

**CAPCSD Board of Directors
F2F Meeting Minutes Approved
Sunday, July 11, 2021 – Tuesday, July 13, 2021
Denver, Colorado**

Board of Directors Present: Carol Dudding (*Past-President*); Michael Bamdad (*President*); Jennifer Taylor (*President Elect*); Shubha Kashinath (*VP for Academic Affairs & Research Education*); Kevin McNamara (*VP for Clinical Education Resource Development*); Kathy Shapley (*Treasurer*); Rachel Theodore-Virtually (*VP for Organizational Advancement*); JoAnne Cascia (*Secretary*); Tricia Montgomery (*VP for Program Resource Development*); Mark DeRuiter (*Ad Hoc VP for Professional Development*); 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*)

Sunday, July 11, 2021

- I. **President – Bamdad called the meeting to order at 2:00 pm MDT.**
 - a. Welcome and introductions
 - b. Reviewed CAPCSD’s Mission and Vision Statements

- II. Shapley moved to approve the minutes of the June 2021 board meeting; DeRuiter seconded. Motion passed with one abstention. **MOTION CARRIES**

- III. **Staff Reports (Ortiz)**
 - a. The annual fiscal review is scheduled for October 13, 2021.

- IV. **Announcements (Bamdad)**
 - a. Committee Tracking – The Secretary will track committees going forward. It was noted that there needs to be consistency in the P&P regarding committee structure and terms.
 - b. The annual Board of Directors orientation will be updated and implemented in July 2022.

- V. **DEI Resolution (Cascia)**
 - a. The board reviewed the DEI resolution that was approved by the membership in May 2021. Discussion will continue tomorrow.

- VI. **VP Professional Development-Ad Hoc (De Ruiter)**
 - a. CAPCSD offered 14 webinars in 2020-2021 with 1,400 registrants. The evaluations were rated highly. On-demand courses will continue to be offered with increased marketing.
 - b. New webinars are being planned for August and September.
 - c. There was discussion about marketing the webinars and on-demand courses, captioning, and badging/micro-credentials. Funds have been budgeted for captioning

asynchronous offerings in the next budget cycle.

VII. President (Bamdad)

- a. Bamdad shared that the presidents will meet twice a month to touch base.
- b. ASHA/Tenure Track Committee - ASHA requested a representative from CAPCSD for their Ad hoc Committee to respond to “academic erosion”. There are at least five states looking to eliminate tenure. Kashinath will be serve as the board representative.

VIII. Past President (Dudding)

- a. Board Orientation Restructuring – Beginning next year, the Board orientation will be revised and include all board members. Topics will include governance vs. management, roles and responsibilities, mission, vision and value statements, the strategic plan, policies, bylaws, budgets, fiduciary roles, duties of loyalty, care, and obedience.

IX. VP Strategic Initiatives (Simpson)

- a. AuD Externship Working Group - Audiology Clinical Education Network. Guidelines regarding dates for applications, interviews, and offering externship positions are being followed by many sites. The Audiology Clinical Education Network will share any survey data with CAPCSD. After the fall semester, the CAPCSD board will discuss how to proceed with a common application system.
- b. Membership Committee – Provided feedback on the website and are looking to update the site with new photos.
- c. Media Strategy Committee – New committee members and chair are in place for this year.

The meeting adjourned at 5:00 p.m.

Monday, July 12, 2021

The meeting was called to order at 8:00 a.m.

X. Secretary (Cascia)

- a. DEI Resolution – The board conducted a thorough review the action items for each part of the resolution.
 - 1 - Develop an Academy to educate CSD programs:
 - i. The board will create a DEI Academy Committee.
 - 2 - Develop ways to assist departments to align their values with their actions:
 - ii. This is being addressed by the DEI Committee and in the 4th goal in the strategic plan.
 - 3 - Write a position statement against systemic racism:
 - iii. This is being addressed by the DEI Committee.
 - 4 - Partner with scholars across disciplinary boundaries in order eliminate systemically racist and discriminatory practices from our field:

- iv. This is being addressed by the DEI Committee.
- 5 - Work with ASHA, CAA and CFCC to critically evaluate curricula, admissions, and accreditation and along with the DEI committee, provide resources for member programs:
- v. This is being addressed by the DEI Committee.

