

**CAPCSD Board of Directors
GoToMeeting Minutes Approved
Tuesday, April 21, 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*); Katie Strong (*Treasurer*); Jennifer Taylor (*VP for Organizational Advancement*); Jayne Brandel (*Secretary*); Mike Bamdad (*VP for Program Resource Development*); Mark DeRuiter (*VP for Professional Development*)

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

Meeting Start: 11:04 a.m. **Meeting End:** 1:30 p.m.

I. President – Eddins

- a. Virtual meetings to be scheduled
 - i. Joint meeting with AAA
 - ii. Business Meeting
 - 1. Options:
 - a. Record sections from each board member and make it available as a recording.
 - b. Live presentation from members who present their various information.
 - 2. Decision –
 - a. Recorded meeting made available.
 - b. PowerPoint to be updated by end of next week. Recording will be done by Ann in early May.

II. Secretary – Brandel

- a. Approval of March 25, 2020, minutes
 - i. Motion to approve; seconded. Approved – 11-0-0
- b. Tabled approval of ASHA minutes. Will send out draft and then vote via email.

III. Staff Report – Ortiz, Campbell

- a. 2020 Conference (Ortiz)
 - i. Still working on adapting contracts to minimize the cost to the organization.
 - ii. Airfares – About \$8,000 will be refunded. Approximately \$3,000 loss due to airlines refusing refunds. Some airlines offered vouchers to be used later.
- b. CAPCSD office (Ortiz)
 - i. Office staff are working remotely due to the shelter in place order in Denver. Bills are being paid but monthly budget reports are not available at this time.
- c. 2021 Conference (Campbell)
 - i. It is likely that COVID-19 will have some impact on the conference next year.

- ii. It is possible we will need to hold a virtual or hybrid conference using Cadmium. Staff will continue to monitor.
- d. July F2F Board Meeting in Pittsburgh (Campbell)
 - i. Recommend that we wait on making airline reservations until travel in July is clearer.
- e. Online Training Software (Campbell)
 - i. Beginning to explore two platforms to host the eLearning courses. Information about the options will be shared with Elaine and Mark for review and feedback.
- f. CSDCAS reopening (Woods)
 - i. Communication has been shared with programs to extend the application deadline for continued recruitment. Applicants will be notified about this opportunity.
 - ii. CSDCAS Committee decided to open this for all applicants even if they have already been accepted into a program. Some have expressed concerns that those who have accepted may still apply and pullout of their initial school's offer.
 - 1. To date: 10,302 verified applicants; 2,552 have offers accepted in system; 5,941 in progress/no transcripts in system. 825 do not plan to complete their application.
 - 2. To be included in the message to students:
 - a. Additional wording that if already accepted to a program, you are encouraged to honor that commitment.
 - b. Add that programs not on the list are not currently seeking applicants.
- g. New Cycle for CSDCAS (Woods)
 - i. New cycle opens today with portal configuration due June 16th.
- h. The annual data report has been completed and is going to the CSDCAS Committee for review. The committee will look at recruitment information to update and use with potential new programs.

IV. Treasurer's Report - Strong

- a. Financials as of 2-29-20
 - i. Fidelity Investments \$747,549.37
 - ii. First Bank Checking \$166,958.12
 - iii. First Bank Savings \$386,158.33
 - iv. Total Assets \$1,300,665.82

V. President Elect – Dudding

- a. COVID-19 Response Team
 - i. CAPCSD COVID-19 Impact Survey
 - 1. 136 Responses
 - 2. Summary of report is in Dropbox. Key points:
 - a. Concerns about short and mid-range impact on budget, admissions, and clinical education.
 - b. Major concern regarding faculty and student abilities to meet clinical requirements.
 - c. Admissions – approximately 1/3 adjusting admission process
 - d. Clinical and research are impacting programs greatly. Especially related to tenure track faculty and research.
 - e. More than 80% are using simulation for clockhours. Majority are using SimuCase and attempting to meet the needs of students scheduled to graduate in May. Many programs using debriefings.
 - f. Programs are also completing Guided Observation Hours via Master Clinician, SimuCase, and other resources.
 - g. What can CAPCSD do?
 - i. Advocacy with CFCC, CAA, State licensing , move to clinical competency in SLP
 - ii. Topics of importance related to telehealth, student placement, student assessment, clinical clock hours, what will fall look like
- b. CSD Education Survey – Agreement renewal with ASHA
 - i. ASHA provided the contract for CAPCSD’s sign-off. It is the same as previous years with an update to reflect the move to online.
- c. Information has been added to the COVID-19 Resources webpage; CAPCSD Conversations are being monitored; and there have been two podcasts on simulations completed. More are planned.

