

**CAPCSD Board of Directors
GoToMeeting Approved Minutes
October 29, 2019**

Board of Directors Present: Ann Eddins (*President*); Jayne Brandel (*Secretary*); Mike Bamdad (*VP for Program Resource Development*); Lisa Scott (*VP for Professional Development*) until 2:56pm; Elaine Mormer (*VP for Clinical Education Resource Development*); Vikram Dayalu (*VP for Academic Affairs & Research Education*) until 2:22pm; Lisa Lucks Mendel (*Past-President*); Carol Dudding (*President Elect*); Jennifer Simpson (*VP for Strategic Initiatives*); Katie Strong (*Treasurer*); Jennifer Taylor (*VP for Organizational Advancement*)

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

Meeting Start: October 29, 2019 at 2:00pm (EST) **Meeting End:** October 29, 2019 at 3:17pm (EST)

I. President – Eddins

a. New JMS Quarterly Update

- i. Presidents have been meeting quarterly with JMS. Met with them in October, specifically extra initiatives. As of 9/30/19, CAPCSD has spent a total of \$41,500 on website/database. For this fiscal year's budget, the amount was \$23,000 alone. Further conversation at November F2F can address future planning and projects given the ability to now track the cost of these initiatives more closely. Webinar costs have been \$4,000 as of 9/30/19.

b. Reminder – F2F and Business meeting at ASHA

- i. Tuesday, Nov. 19th (all day) beginning at 8am until 5pm. Dinner will be Tuesday evening.
- ii. Watch for request about agenda items.
- iii. ASHA joint meeting will be Wednesday, Nov. 20th.
- iv. Business meeting and reception will be Wednesday, Nov. 20th at 4:45 with meeting beginning at 5:15. This will permit participants to go to the Academic Town Meeting.

c. AAA Clinical Ed Forum plans

- i. Have met via conference call and identified a theme of “Meaningful Mentorship” to identify clinical preceptors in the educational training process. Aligns with the eLearning courses and so may begin to include Elaine in the future.

II. VP Academic Affairs and Research Education – Dayalu

a. IPE/IPP Survey

- i. Survey is out. Program directors should have received a link about the current status of IPP/IPE activities at respective programs including activities as well as tracking of student outcomes.

b. Scholarships and Awards

- i. All 3 scholarships are out and applications are beginning to be submitted.

- ii. A webinar was done for the applicants (e.g., PhD Scholarships) regarding how to apply, what the process looks like, what to do with the money, etc. One past recipient helped to provide a personal experience perspective.
- c. AAB Committee
 - i. More than 90 applicants have been received and currently being reviewed to select ~60 participants who are teaching undergraduate speech, hearing, language science courses.
 - ii. Decisions will be sent out by the end of November (but could shift a little).
 - iii. Is open to students who are teaching these courses as well as new faculty to address best practices for pedagogy with this content.

III. Secretary - Brandel

- a. Approve minutes from April F2F and 9/10/19 Conference Call
 - i. Motion to approve April minutes made by Lisa Scott, seconded by Mike Bamdad; Approved = 10-0-0
 - ii. Motion to approve September minutes made by Ann Eddins, seconded by Jen Taylor; Approved = 10-0-0

IV. Staff Report – Ortiz, Campbell, Woods

- a. Staff updates
 - i. New staff person has been hired, Saba Ahmed. She will be doing the webinars activities that Ned has been doing. She was previously working with ASHA accreditation. So, she has a lot of background information. She will be trained by Ned.
- b. ASHA meeting
 - i. Breakfast will be offered as well as lunch and dinner
 - ii. Deb will be sending room for meeting and other information in early November
- c. CAPCSD website
 - i. Membership is going well and job postings continue to grow.
- d. CSDCAS
 - i. 179 SLP and 49 Audiology programs; 2 are enrolled to begin next term; 1 is onboarding today; 9 programs are learning more about CSDCAS (likely not enrolling until next year). Lost two programs which were not abiding by the exclusivity expectation.
 - ii. Will be doing more recruitment at ASHA as well as reaching out to current programs to help with retention.
 - iii. Webinar went well (~120 participants). Engagement was high with questions during and after the webinar. This was recorded and is available through Liasion Academy.

V. Treasure's Report – Strong

- a. Updated balances as of September 30, 2019
 - i. Fidelity - \$695,037.11
 - ii. First Bank – Checking – \$97,363.63
 - iii. First Bank – Savings - \$225,125.09
 - iv. TOTAL ASSETS - \$1,017,525.83
- b. Budget is going well with ongoing awareness about staff time as consideration of future projects occurs.

- c. Those with expenses from September should be in contact with Katie.
- d. Currently working on the annual review. However, the report is a little late due to changes in accounting staff. This will be shared when it is received.

VI. Future President – Dudding

- a. CSD Education Survey update
 - i. Oct. 23 = 55% completion rate (similar to last year’s participation rate). Anticipating this will be on target with last year.
 - ii. As of Oct. 29
 - 1. 211 (65%) have fully completed.
 - 2. 54 (16%) have submitted one section
 - 3. 63 (19%) have not submitted anything
 - iii. Loretta Nunez and Judy Blackburn will be sharing the results at the ASHA convention. Carol will share the data at the F2F.

VII. Past President – Mendel

- a. Update on Nominations and Honors & Awards
 - i. Calls for President-Elect and Treasurer
 - 1. A few persons for Treasurer have been identified. Appears there will be two nominees minimum.
 - 2. President-Elect needs further discussion at November F2F.
 - ii. Honors and Awards (Close December 2)
 - 1. Applicants have begun to be received.
 - 2. Committee has thought that if no submissions for Honors the Board could provide some suggestions.
 - iii. Final call for Board nominees at convention.

