

CAPCSD Board of Directors
Face-to-Face Meeting Minutes Approved
University of Memphis
Thursday, January 30, 2020 - Saturday, February 1, 2020

Board of Directors Present: Ann Eddins (*President*); Lisa Lucks Mendel (*Past-President*); Carol Dudding (*President Elect*); Vikram Dayalu (*VP for Academic Affairs & Research Education*) Elaine Mormer (*VP for Clinical Education Resource Development*); Jennifer Simpson (*VP for Strategic Initiatives*) Jan. 30 and 31; Katie Strong (*Treasurer*); Jennifer Taylor (*VP for Organizational Advancement*); Jayne Brandel (*Secretary*); Mike Bamdad (*VP for Program Resource Development*)

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

Meeting Start: January 30, 2020 – 2:06pm
January 31, 2020 – 8:50am
February 1, 2020 – 8:45am

Meeting End: January 30, 2020 – 5:00pm
January 31, 2020 – 5:00pm
February 1, 2020 – 11:30am

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- I. **President – Eddins**
 - a. Welcome
 - b. Review of Agenda

 - II. **Secretary - Brandel**
 - a. Approval of Minutes
 - i. Postponed to the end of the meeting

 - III. **Staff Updates – Ortiz, Campbell, Woods**
 - a. **Website (Ortiz)**
 - i. Many people contact CAPCSD using the Admin email. Staff are tracking the time to respond.
 - ii. Alabama A&M renewed their membership.
 - b. **CSDCAS (Woods)**
 - i. Already working on next cycle and will add some new features. The schedule is being developed.
 - ii. Communication with member programs continues.
 1. Current trends show an average decline of -18-20% of applications received per program compared with this time last year. Data is being evaluated to identify causes.
 - a. Programs can extend their deadlines for all applicants, a specific group, or individual.
 - b. Programs can reopen after April if classes aren't full this year.
 - iii. Budget decline continues (expected 9% decline from last yer).

1. Factoring in the 2% applicant cost increase, the estimated CSDCAS income will be \$746,700, which is \$128,300 less than projected.

c. Online Courses (Campbell)

i. ASHA CEU Offerings

1. CAPCSD's CEU status with ASHA is on hold until time a new CE Administrator is identified to replace Lisa Scott and pending a meeting with ASHA to discuss reporting.
2. CAPCSD incurred ASHA fines due to reporting errors as a result of technical issues with the platform server.
3. Dudding agreed to serve as interim CE Admin until another volunteer member can be identified. Lisa Lucks Mendel will draft a job description for CE Admin and assist with identifying a replacement.
4. Staff will investigate alternate platforms to host the e-Learning courses and the options will be presented to the Board. Board expressed concern about incurring supplemental costs. Given our projected shortfall, this needs to be monitored closely by the Board and management company.

d. Update on Staff (Ortiz)

- i. Saba is working approximately 15 hours/week on webinar planning and other tasks.

IV. Treasurer's Report - Strong

a. Financials as of Dec. 31, 2019

- i. Fidelity Investments - \$731, 385.43
- ii. First Bank Checking - \$43,995.51
- iii. First Bank Savings - \$135, 322.74
- iv. Total Assets - \$910,663.68

- b. Budget expenditures have been sent to each Board VP who has had activity this year.
- c. Discussion regarding ways to address the income deficit due to decline in CSDCAS revenue. Board discussed additional revenue streams and cutting expenses.
- d. Discussed strategic plan targeting the development of reserves and restricted funds for the budget. Board discussion resulted in decision to put reserves and restricted fund development on hold due to the current income deficit since it is difficult to determine the appropriate levels for these funds. Board will continue to monitor this and determine feasibility of implementation of such funds.

