

**CAPCSD Board of Directors
GoToMeeting Approved Minutes
July F2F: July 27 and 28, 2020**

Board of Directors Present: Carol Dudding (*President*); Ann Eddins (*Past-President*); Michael Bamdad (*President Elect*); Vikram Dayalu (*VP for Academic Affairs & Research Education*); Elaine Mormer (*VP for Clinical Education Resource Development*); Kathy Shapley (*Treasurer*); Jennifer Taylor (*VP for Organizational Advancement*) 11:30am on July 27; Jayne Brandel (*Secretary*); Tricia Montgomery (*VP for Program Resource Development*); Mark DeRuitter (*Ad Hoc VP for Professional Development*); Jennifer Simpson (*VP for Strategic Initiatives*)

Board of Directors Not Present:

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

Meeting Start: July 27, 2020 11:00am **Meeting End:** July 27, 2020 5:30pm

I. President – Dudding

- a. Welcome and Introductions
- b. Review Agenda

II. Past President – Eddins

- a. Review of Strategic Plan/Accomplishments
 - i. Priority 1: Providing resources to assist programs in PhD student recruitment and support
 - 1. Measurable Outcomes:
 - a. Create a specific section/tab on the CAPCSD website for PhD-specific information and links. - MET
 - b. Consider the feasibility of re-allocation of PhD scholarship, from current \$20,000 for 10 possible students, to a lesser amount to be able to offer more scholarships to more students. - MET
 - c. Create a list of available funding sources for PhD students to post on the CAPCSD website under a PhD section (To do)
 - d. Offer a new search board on the CAPCSD website for doctoral programs to advertise for PhD students. (To do)
 - ii. Priority 2: Providing resources to assist programs in supporting faculty
 - 1. Measurable Outcomes
 - a. Provide a minimum of 5 up to date resources for pedagogy, clinical education and administration on the CAPCSD website. - MET
 - b. The CAPCSD Conference Planning Committee will evaluate the feasibility of creating tracks at future annual conferences. - MET
 - iii. Priority 3: Increasing CAPCSD Financial Stability
 - 1. Measurable Outcomes

- a. Realize a 5% increase in CSD programs joining CSDCAS. - MET
 - b. Utilize Liaison's EMP program for 3 separate campaigns to increase completed CSDCAS applications. - MET
 - c. Develop a budget that is budget neutral. - MET
 - d. The Conference Planning Committee will recommend to the Board a tiered increase in annual conference registration fees across the next 3 years. - MET
 - e. Identify at least one new revenue stream – MET
 - f. The Financial Advisory Committee examine the feasibility of creating “restricted funds” category for the PhD scholarships. - MET
 - g. The Financial Advisory Committee will develop a set of recommendations to determine amount of and plan for achieving needed reserves. - MET
- iv. Priority 4: Increasing CAPCSD’s Visibility & Member Access
 - 1. Purchase a new database system. - MET
 - 2. Develop a new website that offers increase ease of finding resources. - MET
 - 3. Track interested volunteers and asses 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. - To do
 - v. Priority 5: Strengthening CAPCSD’s Innovation & Leadership
 - 1. Develop at least one template presentation that can be shared with interested member programs to use at other conference. - MET
 - 2. Demonstrate that its Board of Directors provides representation at partner organizations conferences/conventions/meetings on an annual basis. - MET
 - 3. Develop marketing materials to distribute to non-members programs. - MET
 - 4. Offer an increased number of webinars designed to address relevant issues for administrators, faculty, and PhD students. - MET
 - 5. Demonstrate its value to the academy by (a) developing metrics to determine success of efforts with each program/project implemented; and (b) produce an annual report, disseminating information on CAPCSD accomplishments. - Continue
 - 6. Produce a white paper on diversity in applicants in CSD. - To do

III. Secretary – Brandel

- a. Approval of minutes
 - i. Motion to approve June 2 minutes, seconded – Passed: 11-0-0

- ii. Motion to approve June 12 minutes, seconded – Passed 11-0-0
- iii. Motion to approve Business Meeting minutes, seconded – Passed 10-0-1
- b. Use of Dropbox in 2020-21
 - i. Edits to minutes will be done within Dropbox. Once minutes are ready for review, the link will be emailed to the board for changes to be done within Dropbox utilizing Track Changes.

