

**CAPCSD Board of Directors
GoToMeeting Approved Minutes
August 31, 2020**

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

Board of Directors Not Present: Vikram Dayalu (*VP for Academic Affairs & Research Education*)

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

Meeting Start: August 31, 2020 at 4:30pm

Meeting End: August 31, 2020 at 6:00pm

I. President – Dudding

- a. Welcome

II. Secretary – Brandel

- a. Approval of July 2020 Virtual F2F meeting minutes
 - i. Move to approve, seconded. Approved 10-0-0.

III. Staff Report – Deborah & Ned

- a. Membership updates -
 - i. Deborah provide an update on membership renewals. There are 16 members that have not renewed for this cycle. These will be forwarded to the Membership committee to contact them about renewing their membership.
 - ii. A new member application from La Universidade de Sao Paulo was approved.
- b. Some vendors from the conference contacted Ned asking about a way to promote themselves with our members.
 - i. Ideas discussed were sponsoring webinars and offering advertisement on the website.
 - ii. The Media Strategy Committee will be asked to develop a recommendation for the Board. The committee should review other websites to gather ideas as well as reach out to other entities to learn about pricing structure options.

IV. New Initiative Task for Diversity Equity and Inclusion – Taylor

- a. Recommended a Task Force be developed to focus on Diversity Equity and Inclusion. See Appendix A.
 - i. Approval
 - 1. Motion to approve was made, seconded. Approved 10-0-0.
- b. Motion to approve Kerry Mandulak for Chair of the Diversity Equity and Inclusion Committee. Second. Approved 10-0-0.

V. CSDCAS Updates – Taylor and Woods

- a. Membership
 - i. One program has opted out of CSDCAS for this year.
 - ii. Two new programs have joined. 197 SLP and 50 Audiology currently participating in CSDCAS.
- b. Fee Waivers
 - i. 2020 cycle utilized almost \$25,000, but we did turn away five people in the last four days. This was in part due to the extension of the application process during the cycle.
 - ii. Motion to approve \$25,000 for fee waivers in the 2021 CSDCAS cycle. Seconded. Approved 10-0-0.
- c. Coupon Code
 - i. CSDCAS will begin to offer the ability for a university program to purchase a coupon code in order to fund a student’s application fee, if they choose to do so. The coupon codes are offered at the cost of the additional application fee (\$53) and are non-refundable. This process was developed at the request of a CSDCAS participating program and will be offered to all participants.
- d. White Paper
 - i. In preparation for IRB approval, the CSDCAS Data Committee reviewed the applicant’s privacy policy and release statement. After consulting the CAPCSD attorney, it was determined CAPCSD does not have appropriate permission to use CSDCAS applicant data in the way the committee would like to do so. The release statement will be updated and staff and the committee will work with Liaison to ensure all current and future applicants agree to the policy. An opt-out process for past CSDCAS users will be developed so previous years data can be used for analysis.
 - ii. The Data Committee’s white paper is on hold until this is resolved.
 - iii. The annual applicant data reports have been removed from the website.

VI. Conference Update – Montgomery

- a. The board previously approved a hybrid conference with face-to-face and virtual components.
- b. After a discussion with the Atlanta Marriott Marquis, the hotel agreed that moving the conference to the next available date (April 2025) would make the most sense for CAPCSD given the uncertainty of the pandemic, travel restrictions for members, and the reduced staffing at the Marriott. Tricia discussed options with the conference planning committee chair and staff. Based on all discussions recommended shifting the 2021 conference to virtual only.

- i. Motion for the JMS Staff to negotiate a transition of the contract with the Atlanta Marriott Marquis from 2021 to 2025. Seconded. Approved 10-0-0.
- ii. Pending the results of the negotiation with the Atlanta Marriott Marquis, the 2021 conference will be virtual only. Seconded. Approved 10-0-0.
- c. The Conference Planning Committee meets next week and begin preparing for a virtual conference.

VII. Treasurer's Report – Shapley

- a. Kathy provided an overview on budget reporting and the new budget reports that will be presented in the October meeting.
- b. The audit will be conducting in September and advanced items are begin prepared for the auditors.

VIII. President Elect - Bamdad

- a. The board will review proposed changes to the by-laws in preparation to vote in two to three weeks.

IX. Executive Session

Respectfully submitted,

Jayne Brandel

Appendix A

New Initiative/Project Proposal
Task Force on Diversity, Equity and Inclusion

Date: August 17, 2020

Name(s): Jenny Taylor

Board Position(s): VP for Organizational Advancement

Committee: TBD

Title: Task Force on Diversity, Equity and Inclusion

Background (include relevant policies or past projects/practices):

The death of George Floyd in May of this year triggered nationwide protests against police brutality and racism. It also put a renewed spotlight on systemic racism within our institutions, including our institutions of higher education. In response, on June 10, 2020 CAPCSD posted the following statement on the website:

It is difficult to put into words how the tragic murders of Black Americans like George Floyd and the protests of racial injustice taking place around the world have affected us each individually. CAPCSD is firm in its position that systemic racism and inequality have no place in our society or in our academic and scientific communities. We are united that Black lives matter and oppose the racial oppression and inequalities that our colleagues, students, families, and friends in Black and other communities of color have endured for far too long. We need things to change and we need them to change now. CAPCSD is committed to diversity, inclusion, and equality for all member programs and the professions that we support. There is much work ahead of us. CAPCSD is planning webinars to help programs in the areas of student diversity through holistic admissions, recruitment of underrepresented students, and LGBTQIA+ in CSD education, offering content and tools to support colleagues, students, and clients. The solutions to racial injustice and inequality are complex and multi-faceted but we are a community of listeners and problem solvers and are ready to work. We invite our members to join with us as we strive to make a positive difference in our communities.

