

**CAPCSD Board of Directors
Virtual F2F Approved Minutes
February 2, 2021**

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*) 1pm-5:00pm; Kathy Shapley (*Treasurer*) until 3:15pm; Jennifer Taylor (*VP for Organizational Advancement*); Jayne Brandel (*Secretary*); Tricia Montgomery (*VP for Program Resource Development*); Mark DeRuiter (*Ad Hoc VP for Professional Development*) beginning at 1pm; Jennifer Simpson (*VP for Strategic Initiatives*) 1pm-3:15pm

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

Meeting Start: February 2, 2021, 11:00 a.m. EST **Meeting End:** February 2, 2021, 5:15 p.m. EST

I. President – Dudding

- a. Welcome and Introductions
- b. Review Agenda
- c. Reaching out to Membership
 - i. The spring business meeting will have some type of live outreach component.
 - ii. Presidents will consider the timing to meet with committee chairs.
 - iii. Challenge to Board: reach out or share what they are doing for CAPCSD membership.
 - iv. Carol would like to highlight a committee(s) in the winter president's status report.

II. VP Academic Affairs and Research Education – Dayalu

- a. ASHA Academic Affairs Board Update
 - i. Eligible applicants can apply for the event is virtual and enrollment is not limited; a good mix of plenary and pre-recorded content with a strong learning community framework to support ongoing discussion after the event; link to the ASHA Teaching Symposium on Foundational CSD Science Courses (<https://www.asha.org/events/teaching-symposium/>)
 - ii. Culturally responsive teaching repository: AAB is working with other groups within ASHA to collated resources and supporting documents related to CRT; this information has been forwarded to CAPCSD's DEI committee.
- b. Updates on scholarship applications
 - i. Review of applications is ongoing.
- c. IPP/IPE Committee
 - i. Holding monthly meetings to track progress and address To Dos
 - ii. Webinar planning is progressing well, and speakers have been selected; the information has been forwarded to the staff for CEU submission.
 - iii. Discussed piloting a multi-phased approach where the learners are engaged on a continual basis across multiple platforms (e.g., a preview of

the webinar will be posted on the Blog --→ the webinar will be offered --
→ additional postings and discussion on the blog --→ follow-up will be
accomplished at the CAPCSD conference presentation by the committee --
→ subsequent blog posting related to the topic will be considered.

III.Past President – Eddins

- a. Board Nominations and Slate of Officers
 - i.Nominations committee reviewed nominations president-elect and secretary. Two applicants for secretary and one for president-elect were interviewed using a set of questions.
 - ii.Committee recommended the slate for Board approval.
 - iii.Motion to approve the Slate of nominations for Board as presented.
Second. Approved 10-0-1
 1. Ann will be notifying the candidates.
- b. Honors and Awards
 - i.No nominations were received for honors or awards.
 - ii.Committee decided to recognize program DEI efforts.
 1. Email was sent to programs directors inviting them to submit what their program is doing on diversity and inclusion. Programs have started to respond.

IV.Treasurer - Shapley

- a. Ad-Hoc Financial Committee
 - i.Advisory Ad Hoc committee was approved via email with a vote of 11-0-0.
- b. Current financials
 - i.Income thus far - \$374,570.41 (Budget for year is \$1,172,050)
 - ii.Expenses thus far - \$340,441.98 (Budget for year is \$1,011,407)

V.VP for Program Resource Development – Montgomery and Campbell

- a. 2021 Conference updates
 - i.Registration is live and 29 are currently registered.
 - ii.Preparing to work with presenters on recording presentations.
 - iii.Concern about members postponing registration.
- b. Leadership Academy
 - i.Looking to adapt the topics to include diversity and inclusion with assistance from the Diversity and Inclusion task force when planning future academies.
- c. Conference Updates
 - i.Continue to monitor Portland for 2022.
 - ii.Will be learning from the 2021 virtual conference how best to plan for 2020.
- d. There was discussion about who would be offered complimentary registration for the virtual conference.

VI.President Elect - Bamdad

- a. Appointed VP positions – Three VP positions will be open next year. Carol will be notify the newly appointed VPs.

i. Nominations – Motion to approve the candidates (below) beginning July 1, 2021, with a 2-year appointment that can be renewed once. Second. Approved 11-0-0

1. VP Academic Affairs and Research Education – Shubha Kashinath
2. VP for Organizational Advancement – Rachel Theodore
3. VP for Clinical Education Resource Development – Kevin McNamara

VII.VP Strategic Initiatives - Simpson

- a. AuD 4th Near Initiative next steps
 - i. AAA indicated they no longer want to participate on the committee.
- b. Update on Member Committee
 - i. Waiting for the strategic plan to move forward with a member survey.

VIII. President – Dudding

- a. ASHA has asked for names for to participate in a presentation on Movement to Participation Based Assessment.

