

**CAPCSD Board of Directors
GoToMeeting Minutes Approved
Tuesday, December 10, 2019**

Board of Directors Present: Ann Eddins (*President*); Jayne Brandel (*Secretary*); Mike Bamdad (*VP for Program Resource 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*) Arrived 2:15pm (EST)

Board of Directors Not Present: Lisa Scott (*VP for Professional Development*); Ned Campbell (*Director of Meetings & Continuing Education*); Jennifer Taylor (*VP for Organizational Advancement*); Megan Woods (*Director of Centralized Admissions*)

CAPCSD Staff Present: Deborah Ortiz (*Executive Director*)

Meeting Start: December 10, 2019, 2:00pm (EST) **Meeting End:** 3:30 pm (EST)

I. President – Eddins

- a. Reminder – F2F in Memphis
 - i. Jan. 30-31, 2020
- b. Strategic Planning Updates
 - i. A planning calendar was provided that has more details than the strategic plan.
 - ii. The approved strategic plan review was completed
 1. Strategic Priority 1: Providing Resources to Assist Programs in PhD Student Recruitment and Support
 - a. Currently have 8 scholarships from the original 10 and looking into adjusting the timeline of when students can apply.
 - b. Need more discussion at the F2F as to whether CAPCSD needs their own resources for PhD students or whether the ASHA Academic Affairs Board’s activities meet this need.
 2. Strategic Priority 2: Providing resources to Assist Programs in Supporting Faculty
 - a. Currently are developing tracks (clinical vs. academic). However, there remains a need to evaluate the way this is monitored and shared with the right constituents. Focus currently is to make sure that scheduling allows for two distinct tracks (clinical vs. academic).
 3. Strategic Priority 3: Strengthening’s CAPCSD’s Financial Stability
 - a. Have increased the fees to the conference (i.e., registration fees) over the next 3 years.
 - b. Lisaison’s EMP has been met as well.

4. Strategic Priority 4: Increasing CAPCSD’s Visibility and Member Access
 - a. Accomplished
 - b. Tracking of volunteers (reaching out and creating volunteer form) has improved, including the sharing of the list of people. This will also be specifically addressed at the January F2F meeting with the VPs.
 - c. Development of new website has been accomplished as well.
5. Strategic Priority 5: Strengthening CSAPCSD’s Innovation and Leadership
 - a. Working on the final version of the what template template that will be available to programs. The template should be completed by the end of December 2019.
 - b. Develop metrics to demonstrate value of what to the academy...Work on this is ongoing and continues to be addressed such as the VPs data taken about participants in webinars, number of scholarships provided, conference attendance, etc. Suggestion was made that all of these metrics should be compiled into a singular document such as the Business meeting at ASHA. Ann Eddins will work on a report for the January F2F.
 - c. Offering webinars on emerging issues has been met as well.

II. Secretary – Brandel

- a. Approve November 2019 minutes
 - i. Motion to approve made and seconded; Passed 9-0-0

III. Staff Report – Ortiz, Campbell

- a. Megan is in attending the Liaison Summit.
- b. Saba Ahmed is now working CAPCSD on webinars and other tasks.
- c. Michelle is managing emails and questions from members.
- d. Deborah is working on hotel reservations and plans for the January F2F.

IV. Treasurer’s Report - Strong

- a. Financials as of November 30, 2019
 - i. Fidelity Investments \$718,290.67
 - ii. First Bank Checking \$84,443.41
 - iii. First Bank Savings \$135,299.02
 - iv. Total Assets \$938,033.10
- b. Reports have been sent to VPs. Please verify these are accurate and let Katie know if there are changes needed.

V. Vice President for Academic Affairs & Research Education – Dayalu

- a. IPP/IPE Updates

- i. The blog information related to the header/title has been sent to Heather Scott. This is continuing to move.
- b. Scholarship Updates
 - i. Healthy showing of applicants. Working on providing access to the reviewers.
- c. AAB Updates
 - i. Applicants selected for 2020 should be receiving invites shortly. The speakers have been identified.
- d. CAA provided a report/updates related to the changes in the standards. All program directors should have received notification of these changes and the information is also on the CAA website.

