

**CAPCSD Board of Directors
GoToMeeting Minutes Approved
Friday, February 28, 2020**

Board of Directors Present: Ann Eddins (*President*); Carol Dudding (*President Elect*); Vikram Dayalu (*VP for Academic Affairs & Research Education*) Elaine Morner (*VP for Clinical Education Resource Development*); Jennifer Simpson (*VP for Strategic Initiatives*); Jennifer Taylor (*VP for Organizational Advancement*); Jayne Brandel (*Secretary*); Mike Bamdad (*VP for Program Resource Development*); Katie Strong (*Treasurer*);

Board of Directors Not Present: Lisa Lucks Mendel (*Past-President*); Mark DeRuiter, (*VP for Continuing Education/Professional Development*)

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

Meeting Start: February 28, 2020 at 4:04pm **Meeting End:** February 28, 2020 at 5:09pm

I. President – Eddins

- a. Volunteer Recognition Luncheon – Annual Conference
 - i. Committee members will be invited to attend the volunteer lunch.
- b. Volunteer Assistance at the Conference
 - i. Josie Hall, JMS, will create a staffing schedule for the conference to identify where volunteers can assist.
 1. Board members are encouraged to also volunteer during the conference as much as possible.
 - ii. Josie will provide data on how much time staff spends on current job responsibilities so the Board can better determine staff availability when new initiatives are proposed.
- c. Report from Mark DeRuiter on Continuing Education/Professional Development
 - i. Spring Webinars
 1. Scheduled webinars
 - a. Teaching Evidence Based Practice – Monday, March 23 (7-8pm) –
 - b. Conflict Resolution for Academic Administrators – Monday, March 30 (7-8pm)
 - c. Mentoring PhD Students – Thursday, April 2 (7-8:30pm EST)
 2. Mark will facilitate and will be work with the committee to identify moderators.
 3. Webinars will are \$25 for members/\$35 for affiliates and non-members, and CEUs are available for those who attend in real-time.
 - ii. Ethics Sessions

1. The Ethics Sessions will be recorded during conference and be offered as webinars for CEUs.
- iii. The webinars are currently operating at a loss, which will be monitored.
- iv. There is a need to establish a system to gather webinar ideas (e.g., survey or conference feedback), offering new activities such as podcasts, as well as setting a schedule for a year at a time.
- v. Board should think about an annual schedule and topics for future webinars - to be discussed at the F2F in New Orleans.

II. Secretary

- a. Approve F2F Jan/Feb minutes – Move to accept the minutes, second all those in favor, 8-0-0
- b. ASHA-CAPCSD Joint November 2019 meeting minutes – Move to accept the minutes, second and approved: 8-0-0

III. Staff Report – Ortiz, Campbell, Woods

- a. Jan/Feb F2F Meeting – Ortiz
 - i. Expenses for the F2F board meeting in Memphis were \$16,000 less than the Winter F2F meeting last year.
- b. Conference Planning - Ortiz
 - i. Staff is well into planning for the conference. There will be a kick-off meeting with administration staff next week to coordinate responsibilities and set deadlines.
 - ii. Hotel rooms are confirmed for the Board and reservation numbers will be provided in March.
- c. Conference – Campbell
 - i. He is monitoring the coronavirus situation given that some cities are starting to declare emergencies.
 - ii. CAPCSD does have cancellation insurance but that could be complicated
- d. Hosting Platforms for eLearning Courses - Campbell
 - i. Ned has explored new platforms for ethics courses and online modules. One platform appears to meet our needs and is also something staff could manage through JMS rather than having a 3rd party involved. We need also need a platform to host the Ethics webinars. The contract with the current platform expires in August and it would be preferable to have all eLearning modules and the ethics webinars on the same platform.
- e. CSDCAS – Woods
 - i. Announcement for pre-conference CSDCAS trainings have been sent out.
 - ii. Decline in annual revenue related to CSDCAS is now estimated to be -7% rather than the previously expected -9%.

IV. Vice President for Program Resource Development – Bamdad

- a. Conference update
 - i. Conference planning committee will be able to hire anybody needed for help once onsite.
- b. Tricia Montgomery – Incoming VP for Program Resource Development
 - i. Mike communicates regularly with Tricia regarding the conference.
- c. CPC Chair: Heidi Verticchio
 - i. She has accepted a 2-year appointment as Chair of the Conference Planning Committee, July 2020-June 2022.
 - ii. Mike identified two potential members for the committee - one Audiologist and one SLP and he contact them to see if they will serve.

V. President Elect – Dudding

- a. P&P Updates
 - i. P&P updates are ongoing.
 - ii. Will have volunteer/committee list to share at April F2F meeting.

VI. Past President – Eddins for Mendel

- a. Board Nominations – nominees confirmed their interest in being on the ballot.
- b. Honors & Awards – individuals were notified and they were all very excited.

VII. Treasurer’s Report - Strong

- a. Financials as of January 31, 2020
 - i. Fidelity Investments \$751, 670.65
 - ii. First Bank Checking \$89,141.75
 - iii. First Bank Savings \$19,343.82
 - iv. Total Assets \$860,156.22

VIII. Vice President for Clinical Education Resource Development – Mormer

- a. Update on eLearning Courses
 - i. Course 4 went live on Feb. 18th for ASHA CEUs. Notified all users of the courses of the addition.
 - 1. People will need to go in and update their information so that their sponsoring institution can be identified.
 - ii. Dissemination Toolkit is on the website.
- b. EDC update
 - i. All updates have been completed. Ned is working to get everything up and going.
- c. Committee Update
 - i. Committee met last week to divide responsibilities around monitoring the courses, the data, the links, etc. to check the modules once a month. The goal is to reduce the number of support calls.

IX. Vice President for Organizational Advancement – Taylor

- a. CSDCAS Committee updates
 - i. They have been recruiting members for the CSDCAS committee. Have already had 12 interested members and still accepting applications.
 - 1. Before sending out the call for next year's volunteers had contacted those that applied last year and encouraged them to apply again as well as those who had expressed an interest for CSDCAS on the volunteer interest form.
 - ii. Discussion indicated that a volunteer who is not a faculty member in CSD but more of an enrollment person could be included in the potential pool of volunteers for the newly instituted recruitment committee.
 - iii. Will send out final names for recruitment committee to Board for approval in next couple of weeks

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

- a. Updates – IPE/IPP, scholarship, AAB
 - i. Discussion about declining applicants entering SLP and AuD at the CAA meeting (during the CAPCSD report at the February meeting)
 - 1. General interest in knowing more about this trend.
 - 2. Wanting to learn more about how people are addressing this issue, knowing where the application numbers are, and better monitoring the numbers.
 - 3. Requested that the data be shared with the CAPCSD representative for the ASHA Ad-Hoc committee on graduate education
 - ii. IPE/IPP Blog
 - 1. A calendar for blog posting is being put in place.
 - iii. Scholarship reviews are being finalized. Laven Service scholarship review has been completed; The Plural and PhD should be processed this week.
 - iv. Academic Affairs Board (AAB)
 - 1. Conference in May is the focus. Vikram will be attending the day before the conference as a CAPCSD representative and will then stay and participate.

XI. Vice President for Strategic Initiatives – Simpson

- a. Please send any social media posts to Jenn so she can forward them to committee for posting.
- b. AuD Externship Working Group
 - i. Meeting was held today. The charge was reviewed and a summary of what has happened thus far related to the CAS system was provided.
 - 1. Discussion about the ability to include a timeline with some flexibility of a range occurred. There was agreement that further thought and discussion was needed related to the feasibility of having a timeline.

Respectfully submitted,

Jayne Brandel