V. Past President – Mendel

a. Nominations from the Nomination Committee

i. Treasurer – 2 candidates (July 2020-June 2022)

1. Motion to approve Kathy Shapley and Nola Radford as candidates for Treasurer, seconded. PASSED (10-0-0)

- ii. President-Elect – the committee did not receive anyone interested in being placed on a the ballot so they considered current board members.
 - 1. Motion to accept Mike Bamdad’s nomination made, seconded: PASSED (9-0-1)
 - b. Honors and Awards
 - i. Nominations (Honors, Distinguished Contributions, and Excellence in Diversity)
 - 1. Honors – committee recommended Mike Robb
 - a. Motion to approve made, seconded: PASSED (10-0-0)
 - 2. Distinguished Contribution – committee recommended Audrey Holland and Brian McWhitney
 - a. Motion made, seconded PASSED (10-0-0)
 - 3. Excellence in Diversity –
 - a. Committee recommended Linda Rosa-Lugo
 - i. Motion made, seconded; Passed 10-0-0
 - b. Committee recommended Reem Khamis-Dakwar
 - i. Motion made, seconded; Passed 10-0-0
 - c. Update on CAuDP
 - i. Conference call in December with CAuDP board.
 - 1. They wish to remain separate.
 - 2. Would like a relationship with CAPCSD so will have a person serve as a liaison between the two boards - Lisa Mendel, CAPCSD’s representative and Elizabeth Adams, CAuDP’s representative.
 - 3. CAPCSD is trying to get AuD program directors to also attend conference.

VI. VP Professional Development – Campbell

- a. Distance Education Committee Activities
 - i. No update at this time but will follow up with the Mark DeRuiter for an update.
- b. Professional Development Committee Activities
 - i. The committee will meet next month to plan for future webinars.
- c. Spring webinars – titles, dates, speakers
 - i. Saba is working on this and is awaiting directions on how to set them up.
 - ii. There are three well-defined webinars but the dates are being moved back in order to register them for CEUs.
 - iii. A fourth is being developed.
- d. Conference Videographer – Ethics Courses
 - i. Contract with videographer is in place. All presenters are aware of the recording.
 - ii. Where to house the final 60-90 minute sessions are still being considered.
- e. Counseling Workshop
 - i. This will be a standalone session held in Boston in spring 2020. Elaine is willing to be in assist.

VII. Vice President for Strategic Initiatives – Simpson

- a. AuD externship year Working Group update
 - i. There were two conference calls held (Dec. 11 and Dec. 16) to accommodate committee member schedules.
 - ii. Topics discussed
 - 1. Review of charge
 - 2. Discussed externship year and concerns of stakeholders
 - 3. ASHA is interested in common application process
 - 4. Positives and challenges of project discussed as well as CAS system
 - a. Priority by stakeholders
 - b. CAS system is familiar to students and graduate students
 - c. Members like the singular place for coordinators and sites and become a time management
 - 5. Challenges to having a centralized application process for the AuD externship – sites are unfamiliar to the centralized application system; buy-in for externship sites would be needed; CAPCSD would need to market this process to externship sites; sites have appreciated having own timeline and resources for selecting externs; concern about having students pay because already investing in time and travel.
 - 6. Follow-up activities – contact other professions about how this has worked and invite Woods to participate in future calls.
 - iii. Next phone meeting schedule on February 28th.
 - iv. Committee members will be at AAA-possible F2F meeting.
 - v. AAA is having a panel regarding externships.
 - vi. VA hopes to have their externship database live soon to coordinate their own sites.
 - vii. SAA is waiting to do their large scale survey until after this committee makes a recommendation
 - viii. Next Steps: Meet at AAA for the committee face to face.
 - ix. Motion for CAPCSD to take leadership of the process to facilitate the development of a centralized application system for the AuD externship experience; seconded; PASSED (10-0-0)
 - x. Will ask Deb Abel, President of ADA, to join committee
- b. President of ADA has contacted CAPCSD about whether CAPCSD would comment on the use of the terms externship vs. residency for the 4th year experience. Decision was made to communicate that the Board does not make recommendations for terminology related to the final clinical experience for AuD programs.