CAPCSD Board of Directors

July 24, 2020, Michael Bambad received a copy of a petition for “Accreditation and Clinical Certification Antiracism Task Force” in which CAPCSD was named as a recipient (call to action). The petition called for development of a task force to develop new accreditation and clinical certification standards for antiracism training and action in university programs in the speech, language and hearing sciences. According to the authors, it was signed by 4501 individuals representing audiologists, speech-language pathologists, students, faculty, and clinical assistants, the executive boards of the following National Black Association for Speech-Language and Hearing (NBASLA), Asian Pacific Islander Caucus, Hispanic Caucus, Asian Indian Caucus, and 38 academic departments around the country.

In addition to the posted statement on the website, CAPCSD has been involved in conversations with the leadership of NBASLA and ASHA on the topic of racism. We have compiled a list of CAPCSD projects addressing the issue of inclusivity and equity in our programs. We have hosted a podcast “Discussion with NBASLH President Kia Noelle Johnson, Ph.D., CCC-SLP - 8/7/20” CSDCAS committee continues its work on fair, ethical and holistic admission practices.

Purpose Statement

A task force on *Diversity, Equity and Inclusion* is the practical next step in changing the systemic racism and the implicit and explicit biases that exist in our admissions and education practices. The task force will partner with the CAPCSD Board in identifying needed changes to promote equity and inclusion of BIPOC, low-income, first generation learners and other under-represented groups in CSD.

Specific areas to be addressed would include, but not limited to:

1. Compile a list of accepted terminologies and definitions to facilitate communication among constituency groups.
2. Provide input to CSDCAS on the development of fair and ethical admission practices that will enhance recruitment and successful application to programs in CSD.
3. Conduct a review of CAPCSD's current policies, procedures, bylaws and communication venues (including the website) in order to identify needed changes to promote equity and inclusion of BIPOC, low-income, first generation learners and other under-represented groups in CSD.
4. Identify evidence-based resources that will support our member programs in identifying implicit and explicit biases, creating a positive and support work environment for all faculty and developing resources (i.e., mentorship programs) to ensure success of BIPOC, low-income, first generation learners and other under-represented groups in CSD.

The Task Force on *Diversity, Equity and Inclusion* addresses all of CAPCSD's Core Values:

ACADEMIC EXCELLENCE: We uphold, advance, and support the highest standards of academic excellence and aim to enhance the educational quality of all member programs.

VISIONARY LEADERSHIP: We are on the cutting-edge of our academic discipline in leadership training and development, institutional advancement, and member support, forging the way for sustainable growth of the field.

COLLABORATION: We work together to provide solution-centered support for the immediate and enduring problems, creative opportunities, and innovative aspirations of member institutions and our academic discipline as a whole.

The Task Force on *Diversity, Equity and Inclusion* addresses the following Strategic Initiatives:

Strategic Priority 2: Providing resources to assist programs in supporting faculty;

Strategic Priority 4: Increasing CAPCSD's visibility and member access;

Strategic Priority 5: Strengthening CAPCSD's innovation and leadership.

Implementation Plan (list activities/steps and estimated timeline):

1. Identify and invite (with Board approval) 4-6 task force members by October 5, 2020 (next board meeting).
2. Provide members with task force charge, and related documents by October 15, 2020.
3. Complete a report to the Board to include specific recommendations in the four areas to be addressed as delineated above by the annual spring meeting.

Estimated Budget (provide costs such as breakdown for face-to-face meeting expenses, additional JMS support, and outside services):

1. Online meetings as needed = no additional expense
2. JMS assistance providing requested documents = 2-4 hours

3. Presentation time at annual conference 2021

Estimated Volunteer Support (Include essential expertise needed and workload estimate):
4-6 task force members –with experience in admissions processes, leadership at the program level, interest and commitment in the area of diversity, equity and inclusion.

Evaluation Plan (include proposed measurement of the short- and long-term benefits for the membership and CSD education).

- Short-term evaluation- Successful completion of a report with specific and actionable recommendations.
- Long-term evaluation – number of continuing education offerings and scholarly works in the area of diversity, equity and inclusion in CSD. Number of downloads/hits on the CAPCSD website accessing the resources.

Recommendation for Motion for Approval:

Note: This section will be completed by CAPCSD’s Secretary and attached to the minutes.

Action Taken (check all that apply):

- Approval (outline rationale here): *With the recent events in the United States as well as the ongoing lack of change in diversity within the fields of Communication Sciences and Disorders, the Board supports the initiation of a committee that will focus on effective methods for improving diversity within the field, including diversity within curriculum, and other topics associated with diversity, equity, and inclusion in CSD.*
- Request for more information (list here):
- Request for revisions (list here):
- Not Approved (outline rationale here):