IV. President-Elect – Bamdad

- a. Changes to Policy and Procedures and By-Laws
 - i. Board Positions – Who presents the options to Board Positions? Past-President or President Elect
 - 1. Decision - Past-President
 - ii. Resolutions – Who takes care of these? President or President-Elect?
 - 1. Decision – President
 - iii. Who does salary survey and how often?
 - 1. Done every 5 years. Next one is scheduled to be done in Spring 2024.
 - iv. Who oversees the Strategic Plan process?
 - 1. The President leads the process and the documentation and monitoring is handled by the Secretary.
 - v. There is an appendix for new initiatives but nothing in the narrative. Narrative will be added regarding how new initiatives work, etc.
 - vi. Need to clarify the wording related to changing the membership dues to ensure that it these decisions are made by the CAPCSD Board.
- b. Motion to approve the changes to the Policies and Procedures as presented in the meeting for the July F2F in Dropbox and discussed in the meeting – Seconded. Passed – 11-0-0.

V. MERLOT CSD Status – Dudding

- a. A request from ASHA related to CAPCSD’s participation in MERLOT and have resources available. Decision was to include the link to MERLOT on the website in faculty resources. Further discussion was tabled until end of meeting.

VI. Staff Report – Ortiz, Campbell, Woods

- a. Staff report and updates
 - i. Deborah
 - 1. Membership update – Renewals are going well. There are 35 programs that received reminder notices. One program will not renew due to frozen discretionary funds. New affiliate member - Trine University.
 - 2. The board should check committee page of the website and make sure committees are up to date.

3. A “Virtual Programs Code of Conduct” will be developed for the webinars, online courses, and CAPCSD Conversations.
 4. Information is being gathered from webinar presenters in order to offer the webinars on-demand. The executive director will sign the Webinar Presenter Agreements.
- ii. Megan
 1. CSDCAS portals went live on July 15.
 2. 197 SLP programs and 49 AuD programs are participating in CSDCAS, which is approximately 68% of CSD graduate programs.
 3. The data report was well-received. A few people have requested additional information related to race/ethnicity in programs. This is an area that will be added to future data reports.
 - b. Track/report volunteer hours
 - i. The number of volunteers are reported annually to the IRS and it would be helpful if volunteers report the number of hours given to CAPCSD. A GrowthZone form could be completed on a monthly, quarterly, or annual basis depending on preference of Board.
 - c. Refund policy for webinar and conference registration
 - i. A formal refund policy for webinars and the conference needs to be established. It is recommended that depending on when the cancellation occurs, the refund amount be adjusted. Staff will develop a proposal for a policy to be presented to the Tricia and Mark. Following their review, it will be brought to the Board.

VII. Review of VP Reports July 2020 document

- a. Please see the appendix at end of minutes of specific feedback from Board members.

VIII. NABSLA Presentation at 2pm – Dr. Kia Johnson (Guest)

- a. Dr. Johnson provided the board with an informational presentation on NBASLH.

IX. Treasurer’s Report - Shapley

- a. Current Budget Status
 - i. End of fiscal year 2019-2020 realized a net income of \$125,083.81. The positive net income was due to the canceled conference and fewer travel expenses for the board.
- b. The FY 2019-2020 audit will be conducted September 21-23, 2020.

X. Past President – Eddins

- a. Nomination process and elections
 - i. With approval of having a slate of officers, a Nominations Committee will be gathering a list of interested persons. Nominations will be accepted from August through the Business Meeting in November. Once nominations are in place, the Nominations Committee will review and interview candidates for the elected

offices. This will be completed in late December and a slate of officers will be presented to the Board at the winter meeting.

XI. Vice President for Strategic Initiatives – Simpson

- a. AuD Final Year Working Group
 - i. A survey of residency/externship sites to gauge opinion on a centralized application and consistent timeline will be completed soon. These results will be reviewed by the committee.
- b. Media Strategy
 - i. Looking for social media ideas. If you have any, send them to Jenn Simpson.
- c. Discussion: Projects/ideas for membership committee
 - i. Recommended surveying members to see what they would like. The survey will be reviewed prior to being sent out. The survey should inform the committee of the CAPCSD members interests.
- d. Data on website user information
 - i. Order for page use is (1) jobs, (2) CAPCSD, (3) COVID, (4) Webinars, (5) CSDCAS, (6) eLearning, (7) Scholarships, and (8) Podcasts (April to July). Two-thirds of hits were in the top three areas.