VIII. Vice President for Organizational Advancement – Taylor

- a. Data Committee Proposal

- i. The goal of the proposed initiative is to provide a mechanism for faculty (and their trainees) at CAPCSD member institutions to conduct research using the rich data set provided by CSDCAS. In doing so, we aim to jumpstart a more rigorous understanding of the graduate admissions process in the CSD fields, which will ultimately support data-driven solutions to admissions challenges.
 - 1. Changes in proposal:
 - a. Omit the CV in application process.
 - b. Acknowledge CAPCSD in dissemination of information, including research.
 - c. Submit a copy or how to access the information to CAPCSD so CAPCSD can include in the resources portion of the website.
 - d. Add the language from the Liasion contract “Collect and serve as a clearinghouse for national applicant data”
 - ii. The data would be packaged and sent to programs after being reviewed by the committee. The email would come from Megan but not require additional time from her other than sending the email.
 - iii. The new data set would be more robust than what you can currently done within current CAS system data which programs have access to.
 - iv. Motion to approve proposal with changes made, seconded. PASSED (10-0-0)
- b. Update on CSDCAS Committee
 - i. Resource Committee
 - 1. Priorities
 - a. Advisor Toolkit
 - b. Training Webinars
 - i. Already available: Portal Configuration; Objections;
 - ii. Upcoming
 - 2. Fee Waivers (Covers the initial application fee)
 - a. Almost out (14 left) from the \$25,000 available used.
 - b. Programs had more information about this availability and there are more programs. Additionally, students were notified when they might qualify for this benefit via email depending on answers on general application questions.
 - c. Discussion about whether there is a need to increase the fee waiver amount occurred. Recommendation was to wait to approve more money if it is needed.
 - ii. Data Committee
 - 1. Currently gathering data
 - a. Looking into the undergraduate enrollments overall
 - b. Applicant #s by region
 - c. Applicant #s by deadliens
 - 2. Host a webinar on the reasons for declined and marketing strategies for individual programs (spring 2020)
 - 3. Other options to recruit students to the programs

- a. Could use EMP but this will only access students already in CSDCAS.
 - b. Attend other conferences to increase understanding in other areas
 - i. Health Adviser Conference
 - ii. Student Recruitment Committee
 - iii. Any other ideas?
 - 4. Add a committee of 4 or 5 people to specifically address recruitment that is Chaired by one of the members. Members to be selected from previous applications from 2019 and to be effective immediately.
 - a. Motion to add committee made, seconded: PASSED (10-0-0)
 - i. Charge is to explore various ways of providing resources for recruitment to programs.
- c. Spring plans
 - i. Enhancements to the application are being made for the next cycle.
 - ii. Developing a survey of programs including topics such as PhD, SLP-Assistant programs, SLP-D etc.
 - iii. 3 sessions related to CSDCAS and 2 pre-cons at CAPCSD conference in April
 - iv. Recruitment volunteers
 - 1. 2 vacant faculty committee positions to fill
 - 2. Re-announce admissions professional member
 - a. Motion to make the professional member permanent addition to the Resource Committee made, seconded: PASSED (10-0-0)

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

- a. Update on IPP/IPE, CAA & AAB
 - i. CAA is reviewing changes to existing standards (1.8, 1.9, and 4.10). Will meet in February.
 - 1. Will include in report to CAA about the activities CAPCSD is doing related to program enrollments and applications.
 - ii. Academic Affairs Board
 - 1. Will include in report to AAB about the activities CAPCSD is doing related to program enrollments and applications as well.
 - iii. IPP/IPE Committee
 - 1. Developed a calendar for creating content that will be available on the blog related to IPP/IPE.
 - 2. Committee will post and monitor the comments on the blog.
 - 3. Discussed the need to focus CAPCSD’s attention on IPE related activities as new programs come on board; ASHA’s focus appears to be on IPP aspects; this would help with better synergies
- b. Update on Scholarships
 - i. Applicants

1. 32 applicants for PhD scholarship
2. 55 applicants for the Levin scholarship
3. 58 for the Plural scholarship
- ii. Review cycle is in progress
 1. Increased the number of program directors and chairpersons as reviewers.
- iii. Announcements will be made in March
- iv. FAQ document will be created after the review cycle is done.
- v. Timeline for application in regard to the student having completed comprehensive exams was discussed.
 1. Recommendation was made to change the eligibility requirements to provide verification that comprehensive exams by May 31 of that year prior to receiving the award money. Will be reviewed and voted on during the July face to face.

