

**CAPCSD Board of Directors
GoToMeeting Minutes - Approved
Tuesday, June 2, 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*) arrived at 3:15 pm and left at 4:30pm; Elaine Mormer (*VP for Clinical Education Resource Development*) left at 4:36 pm; Katie Strong (*Treasurer*); Jennifer Taylor (*VP for Organizational Advancement*) left at 4:30 pm; Jayne Brandel (*Secretary*); Mike Bamdad (*VP for Program Resource Development*); Mark DeRuiiter (*VP for Professional Development*)

Board of Directors Not Present: Jennifer Simpson (*VP for Strategic Initiatives*)

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

Meeting Start: 3:00 pm EST

Meeting End: 5:15 pm EST

I. President – Eddins

a. General Updates

- i. Received information from JMS regarding what is in contract and how staff time is spent. This information will be used to facilitate future planning as new initiatives are considered.
- ii. There was discussion regarding the need for a statement in response to racism and inequality All board members and staff will monitor the social media sites

b. Review of Strategic Plan Progress:

i. PhD Student Recruitment and Support

1. Create a dedicated page on the CAPCSD website for PhD specific information. - Met
2. Consider the feasibility of re-allocation of PhD scholarships, from the current \$20,000 for up to ten students, to a lesser amount and offer more scholarships to more students. – Met
3. Create a list of available funding sources for PhD students to post on the CAPCSD website under a PhD section. - Ongoing
4. Offer a new search board on the CAPCSD website for doctoral programs to advertise for PhD students. – Ongoing

ii. Providing Resources to Assist Programs in Supporting Faculty

1. Provide a minimum of 5 up-to-date resources for pedagogy, clinical education, and administration on the CAPCSD website. – Met
2. The CAPCSD Conference Planning Committee will evaluate the feasibility of creating tracks at future annual conferences. – Met

iii. Increasing CAPCSD’s Financial Stability

1. Realize a 5% increase in CSD programs joining CSDCAS. - Met
2. Utilize Liaison’s EMP program for three separate campaigns to increase the number of completed applications in CSDCAS. - Met
3. Develop a budget that is budget neutral. - Met

4. The Conference Planning Committee will recommend to the Board a tiered increase in annual conference registration fees across the next three years. – Met
 5. Identify at least one new revenue stream. – Added webinars and are considering an AuDCAS. – Met
 6. The Financial Advisory Committee examined the feasibility of creating a “restricted funds” category for the PhD scholarships. – Met
 - a. This was discussed and evaluated.
 7. The Financial Advisory Committee will develop a set of recommendations to determine an amount and plan for achieving needed reserves. – Met
- iv. Increasing CAPCSD’s Visibility & Member Access
1. Purchase a new database system. – Met
 2. Develop a new website that offers increased ease of finding resources. – Met
 3. Track interested volunteers and assess the need for additional standing and/or ad hoc committees to increase volunteer opportunities. – Met
 4. Increase by 10% the number of department chairs engaged in CAPCSD committees and the Board. – Need to quantify this in order to evaluate progress.
- v. Strengthening CAPCSD’s Innovation & Leadership
1. Develop at least one template presentation that can be shared with interested member programs to use at other conferences. – Met
 2. Demonstrate that the Board of Directors provides representation at partner organization conferences/conventions/meetings on an annual basis. – Met
 3. Develop marketing materials to distribute to non-member programs. – Met
 4. Offer an increased number of webinars designed to address relevant issues for administrators, faculty, and PhD students. – Met

II. Secretary – Brandel

- a. Approval of Minutes
 - i. ASHA-CAPCSD April 3, 2020, Joint Meeting – 10-0-0
 - ii. AAA-CAPCSD April 22, 2020, Joint Meeting – 10-0-0
 - iii. Board of Directors April 21, 2020 Conference Call – 10-0-0

III. Staff Report – Ortiz, Campbell

- a. Membership renewal notices
 - i. Many programs have started to renew some have asked for extension beyond July 1 given current fiscal circumstances. Four affiliate members are eligible for full membership and will be moved into that category. The remaining affiliate members will be eligible for full membership next year.
- b. Summer F2F meeting

- i. The Board agreed to change the July F2F meeting in Pittsburgh to a virtual meeting. Ned will cancel the hotel reservations.
- c. Board members were asked to review the volunteer spreadsheet in Dropbox and note who they have asked to serve on committees.
- d. A new version of the CAPCSD logo was developed in conjunction with The Lisa Scott Leadership Academy logo. The Board reviewed the new logo and recommended that the CAPCSD organizational logo remain as is.
- e. CSDCAS Membership – 68% of all CSD programs are members of CSDCAS. Seven joined in last month. A total of 23 were added as member programs this year.

