptions for Conference Planning Committee (CPC)**
   b. **Portland update: 2022; 2025**
      i. Have signed contract
      ii. In 2022, will utilize two hotels (Hilton and Dunaway)
   c. **Leadership Academy Surveys**
      i. Survey will be sent out soon, possibly through Growth Zone.
   d. **Leadership academy webinars** –
      i. July 17th at noon EST
      ii. October webinar is yet to be scheduled
   e. **Ethics sessions for CAPCSD 2020**
      i. The 4 sessions will be filmed and then develop into web (eLearning site) for availability for 60 minute CEUs at $50 per course

1. Ethics in Higher Education Administration
2. Faculty Ethical Behavior in the Classroom Environment
3. Ethical Dilemmas in SLP Clinical Education
4. Ethical Dilemmas in AuD Clinical Education

   f. CAPCSD 2020 New Orleans Program Review
   - **i.** General Change for CPC – CPC is going to have set dates in future. This will allow the planning dates to also be built into the conference contract.
   - **ii.** Change for future – Will alternate between Clinic Directors and Leadership Academy beginning in 2020 with Leadership Academy and 2021 will be Clinic Director Workshop
   - **iii.** General Plan
     1. Leadership Academy – Jeff Buller speaker
     2. Conference Theme – *Unmask Your Potential*
     3. Pre-Conference
        a. Integrating Counseling in Academic and Clinical Education
     4. Plenaries
        a. Unmasking the Value of the Undergraduate Education in CSD (Thursday)
        b. Unmasking the Power of Integrating Academic and Clinical Education (Friday)
     5. 13 Invited Presentations
     6. Standing Sessions (Chairs 101, 201; Program Directors 101, 201; Clinic Directors 101, 201)
     7. Call for Papers will have focused topics and preference for data driven submissions (60 or 90 minutes)
        a. IPP/IPE Data Driven Results
        b. Clinical Education/Instruction
        c. Technology in CSD Education
        d. Trends in Admissions

   g. Future conference cities
   - **i.** Portland will be in 2022 and 2025
   - **ii.** Orlando is 2023
   - **iii.** Currently no site for 2024
     1. Look into the possibility of D.C.
     2. If not D.C., look into the possibility of Denver

   h. Recent legislation changes in conference states (Georgia and Louisiana)
   - **i.** Discussion about responding to these issues was to not issue specific statements due to the costs associated with breaking contracts.

XI.   Vice President for General Educaiton – Scott
   a. Distance Education Committee Membership & Activities
   - **i.** Membership
   - **ii.** Not yet met as a group, plan to hold first meeting as a committee
   - **iii.** White Paper

b. **General Education Committee Activities**
  i. Membership
  ii. Committee charge for 2019-2020 is to develop a series of webinars for administrators, PhD students, and on the general topic of "teaching"

c. **Fall webinars – titles, dates, speakers; feedback/brainstorming**
  i. There is a webinar procedure guide
  ii. Began planning fall webinars: 2 for each general audience (total of 6)
    1. Administrators; PhD students; Teaching/faculty life
      a. Considered doing more for teaching/faculty life to evaluate participant response
    2. If participants enroll in live webinar, there will be a charge (CEUs included for all live participants)
      a. Webinars will be recorded and posted on the CAPCSD website afterwards for free access but no CEUs
  iii. Challenges
    1. Original proposal for <u>webinar support</u> was budgeted at $20,700
      a. Intern @ $20/hr x 10 hrs/wk x 36 weeks = $7,200
      b. JMS staff suggests support to manage the intern: $50/hr x 7.5 hrs/week x 36 weeks = $13,500
    2. Overall budget was set to be around $42,000 for production of ethcis courses and webinars for 2019-2020
      a. Does not include projected costs which would be in 2020-2021 budget.

d. **Conference videography (ethics, other presentations) & eLearning**
  i. Call for a motion to approve updated videographer contract for $11,110 for 2 days filming, post-production for 4 videos (see document). Seconded. Approved 10-0-0.
    1. Presentations above in VII.e

e. **New Initiative – Luterman counseling workshop proposal**
  i. Recommended videotaping this for creation of a video on counseling instruction.

XII. **Vice President for Clinical Education Resource Development – Mormer**
a. **Committee**
  i. Kevin McNamara, Chair
  ii. Carol Cokely
  iii. Andy Clare
  iv. Tammy Frederickson
  v. Lee Robinson

b. **eLearning update and data**
  i. Course 3 Launched June 17
    1. June 20 – 135 registrants
    2. https://elearning.capcsd.org
  ii. Course 4 under final edits, committee input, EDC rewriting quizzes

1. Targeting launch in early August
2. Course Repository is LIVE and being accessed
   a. http://capcsd-repository.edc.org/results/?_sfm_course=relationships-%2C-feedback-%2C-foundations

iii. Access to the eLearning courses
1. Faculty of member programs can have access if they create their own login that is associated with their institution.