X. Past President – Mendel

- a. Discussion of the current nomination process
 - i. If changing to a slate, the by-laws need to be changed.
 - ii. Another option would be for the nomination committee to serve as the main body that selects individuals for the board.
 - iii. Recommended that for the February meeting there will be a motion to change the by-laws such that beginning in 2020 there will be an elected nominations committee of three people with 2-year terms. Specific verbiage for by-laws to be presented at that time.

XI. Vice President for Clinical Education Resource Development – Mormer

- a. Update on eLearning Courses
 - i. Users
 1. ASHA Courses
 - a. Feedback Course decreased 135 users from Dec. to Jan. because users were unenrolled after 6 months (665 total)
 - b. Foundations Course increased 780 users from Dec. to Jan. (6280 total)
 - c. Relationship course increased 499 from Dec. to Jan. (4599 total)
 2. AAA Courses
 - a. Foundations users increased by 71 from Dec. to Jan. (571 total)
 - b. Relationships course increased 8 users from Dec. to Jan. (408 total)
 - c. Other modules are not yet active
 - ii. Course 4 is ready for CE and launch.
 - iii. Updates are done on course 1 and course 2 and would be considered substantive changes. They will need to be reapproved by ASHA for CE.

- b. Clinical Education Resources Committee Activities
 - i. Efforts were focused on updates to Modules 1 and 2. Those are now complete.
 - ii. Begun to assign committee members with specific activities related to courses, dissemination toolkit, analysis of users, and preparation of the presentation for the CAPCSD conference.
 - iii. Going to add some committee members off of the volunteer list because the activities are growing and time consuming.
- c. eLearning Dissemination Toolkit Update
 - i. Have assigned people to work on this.
 - ii. Resources that have been prepared are available in Dropbox and will be moving the kit behind the firewall which will necessitate a few more edits. The PowerPoint is ready to go and does not need edits.
- d. EDC Update
 - i. Monthly meetings and working on copyright issues for materials.
 - ii. Need to develop method to maintain data using drop down menu options because fill-in-the-blank has caused difficulty with university acronyms.
 - iii. Still having 1-2 calls per day that are most often operator errors.
 - iv. Will be sending a staff member to the conference to be available at a table for the conference to assist with signing up users at the table.
- e. Clinical Leadership Academy discussion
 - i. Recommended evolving to a blended Leadership Academy with a mix of academic and clinical faculty. There may be other activities provided on alternate years when Leadership Academy is not offered to accommodate the current hotel contracts.

XII. VP Program Resource Development – Bamdad

- a. Conference Update
 - i. Registration will open soon.
 - ii. Changes have occurred in speakers but new speakers are confirmed.
 - iii. Presentation of awards during President’s address before the plenaries or at the end.
 - iv. Currently looking to extend sponsorships of activities (e.g., the Volunteer Luncheon and recognition of Ph.D. scholarship during President’s address).
- b. Conference Planning Committee Rotations/Nominations
 - i. Planning meeting is schedule for June 8-10.
 - ii. Committee makeup
 - 1. At large members
 - a. Heidi Vertichio (SLP) – starting 2nd year
 - b. Valerie Fleming (SLP) – starting 2nd year
 - c. Hannah Seibert (AuD) – 1 year member but would like to offer a 2-year term
 - 2. Selected member