IV. Treasurer’s Report - Strong

- a. Financials as of May 31, 2020.
 - i. Fidelity Investments \$628,641.13
 - ii. First Bank Checking \$104,605.35
 - iii. First Bank Savings \$502,052.70
 - iv. Total Assets \$1,235,299.18

V. Past President – Mendel

- a. Discussion of Policies & Procedures and Bylaws changes for nominations and slate of officers.
 - i. The current draft was reviewed and timelines discussed.
 - 1. The recommendation was made to have the members of the Nomination Committee serve no more than two consecutive terms.
 - 2. The committee will be comprised of three members.
 - 3. Committee members will be approved by the Board no later than the April meeting so committee is in place by July 1.
 - ii. Moving to a Slate of Officers requires a change to the Bylaws.
 - iii. The interview process for potential candidates, including the types of questions to ask, will be developed during the first year of this process and added as an Appendix to the P&P.
 - iv. Proposed timeline for the development of the slate of officers:
 - 1. Nominations Committee approved during April meeting.
 - 2. Announcement for nominations made in August and goes through the fall with the last request at the November Business Meeting at ASHA.
 - 3. Interviews by the Nominations Committee conclude by December 15.
 - 4. Slate of officers presented to the Board at the Winter Board Meeting.
- b. The board agreed to the changes discussed for Paragraph 6.2 in the P&P and Bylaws to be voted on at a future meeting.
- c. Approval was given to contact possible committee members for the Nomination Committee.

VI. President Elect – Dudding

- a. Changes/additions to Bylaws for review and/or approval
 - i. A summary table of proposed changes to the P&P and bylaws was shared.
 - ii. Recommended that the two documents with track changes be sent to the Board for review. Another meeting will be scheduled in late June to discuss the changes.

VII. Vice President for Clinical Education Resource Development – Mormer

- a. Transition of eLearning courses from EDC to Path LMS.
 - i. The EDC contract ends in August so a new platform is needed to host the courses. The majority of issues requiring support have been for login access and codes. There have also been issues with the reports that manage the CEUs for ASHA and AAA.
- b. Ned researched viable options for the courses and presented them to Elaine, Mark, Jenn, Kevin McNamara from the Clinical Education Committee, and Deborah. They agreed that Blue Sky offered a good platform for the courses. Staffing the course management would move from EDC to JMS.
- c. Benefits of this change:
 - i. Significant overall savings of \$85,679 over three years.
 - ii. Single sign-on for CAPCSD members
 - iii. Increased opportunities for revenue:
 - 1. Platform for on-demand webinars.
 - 2. Potential for offering “micro-credential” badging.
- d. Motion was made and seconded to approve the change to Blue Sky Path LMS. Passed 7-0-0.

VIII. Vice President for Professional Development – DeRuiter

- a. Upcoming podcasts/webinars
 - i. A number of webinars have been scheduled for June and July.
 - ii. Some sessions from the conference will be offered as webinars in late summer and fall..
- b. Captioning for webinars
 - i. There was a request for captioning on the podcasts. The raw transcript for the podcasts was downloaded and edited by committee members that took a great deal of time.
 - ii. Looking for a professional organization to assist with the captioning of the live webinars so CAPCSD can provide closed captioning. There will be a cost for this but it is not feasible for the committee to do this.
- c. Ad hoc Professional Development Committee
 - i. Kenn Apel is terming off the committee and another member will be identified.

IX. Vice President for Organizational Advancement – Taylor/Woods

- a. Email to students re: programs extending application deadline

- i. The first email was sent to “in progress” only on April 21st. Since it should have gone to everyone, a second email was sent May 13th.
 - ii. 41 programs chose to keep their application open or reopen.
 - iii. Revenue for those new applications is approximately \$9,000.
 - iv. Estimated CSDCS revenue decline is now 5.5% as opposed to the predicted 9% earlier in the fiscal year.
 - b. Data report
 - i. The report will be ready for distribution soon with some “Just in Time” information related to the current cycle.
 - c. Plan for non-participating program recruitment.
 - i. 68% of all CSD programs are participating.
 - ii. Strategic recruitment has begun by region looking at similar types of schools, targeted student population, and addressing administration resistance.
 - d. Policy change may need to occur for CSDCAS committee.
 - i. Information regarding the number of people on the committee was sent to the incoming board president.

X. Vice President Program Resource Development – Bamdad

- a. Conference Planning Committee (CPC) will hold the June meeting virtually to start planning for the 2021 conference. This means the conference plan will not be presented to the board in July.
- b. The CPC will consider holding their F2F meeting in late September.
- c. Discussion of whether to move the CAPCSD 2021 conference in Atlanta to a hybrid format. It was recommended that Ned explore options such as in person, hybrid, online.
- d. Transition of the conference oversight from Michael to Tricia Montgomery, incoming VP for Professional Development, has started.

XI. Vice President for Strategic Initiatives – Simpson (presented by Ann Eddins)

- a. AuD 4th year externship working group.
 - i. The group met and continue to have positive feedback about CAPCSD’s role in moving this topic ahead.
 - ii. The committee proposed the need to conduct a survey to learn more about the application timeline to gather data from various constituents. This will be done jointly between CAPCSD, ASHA, SAA, and AAA.
- b. New committee member recommendations
 - i. Media Strategy Committee
 - 1. Motion made to approve the recommended members (Members: Bridget Chapman, Matthew Carter), seconded: Passed 7-0-0.
 - ii. Membership Committee
 - 1. Motion made to approve the recommended members (Sarah Wallace (chair), Nola Radford, Erica William, and Jennifer Smart), seconded: Passed 7-0-0.

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

- a. AAB group has been meeting regularly but the May meeting was cancelled. Topics of discussion included enrollment data from the CSD survey and competency-based education. There is ongoing discussion on how the rescheduled teaching symposium will operate in the COVID-19 environment.
- b. No reports from the IPE committee or the CAA.
- c. Nothing to report related to scholarships.

Respectfully submitted,

Jayne Brandel