IX. Secretary - Brandel

- a. Contacted individuals/organizations regarding assistance with strategic planning.
 - A proposal from William Pawlucy at Association Options was reviewed.
- b.
 - Additional proposals will be presented at the March meeting.
- c. Approvals of CSDCAS fee waiver increases via email
 - i. Approval to increase CSDCAS fee waivers to \$35,000 was approved via email by a vote of 11-0-0.
 - ii. Approval to increase CSDCAS fee waivers to \$50,000 was approved via email by a vote of 11-0-0.
- d. Motion to approve the minutes from Approval of minutes from January 8, 2021. Second. 9-0-0

X.VP for Clinical Education Resource Development – Mormer

- a. Updates on transition to new LMS
 - ii. Course 2 Modules 1-5 are almost ready to go.
 - iii. Course 3 Modules 1-5 are still being updated and given to the committee for review soon.
 - iii. Course 4 is still in process. Module 1 is almost done. The other modules still need a large amount of work.
- b. ADA Compliance
 - i. Committee is using a checklist of ADA compliance for the online courses. Goal is to make the courses as accessible as reasonably possible for the users. (See Appendix A)
- c. Update from CFCC
 - i. Appreciative of the eLearning courses and webinars.
 - ii. Loretta Nunez provided an update on competency-based education as a consideration for CSD. This is motivated by the ASHA Board’s “Future of

Learning” initiative. CFCC will include discussion of this in future agendas to consider for possible standards changes.

XI.VP Professional Development - DeRuiter

- a. Webinar updates
 - i. More planning has been occurring. Upcoming webinars are
 1. IPP/IPE session in March
 2. Setting up for diversity in your program in March
 3. Admissions occurring after conference
 4. Ethics are coming
 5. Clinic budget and workloads
 - ii. Six synchronous webinars are now asynchronous.
 1. Increased Marketing will be done in the future.
 2. Movement to asynchronous appears to be a positive but will need data in the future.
- b. Future of the Ad Hoc Board position
 - i. Unclear on whether the work of the Ad Hoc Board position should be consumed into the responsibilities of another position
 - ii. Motion to approve the Ad Hoc position for the 2022 fiscal year (July 1, 2021, to June 30, 2022). Second. Approved 9-0-0

XII.VP for Organizational Advancement - Taylor

- a. Current Applications
 - i. 17% increase in applicants and applications as compared to last year. 7% increase in applicants and 10% increase in applications as compared to two years ago. Reasons for this could be due to the increase in programs but there do appear to be more students applying. Overall, we are seeing a recovery closer to where applications were two years ago.
 - ii. It is unclear if this increase is sustainable over time. Will continue to monitor.
- b. CSDCAS Analytics/Fee Increase (Liaison)
 - i. See Appendix B for advantages, disadvantages, and concerns/questions raised by 2/3 programs who were reviewing Analytics
 - ii. The committee will be reviewing the options and will make a recommendation to the Board for review and decision via email. A decision must be given to Liaison prior to the next board meeting
 - iii. There is a discussion needed about consideration of a fee increase. This information will also be discussed by the committee and a recommendation will be made to the board via email since a decision has to be shared with Liaison prior to the next board meeting
 1. Option A – \$2 on initial, \$1 on secondary over three years
 - a. Board agreement on option A for the fee increase (does not include Analytics)
 2. Option B – \$5 on initial, \$5 on secondary (included Analytics)
- c. DEI Task Force
 - i. The Board of Directors response to racism and inequity is posted on the website.

- ii. The revised resolution is being reviewed by the individuals who submitted the proposed resolution. They will review and provide a response to the Board for prior to the March meeting.
- d. WebAdMIT Portal Issue in January
 - i. On January 14th there was an outage at Liaison due to a contractor web service that went down for 15 hours.
 - ii. All communication and help desk assistance part of the outage.
 - iii. A discussion will be coming about whether CSDCAS should develop a separate website to communicate with programs and applicants.

Respectfully submitted,
Jayne Brandel

Appendix A

Checklist for ADA Compliance in Online Courses

		Yes	No	N/A
Links	a. Provides wordings for the links. Avoids using "click here" for the links.			
	b. Uses text descriptions for the links.			
Text	a. Uses sans serif fonts for easy readability			
	b. Uses dark font colors on light backgrounds (preferably use black text on a white background)			
	c. Avoids extremely bright colors as a background colors.			
	d. Uses one font throughout the site.			
	e. Avoids overuse of all CAPS, bold or italics			
	f. Avoids underlining words, as the screen reader can mistake it for a navigation link.			
Images	a. Images are clear.			
	b. Image files are optimized for efficient loading.			
	c. Use of animated images is limited to only those that contribute to the learning experience			

	– supporting the course content.			
	d. Avoids animated or blinking images, text or cursors. These can cause seizures for some people.			
	e. All Images have alt texts/long descriptions attached to them.			
Audio	a. Audio quality is clear.			
	b. Audio file length is adequate to meet the goals of the activity without being too large to restrict users' ability to download the file on computers with lower bandwidths.			
	c. A written transcript is provided with all audio files.			
	d. Audio file length is adequate to meet the goals of the activity without adding unnecessary information.			
	e. Audio player required is compatible with multiple operating systems and requires only a standard, free plug-in.			
Video	a. Video quality is clear.			
	b. Video file length is adequate to meet the goals of the activity without being too large to restrict users' ability to download the file on			

	computers with lower bandwidths.			
	c. Provides closed-captioning or has accompanying text-based scripts for all videos.			
	d. Video file lengths are adequate to meet the goals of the activity without adding unnecessary information.			
	e. Video player required is compatible with multiple operating systems and requires only a standard, free plug-in.			