VI. VP Professional Development – DeRuiter

- a. Podcast updates
 - i. Two podcasts have been recorded and posted on the website.
 - ii. The audiology resource focused podcast will be recorded this Friday, April 24.
- b. Webinars
 - i. Conference sessions to be offered as webinars
 - 1. There are 10-14 sessions from the conference that are being considered for webinars. These webinars will need moderators.
 - 2. Mike will work with Ned to contact speakers to confirm their interest.
 - ii. CAA – May 11
 - iii. CFCC – May 20

VII. Vice President for Organizational Advancement – Taylor

- a. Committee candidates
 - i. Potential members were reviewed to replace three committee members.
 - 1. Motion to approve Erin Bruns, AuD, Resource sub-committee, Steffany Chleboun, SLP, Data sub-committee, and Melissa Fruscione, Admissions Members, Resource sub-committee to the CSDCAS Committee for July 2020, seconded. Approved 11-0-0
 - ii. Requested new committee member for the Recruitment Committee. Motion to approve Karen Villaneuva to the Recruitment Committee for July 2020, seconded. Approved 11-0-0
- b. Analytics
 - i. Liaison is now prepared to offer the ability to differentiate between AuD and SLP in the Liaison Analytics product. If we were to add it, it would increase the student application fee around \$5 per designation, a \$15-20 increase on average per student.
 - ii. Recommendation was made to wait on this due to the COVID-19 situation and permit the Recruitment Committee to review this again in more detail.
- c. Decision was made to continue supporting student applications (\$25,000). Will re-evaluate whether to increase depending on how the additional application period impacts requests.
- d. Consensus of Board was to approve the recommendation of the CSDCAS Committee that some questions be added to the application process related to COVID-19.
 - i. Questions to be added are:
 - 1. Yes/No Questions such as the following will be added.
 - a. Did your school move to offering only online curriculum during COVID-19?
 - b. Did you receive a pass/fail grade for any courses during the COVID-19 crisis?
 - i. Were you required to take the course as pass/fail or did you have the option to choose a letter grade or a pass/fail grade?
 - 2. Textbox question: Please describe how COVID-19 has impacted your pathway to graduate school.

VIII. Past President – Mendel

- a. Update on Board Elections – Elections opened April 13 and closes May 1. Results will be announced by May 8.
- b. Update on Honors and Awards – Lisa will provide letters for each awardee to accompany their plaque. Plaques will be mailed as soon as staff can do so.
- c. Changes to Policies and Procedures related to Nominations and Nomination Committee.

- i. Suggestions from Lisa for changes to the Board Nominations process and role of the Nominations Committee:
 1. Nominations deadline would be Dec. 15.
 2. Presidents and Nominations Committee Chair would meet to convey information about Strategic Plan and to discuss the needs of the Board.
 3. Nominations Committee would develop a slate of nominations, seek people who meet the qualifications, and ask them to run. Committee would interview and vet candidates. Program directors would vote to accept the slate put forth by the Nominations Committee and approved by the Board.
- ii. The board will review the proposed changes and discuss at the next meeting.

IX. Vice President for Program Resource Development – Bamdad

- a. 2021 Conference update
 - i. The conference planning committee meeting scheduled in Atlanta on June 7-8 is postponed until September. The committee will meet virtually in June.

X. Vice President for Strategic Initiatives – Simpson

- a. Committee Updates
 - i. Media Strategy Committee
 1. Two positions need to be filled for next year.
 - ii. Membership Committee (newly forming)
 1. The proposed charge was presented to the board for review and asked to provide feedback.
 - a. The charge of the Membership Committee is to develop new and innovative ways to connect with members, evaluate needs of current members, and represent member’s interests and concerns. The committee will be comprised of a chair and four members from members programs in good standing in CAPCSD.
- b. AuD Final Year Working Group
 - i. The next meeting will be scheduled in the next few weeks.

XI. Vice President for Clinical Education Resource Development – Mormer

- a. Update on eLearning courses
 - i. 327 unique users have completed modules in March. Registrants were from approximately 120 different institutions. Modules completed =1,065
- b. The committee will discuss accessibility of the eLearning courses at the next meeting.

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

- a. Updates on IPP/IPE blog
 - i. Paused on advertising the availability of the blog during the current pandemic situation.

- b. Notification of Ph.D., Frances J. Laven, and Plural Publishing scholarships awardees have been sent.
- c. No scheduled meeting with CAA or AAB at this time.

XIII. Executive Session

- a. JMS Annual Review

Respectfully submitted,

Jayne Brandel