- a. Tricia Montgomery (SLP) – off this year and will replace with an AuD committee member
 - b. Chair – Lynn Flahive (SLP) – terming off.
 - 3. Upcoming committee.
 - a. Motion made to appoint Heidi Vertichio be made Chair (2 year term) and Hannah Seibert be offered a 2-year term, second. PASSED
 - b. 2 openings for the next year committee (1 SLP, 1 AuD) will be identified and submitted for approval at the February meeting.
- c. Board Member attendance during 2020 Conference
 - i. Email will be coming from Mike about these and reminding/obtaining volunteers to attend following activities.
 - 1. Vounteer Luncheon
 - a. VP will submit names to President and a thank you email comes from the President inviting to luncheon.
 - 2. Leadership Academy Luncheon
 - 3. Newcomer Orientation
- d. Recommendations for Future Sites
 - i. CAuDP will not be provided a talk site at each conference but will be provided space to meet.
- e. Future Conference Sites
 - i. 2019 - San Diego
 - ii. 2020 – New Orleans
 - iii. 2021 – Atlanta
 - iv. 2022 – Portland
 - v. 2023 – Orlando
 - vi. 2024 – looking into Denver
 - vii. 2025 – Portland?
 - viii. 2026 – Orlando?
 - ix. 2027 – Atlanta?

XIII. President Elect – Dudding

- a. Dropbox and shared documents
 - i. Investigating options for document sharing for use by the Board, Committees and staff that is cost effective.
 - ii. Considering OneDrive versus Dropbox . Jennifer Taylor will develop a way to create a tutorial on how to use One Drive.
- b. Updates from VPs on volunteer needs
 - i. Develop database of volunteers, terms, by Monitoring VP
- c. Revisions to VP positions - ongoing
 - i. Carol will distribute sections of the Policy and Procedures to the VPs for edits.

XIV. President – Eddins

- a. Remaining Business
 - i. Annual report from Campbell and Associates needs a new signatore. The person will have login credentials for the Fidelity account. This will be added to the responsibilities of the Treasurer.
- b. Review Strategic Plan Accomplishments
 - i. Met Priorities
 - 1. 1.A., 1.B.,
 - 2. 2.A., 2.B.
 - 3. 3.A.,3.B.,3.D.,3.E., 3.F., 3.G.
 - 4. 4.A., 4.B., 4.C.,
 - 5. 5.A., 5.D., 5.E.
 - ii. Continuing to work
 - 1. 1.C., 1.D.
 - 2. 3.C.,
 - 3. 4.D.,
 - 4. 5.B., 5.C., 5.F.
- c. Creation of a Membership Committee
 - i. Motion to creat a Membership Committee under the VP of Strategic Intiatives, with 4-6 members, along with Past-President and one staff member, focused on recruitment and retention of faculty members and membership data management. Seconded: Passed (9-0-0)
- d. Conference Call Schedule (February, March, May)
 - i. February 28th 4:00 -5:30 EDT
 - ii. March 25th – 5:00 -6:30 EDT
 - iii. June 2nd – 3:00 - 4:30 EDT
- e. Summer F2F.
 - i. July 26-28
 - ii. Site considerations: University of Pittsburgh, George Washington University, or another venue where the meeting can be hosted by a member program.
- f. F2F meeting – New Orleans
 - i. Board meeting all day April 21st
 - ii. ASHA and AAA meetings the morning of April 22nd
- g. VP Positions
 - i. VP Program Resource Development
 - 1. Motion was made for Tricia Montgomery to serve a two-year term beginning in July 2020. Seconded. PASSED (9-0-0)
 - ii. VP Strategic Initiatives
 - 1. Motion was made for Jennifer Simpson to continue for a second, two-year term, July 2020-June 2022. Seconded. PASSED (9-0-0)

XV. Secretary - Brandel

- a. Approval of Minutes for December 10, 2019 meeting
 - i. Motion made to approve minutes with edits, seconded. PASSED (9-0-0)

XVI. Past-President – Mendel

- a. Nominations Committee
 - i. Considering Melody Harrison; Katie Strong has agreed
 - ii. Suggested members to contact - Valerie Fleming, Cara Boester

XVII. Motion made to change the name of the Leadership Academy to The Lisa Scott Leadership Academy, seconded. PASSED (9-0-0)

XVIII. Executive Session – Eddins (Board Only) 10:15 – 11:30 am.

Respectfully submitted,

Jayne Brandel