VI. Past President – Mendel

- a. Update on Nominations
 - i. Two people were recommended to run for Treasurer by the Nominations committee.
 - ii. There was discussion about the slate of officers and that the president-elect is typically selected from the current Board of Directors. Two board members have indicated they would be willing to serve as president elect.
 - 1. The Board held an Executive Session to discuss the potential candidates without them their attendance.
 - iii. Update on Honors and Awards
 - 1. 7 people nominated for Awards (4 for Distinguished Contribution; 2 for Excellence in Diversity; 1 for Honors)
 - 2. Lisa will bring recommended names to the F2F in January.
 - iv. Update on CAuDP Conference Call.
 - 1. Scheduled for Dec. 19 using GoTo Meeting.

VII. Vice President Program Resource Development – Bamdad

- a. 2020 Conference Update
 - i. Invited speakers are being confirmed and those selected to present have been notified.
 - ii. 16 from the call for papers were selected. One more may be identified if a room is available.

VIII. Vice President for Clinical Education Resource Development – Mormer

- a. eLearning Course Update
 - i. Course 2 modules are still being updated. During last week, we have been working with EDC to update the assessments along with the course updates. Currently creating a supplemental og of the different resources

(e.g., videos, articles, etc.) in the courses and where they are located. This won't be finalized until after the updates are completed.

- ii. Course 4 will be launched soon.
- iii. Addition of the Creative Commons license will be done as part of the updates. Elaine will add it to this week's meeting with EDC.
- iv. Course enrollments codes were shared with members.
 - 1. Foundations Course
 - a. ASHA
 - i. Enrolled Users (total number of people enrolled in course) = 5500
 - ii. Certificates (people who completed and taken tests over each module's content)
 - 1. Module 1 = 2400
 - 2. Module 2 = 2200
 - 3. Module 3 = 1830
 - 4. Module 4 = 1890
 - 5. Module 5 = 1830
 - b. AAA
 - i. Enrolled users = 500
 - ii. Certificates
 - 1. Module 1 = 180
 - 2. Module 2 = 150
 - 3. Module 3 = 90
 - 4. Module 4 = 90
 - 5. Module 5 = 90
 - 2. Relationships Course
 - a. ASHA
 - i. Enrolled users = 4100
 - ii. Certificates
 - 1. Module 1 = 1920
 - 2. Module 2 = 1560
 - 3. Module 3 = 1410
 - 4. Module 4 = 1380
 - 5. Module 5 = 1350
 - b. AAA
 - i. Enrolled users = 400
 - ii. Certificates
 - 1. Module 1 = 150
 - 2. Module 2 = 120
 - 3. Module 3 = 120

- 4. Module 4 = 120
- 5. Module 5 = 90
- 3. Feedback Course (most recently launched course)
 - a. ASHA
 - i. Enrolled users = 800
 - ii. Certificates
 - 1. Module 1 = 330
 - 2. Module 2 = 210
 - 3. Module 3 = 180
 - 4. Module 4 = 150
 - 5. Module 5 = 150
 - b. AAA (data not available)
- b. Committee Update
 - i. Collecting data on the learner information to share with the member programs. This has been difficult to achieve due to open field fill in vs. drop down. Agreement has been reached with EDC to create a drop down menu for the name of university rather than having people write it out individually.
 - ii. Meeting next month to focus on social media planning and marketing.

IX. Vice President for Organizational Advancement – Strong for Taylor

- a. CSDCAS Update
 - i. Member programs
 - 1. 183 SLP and 49 AuD programs
 - 2. 2 programs have joined for the next cycle (2020-2021)
 - 3. Will be meeting with 2 other programs soon as well as beginning to work with 3 other programs.
 - ii. Application numbers are down overall as compared to last year. 22% decline in persons in the system despite program participation being up.
 - 1. Also decline in number of submitted applications.

X. Vice President for Strategic Initiatives – Simpson

- a. Update on AuD Externship Working Group
 - i. The first meeting will be held this week offered at two different times to accommodate schedules.

XI. President Elect – Dudding

- a. Working to identify a platform for editing collaborative documents.

XII. Ongoing discussion about President-Elect

- a. Decision to continue with the current process of nominating current board members.
- b. Discussion about a change in the by-laws to a slate of officers will be continued at the January F2F.

Respectfully submitted,

Jayne Brandel