VIII. VP General Education – Scott

- a. Webinar updates
 - i. 3 completed thus far with another on Oct. 30.
 - 1. Elaine Mormer presented *Building Your Teaching Toolbox* (9/23/19).
 - 2. *Successful Strategies for CAPCSD PhD Scholarship* presented by Vikram Dayalu and Erin Clinard (10/8/19)
 - 3. *Preparing for Interviews* presented by Kenn Appel and Jana Waller (10/15/19)
 - 4. Upcoming – *Strategies for Increasing Productivity* (10/30/19)
 - ii. Overall reviews have been very positive, range 4.4 to 5. *Teaching Toolbox* got a lot of feedback about what could happen in future. The PhD webinar had a lot of questions which Lisa is going to help develop a FAQ.
 - iii. Revenue is not where projected but numbers of attendees have not reached level intended (i.e., 50). Consideration is that to access the live webinar is password protected but people have shared password and another individual had multiple viewers with one payment. Recommendation that this issue regarding access be discussed at November F2F.
- b. Attendance
 - i. Fall Courses
 - 1. *Building Your Teaching Toolbox* – 42 registered; 31 attended

2. *Successful Strategies for CAPCSD PhD Scholarship Applicants* – 87 registered; 69 attended
 3. *Preparing for Interviews* – 19 registered; 17 attended
 4. *Refresher Course on Coaching and Mentoring* – 23 registered; 15 attended
- c. Feedback
- i. Positive feedback from reviewers
 1. Examples:
 - a. *Building Your Teachign Toolbox* – “I just want to say thank you for all of these amazing tools! I have not heard of a single one of them so far – this is fabulous!”
 - b. *Successful Strategies for CAPCSD PhD Scholarship Applicants* - “I learned a tod today from both instructors.”
 - c. *Preparing for Interviews* - “The length of the webinar was appropriate for the amount of material covered.”
 - d. *Refresher Course on Coaching and Mentoring* – “It is nice to have a refresh(er) session after a long while. Thank you!”
- d. Plans for the future
- i. Spring webinars –
 1. One is scheduled for February 22, 2020 on conflict resolution strategies for administrators.
 2. Another one is being developed on mentoring strategies by Liza Finestack from University of Minnesota and is yet to be scheduled.
- e. Plans for ethics recording
- i. Mike Bamdad and Katie Strong will be presenting on ethics in SLP supervision;
 - ii. Mark DeRuitter and Jen Taylor on ethics in AuD supervision;
 - iii. Kaity Lansford and Tricia Montgomery will be presenting on ethis in the classroom.
- f. Making recorded webinars available to members (this will be discussed more at the F2F in November)
- i. 2 have been offered as CEUs and 2 have not (PhD scholarships and Interviewing)
 - ii. Question is whether these participants are paying for content or paying for CEUs.
 1. Should there be a fee for those to access webinars afterwards (recorded) as well as live?
 - iii. Enrollment has been low likely because of a lack of marketing (both individually and as a series). It is planned that Saba Ahmed (JMS' new staff person) will assist with this in the future.

IX. VP Strategic Initiatives – Simpson

- a. Update on AuD externship working group
 - i. Gathered some stakeholders for the AuD externship year discussion. The purpose is to standardize the components of a common application. Work will include phone and web meetings which would result in a document of recommendations to present to the Board in March.
 1. President of national SAA
 2. President of NSSLHA
 3. Chair of Education Committee at AAA

4. Neil DeSarno at ASHA
5. Tracy Swanson at CEENTA in Charolette (runs a large externship program)
6. No response from ADA or the VA at this time.

X. VP Program Resource Development – Bamdad

- a. 2020 Conference Update (CFPs)
 - i. Call for Papers (2 items done differently: 2 topics and direction for research-based submissions)
 1. 68 submissions for 14 presentations (will help with acceptance rate)
 - ii. Schedule is getting finalized and at appropriate place at this time.
- b. Leadership Academy Applicants
 - i. 94 Applicants for 20 participants. Notifications will be going out December 2.

XI. VP Clinical Education Resource Development – Morner

- a. Update on eLearning courses
 - i. Challenges (e.g., links were broken, expiration dats for CE credits resulting in off-line modules to fix this) have occurred with these (see staff report for details). This has required a lot of staff and volunteer time.
- b. Committee Activities (X McNamara has worked hard on the course issues.)
 - i. Working to make modifications in all of the modules (Course 1 and 2) so they can meet ASHA’s requirements for timeline. Updating, broken links, suggestions for shorter/longer material.
 - ii. Course 4 is now ready to launch and currently submitted to ASHA. All modules for Courses 1 and 2 have been submitted to ASHA for renewal. Course 3 is working fine.
- c. Creative Commons Discussion
 - i. Have not yet identified a license that can be placed on these courses. (see Appendix B for information about the different options)
- d. Development of resource depository is being built. This will be a way to get information out to clinical supervisors that can be shared.

XII. VP Organizational Advancement – Taylor

- a. CSDCAS update
 - i. The Data Committee is proceeding with the white paper utilizing CSDCAS data. Additionally the Data Committee is working on an agreement from and restrictions for when others ask to use the CSDCAS data.
 - ii. The Resource Committee has been working with Megan and reviewing the website and will make recommendations for future changes to improve user interface. The Resource Committee is also working on an Advisor Toolkit to be housed on the website.
- b. CSDCAS PhD program discussion
 - i. Several programs have approached CSDCAS about this. A discussion was held with both CSDCAS committees and it was decided, a survey will be sent out to the programs regarding interest, barriers, etc. Results will be shared with the Board with final recommendation from the two CSDCAS committees.

Respectfully submitted,

Jayne Brandel