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

- a. PhD Scholarships – timeline for process
 - i. Changes in timeline are being reviewed because it is meant to support doctoral students in the final stage of their program. The issue was that the student need to in the candidacy stage of their program when the application is submitted. However, given the timeline for the application, this eliminated students who would be at this stage at the end of the spring semester.
 - 1. The deadline for being in candidacy would be moved to May 31st each year. This would necessitate a way to verify that students who are awarded the scholarship would need to be added (e.g., letter from research advisor once candidacy has been achieved).
 - 2. Specific wording changes are in the appendices.
 - 3. FAQ questions, podcasts, and website will all be updated to reflect the different timeline. Additionally, these changes will be clear that there has been a change so Program Directors are aware.
 - ii. Scholarship Committee Members
 - 1. Recommend 3 new members be approved for the committee based upon the volunteer list.
 - a. Motion to approve new members (Craig Champlain, Melanie Schuele) made, seconded. Passed: 11-0-0
- b. ASHA CAA/CFCC movement toward Clinical Competency
- c. Themes from AAB and CAA

- i. There is an immense amount of appreciation from the two Boards (AAB and CAA) of CAPCSD’s support of the members and programs with the webinars before and during the pandemic.
 - ii. Is there a way to create mentorship or virtual sharing of information similar to Chairs 101 and 102?
 - iii. A large discussion about competency-based education
 - 1. Is there a role for CAPCSD related to the discussion (e.g., resources, process)?
 - d. IPE/IPP Update
 - i. Committee blog is operational (<https://ipeipp.capcsd.org/>) and committee members will be posting regularly and responding to new posts. The blog will be shared with the help of the media committee.
 - ii. Committee would like to host a webinar on methods and tools to facilitate IPE in a remote format.

XIII. Vice President for Clinical Education Resource Development – Mormer

- a. Clinical Educator Modules
 - i. EDC has provided the eLearning course content files from all of the modules. They now need to be moved into the Path LMS via Articulate software. The new course format will be SCORM compliant.
 - ii. Review of the layout of modules in the new platform was provided. The transition requires a great deal of work on the front end because they will need to be rebuilt.
 - iii. People who have been registered for the courses have been notified that the courses will be down for some time while they are transitioned to the new LMS.
 - iv. The target time for the transition is early fall.
 - v. Committee is proposing ideas for generating some revenue using the modules.
 - 1. Option 1 – Micro-credential where the person completing the course is given a badge electronically. The cost is set by the Board and can expire. There is a cost to CAPCSD for the badge, and it is dependent upon the number of badges purchased.
 - 2. Option 2 – Partner with other online providers who could offer the course (if SCORM compliant) and they would pay us for their use (e.g., SpeechPathology.com, Audiology Online, etc.).
 - 3. Option 3 – Sell the users to a database.
 - 4. Recommendation was made to move forward and explore these options further.
- b. CFCC
 - i. Good feedback and appreciation for CAPCSD and what the organization is doing in the midst of the crisis.
- c. AAA

- i. Planning for the clinical education forum has begun and there is a request that the plan for this year (Spring 2020) would be implemented in Spring 2021 at the conference.

Tuesday, July 28, 2020, Meeting Minutes

XIV. Opening Thoughts: Going Forward – Dudding

- a. Time to consider the future of clinical education and the role of CAPCSD within these changes for our member programs.

XV. Vice President for Professional Development – DeRuiter

- a. Where we stand to date
 - i. Previous fiscal year there were over \$14,000 on webinars before COVID. In the past month, we are at over \$5,000. There is a great deal of participation on the podcasts and Saba and Ned are keeping data on the usage of these. Appears that we are reaching more people participating in CAPCSD because they couldn't travel given the transition to virtual opportunities (webinars, podcasts, etc.).
 - ii. Nine webinars are being put together and will be completed soon. It is thought that the participation will continue to broaden in faculty served beyond Chairs and Clinic Directors. There is a continued need to ensure that participants understand the focus of CAPCSD is on student learning and improving student learning through EBP instruction (i.e., SOTL).
 - iii. Plan for better communicating re: Conference offerings and the webinars
- b. Discussion Points
 - i. The offering of courses for CEUs needs to be explored. When we offer courses at no cost, do we offer CEUs? For specific courses, do we offer them at lower costs to cover the administrative costs of CEUs?
 - 1. The general question is whether we need to develop some general guidelines that can guide how the decisions are made (e.g., paying of presenters, cost of courses, etc.). Following discussion, decisions were made.
 - a. Webinars should consistently have a fee if CEUs are tied to the webinar.
 - b. Periodic high-desired topics could be offered at no charge but would have no CEUs included.