c. **CDBT evaluation summary and follow-up**
d. **Report from CFCC**
   i. There is an initative by ASHA Board of Directors to increase men in the profession as well as under-represented minorities.
   ii. Online Certification program (COLA) has begun. Some changes which will be happening are
      1. A button for program directors/signatories to choose, to sign off on all standards at one time for each student
      2. Ability for program directors/signatories to retrieve records from those certifications which have been completed
   iii. Ongoing process for sharing information with programs about new standards re: professional development in clinical education and ethics.
   iv. Discussion about recognizing areas of expertise in areas not related to specific knowledge and skills related to direct care (i.e., Recognitive of Non-Direct Client/Patient Care Knowledge and Skills)
   v. Audiology Committee – policy being written on clinical activities as part of a clinical research can be counted towards clinical certification
   vi. Clarification of 2020 standards re clinical clock hours:
      1. Differences vs disorders
      2. MBS – does preparation for an MBS study count for hours? Clinical educator can use clinical judgment in what to count
      3. IFSP or IEP, Inservice's, advocacy…can these be included in clinical hours? CFCC confirmed that no, these related hours do not count towards the 375 direct clock hours required for clinical certification
      4. Telepractice and Telesupervision Survey – individuals want more training in tele-supervision and tele-practice
   vii. Clarification on the language for the *Language Proficiency* requirement
   viii. Working on standards for SLP and AuD Assistant Certification Programs

e. **Follow up on AVAA collaboration**
   i. Trying to standardize VA Audiology Extern process
   ii. Asked for help getting the survey out to programs
      1. 40% response rate on past
      2. Working on VA survey now

f. **Role of eLearning courses in new Education Committee**
   i. There is some lack of clarity between the role of the Education Committee vs Clinical Education committe

g. **Possibile initiative for task force on AuD externship evaluation**
  i. Is there a need for a standardized clinical education tool for externship rather than having CALIPSO or program specific form?
h. **Leadership Committee vs. Clinic Director**
  i. Proposal to offer the Leadership Academy and Clinic Director on alternating years.
  ii. Motion was made, seconded and approved (10-0-0)

XIII. **President – Eddins & Mendel**
  a. **AuD Task Force**
    i. The report is done and there is an executive summary which includes major talking points.
    ii. Recommended that information be shared with the task force about a CAS system for the audiology residency application process.
      1. Recommended that a special task force committee (Jennifer Simpson could lead) be developed to explore this initiative. Membership on committee should include preceptors. Committee could also look at the development of an evaluation form.
  b. **Nominations Committee**
    i. Committee members –
    ii. Desire to increase interest. Change P&P to move the timeline up a month
      1. First call for nominations in September
      2. Second call in October
      3. Final callin November at Business meeting at ASHA
      4. Deadline for nominations to the committee – December 15
      5. Committee submits slate of officers to Past President by January 1 in time for winter F2F board meeting
    iii. Need to have a discussion about changing the process for elected positions and consider a slate of officers
    iv. Utilize the volunteer form to help identify possible persons. This would be stored in Growth Zone.
  c. **Update on Pearson**
    i. GotoMeeting with Pearson to discuss ways to collaborate. Presented opportunities to work with us such as sponsoring a scholarship or webinar. Seemed more interested in the webinars. Did agree to be an exhibitor at the conference for the 2020 conference. Recommended that we return with an official ask.
  d. **Update on CAuDP (Council of Audiology Program Directors)**
    i. Group that meets annually at the AAA.
    ii. Confusion about interests and ways to work together. Spend this year having an ongoing conversation to explore the ability to facilitate interests and combine efforts.
    iii. Recommended that they no longer have a speaking slot and that a relationship be developed to facilitate bringing them into the CAPCSD fold.

XIV. President-Elect – Dudding
    a. P&P Updates
        i. Updates have been submitted and will get them integrated into the document to upload for review in Dropbox.
            1. Need to have an Appendix added for the VP of Professional Development
            2. Need to evaluate the current Appendices to see if they need to be incorporated into the current P&P document.
        ii. Changes can be done annually.
    b. Creative Commons
        i. Questions to ask: Do we want people to use our work for commercial purposes? Do we want people to use our work and cite them? Do we want people to modify our work?
        ii. Recommendation that the issue be explored and added to the agenda for the next Board meeting.
            1. Might be good to develop a PowerPoint that introduces the webinars and eLearning

XV. President – Eddins
        i. **Conference Calls for Fall (Sep, Oct, Dec)**
            1. Doodle Poll will be sent.
        ii. **Winter F2F Meeting**
            1. Possible timeframe - Jan. 30 to Feb. 1
            2. Tentatively planning on holding it in Memphis and possibly meet at the University of Memphis. This will help reduce costs.
        iii. **ASHA**
            1. Looking into housing options for the Board.
            2. Watch for information on housing options for feedback

XVI. Treasurer – Strong
    a. Budget Discussion and Approval
        i. Additional position:
            1. Need to have a discussion with JMs about what the needs are in regards to staff time related to specific tasks.
        ii. Salary Survey
            1. Motion to move the salary survey to every 5 years was made, seconded. Vote was unanimous. Motion carried Next time to complete will be spring 2024.
        iii. CSDCAS Meeting F2F in June
            1. Motion to add a June CSDCAS Meeting F2F in June 2020. Motion was made, seconded. Vote was unanimous. Motion carried.
        iv. Scholarships
    b. Motion to vote on budget as is with intention of amending as needed, seconded. Vote was unanimous.

XVII. Motion to move the CSDCAS committee into two committees, seconded. Vote was unanimous.

Respectfully submitted,

Jayne Brandel