XVI. Vice President Program Resource Development – Montgomery

- a. Conference Planning Committee
 - i. The committee met virtually in June.
 - 1. Conference Title: Beyond Innovation: Challenge to Change

2. Plan is to host a hybrid virtual-conference with the in-person component in Atlanta. The Leadership Academy is currently planned for in-person but moved to virtual if needed.
 3. Cadmium will be utilized for the hybrid conference in addition to the in-person components already being used. This conference will set the stage for all future conferences.
- ii. Specific plan for topics/presentations will be presented at a later date after the CPC meeting in September where more will be done about whether the conference is hybrid or virtual. To define hybrid for this conference, sessions would be offered in-person as well as remote. The remote sessions would be live-streamed or virtual poster sessions.

XVII. Vice President for Organizational Advancement – Taylor

a. CSDCAS

i. CSDCAS Committee

1. Data Sub-Committee

- a. “Meet the Data” white paper
 - i. Under review by end of summer
 - ii. Submit to JSLHR by September 30, 2020
- b. Will present data report at the CAPCSD annual conference and host CSDCAS data analysis tutorial sessions for programs to learn how to use these tools on their own data
- c. Holding multiple training sessions for the committee to promote large-scale analysis to promoting continuity of skills in this committee as members rotate off
- d. CSDCAS Data Access Applications will be reviewed quarterly:
 - i. July 30, 2020
 - ii. October 30, 2020
 - iii. January 30, 2021
 - iv. April 30, 2021

2. Resource Sub-Committee

- a. Developing an Advisors Toolkit to assist them as they advise students.
- b. Webinars
 - i. Integrating data into CRM from CSDCAS
- c. Using CAPCSD Conversions to regularly share helpful tips about Admissions topic and using the features of CSDCAS

3. Recruitment Sub-Committee

- a. Developing an Advisor Toolkit with the Resources sub-committee
- b. Using surveys/focus groups to examine how to recruit different types of students to the field.

- c. A webinar to address admissions myths among students will be held in September.
 - ii. Current number of programs using CSDCAS are
 - 1. SLP = 197 (up from 174 in 2019); AuD = 50 (up from 48 in 2019)
 - 2. Working on active recruitment for next cycle. Given the time it takes to join and move to active recruitment of students, any new programs will most likely be for the next cycle.
 - iii. Budget
 - 1. 2019-2020 Budget
 - a. Projected Income - \$875,000
 - b. Projected Expenses - \$61,800
 - c. Actual Income - \$769,773.90
 - d. Actual Expenses - \$7,023.41
 - e. *TOTAL Actual Income after expenses = \$762,750.49*

XVIII. Inclusivity and Access – Follow up to racism and inclusivity – Bamdad

- a. Mike, as President-Elect of CAPCSD, was named in a Change.org petition for a CAA Antiracism Task Force. The presidents will draft a response acknowledging receipt of the petition.
- b. There was discussion about what CAPCSD should be doing. Following activities will begin.
 - i. We will participate with ASHA in conversations about next steps. A president and Jenny Taylor will represent CAPCSD.
 - ii. Work with NBASLH.
 - iii. Compile a list of what we are already doing – i.e. webinars, CSDCAS recruitment committee efforts.
 - iv. Be helpful with providing CSDCAS data.

XIX. General Discussion – All VPs and Monitoring Officers

- a. Mark announced the Distance Learning Committee members: Crystal Murphree-Holden, Chair; Erin Clinard, Tom Sather, Meghan Savage, Renee Wendel, Kelly Farquarson.

XX. Conference Call Schedule – Dudding and Ortiz

- a. Doodle polls will be sent to identify dates/times for monthly meetings in September, October, November, and December, and the business meeting and joint meeting with ASHA.

XXI. Budget – Shapley and Presidents

- a. Conference revenue discussion: registration fees for virtual; consider offering single day registration. Exhibitors and sponsor revenue was discussed.
- b. Approval of budget

- i. Move to approve overage of hours in the amount of \$61,000 for a total of \$419,712 for 2020-2021 made and seconded: Passed 11-0-0
- ii. Move to approve budget as presented for the FY 2020-2021 year, seconded
 - 1. Discussion – There continues to be a lack of decision related to other income resources specifically related to charging for job postings as well as other resources of revenue. It was recommended to begin exploring the implementation of a fee on January 1, 2021. *This will be a discussion item in the next meeting regarding the feasibility and potential timeline for sharing information.*
 - 2. Motion passed: 11-0-0

XXII. Contracts with JMS – Eddins – Executive Session

XXIII. Parking Lot Discussions

- a. MERLOT – Decision was made to not put CAPCSD resources into MERLOT but that a link will be provided on the CAPCSD website.

Respectfully submitted,

Jayne Brandel