XI. VP Organizational Advancement (Theodore)

a. CSDCAS

i. Updates

1. Woods reported that there were exactly 45,000 applications submitted from 13,063 individual applicants in the 2020-2021 cycle. This represents an 16% increase from last year.
2. Sixteen new programs have joined for the upcoming 2021-2022 cycle. This is significantly more than anticipated.
3. Configuration review has been completed for every program that submitted for review by the deadline. They are ready to launch on July 15th. There are approximately 90 designations remaining from programs who have opted to open later and have not yet submitted for review.
4. A new student-facing website will launch in the next few weeks.

ii. CSDCAS Open Data Initiative - Theodore explained that faculty at CSDCAS participating programs can request access to CSDCAS data for research purposes. Faculty must submit an application that will be reviewed by the committee on a 5-point rubric. They must score above the determined threshold by 2 committee members to be accepted. The committee will check in with the researchers based on the timeline that was provided in the application. Once they complete their project, they will need to file a completion report. Researchers also need to provide any publications or presentations that come from the data so that CAPCSD can highlight them. Codebook version 1 will contain 4 cycles of SLP admissions. Each year, Woods will send Theodore a data file that includes deidentified information for all applicants including biographical information, application content and acceptance decisions to be added to the master codebook.

iii. CSDCAS will join the Universal Advisor Portal (UAP) created by Liaison for health profession CAS's that provides data specific to Health Profession Advisors. There is no cost to join, and it will connect CSDCAS with health profession advisors. Theodore moved that CSDCAS join the portal. Taylor second. Motion passed unanimously. **MOTION CARRIES**

I. President (Bamdad)

- a. ASHA/CSD Education Survey – CAPCSDs monitoring officer will be the Secretary.

- b. Website Sponsorships – Ortiz shared that some organizations are interested in website sponsorship opportunities. There was discussion. Staff will draft a sponsorship package for board consideration. The Membership and Clinical Education committees will consider companies that could be interested in sponsorship.

II. VP Strategic Initiatives (Simpson)

- a. Strategic Planning – The board reviewed and discussed at length the VP descriptions, responsibilities, structure, titles, and committees. The Board will revisit the discussion tomorrow.

III. VP Program Resource Development (Montgomery)

- a. Conference – Portland, April 20-23, 2022
 - i. Planning for an in-person conference
 - ii. Conference Planning Committee met in Atlanta in June
 - iii. Theme - Dedicated to Community: Making Connections Matter
 - iv. Standing Sessions: Limit to 3 due to the unique situation of Portland, COVID, and expected reduced attendance
 - v. Pre-Conf - 1) Infusing Diversity, Equity and Inclusion in CSD; Pre-Con 2) Implementing Holistic Admissions in CSD; Pre-Con 3) Mindfulness, Acceptance and Commitment Therapy (ACT) and Counseling in CSD: An experiential learning session
 - vi. Plenary 1 Thursday - Connecting Diverse Students to Your University; Plenary 2 Friday - Laying the Foundation for Teaching and Learning; Connecting Principles to Application
 - vii. Posters will be offered this year
 - viii. There will be up to six concurrent sessions
 - ix. Call for Papers topics:
 - 1. SoTL
 - 2. Collaborative models of connecting with other presentations
 - 3. Inclusive practices
 - 4. Simulations and use of standardized patients
 - 5. Leadership
 - x. Montgomery moved to approve the proposed conference title and program content as presented. Taylor seconded. Motion passed unanimously. **MOTION CARRIES**
- b. Conference Budget - Campbell
 - i. Campbell presented an estimated budget for the in-person conference based on 300 attendees. There was discussion. He will meet with the conference hotel to discuss sleeping rooms and meeting space.

IV. President-Elect (Taylor)

- a. DEI Committee Co-Chairs, Kerry Mandulak and Danai Fanning, joined the Board and offered an update on what the committee has been working on.
 - i. The committee was charged to address:
 - 1. Accepted terminology
 - 2. Admissions
 - 3. Bylaws
 - 4. Create Evidence Based resources
 - ii. Committee collaborated with the Conference Planning Committee
 - iii. Participated in the Resolution
 - iv. The committee has an article coming out in ASHA Leader
- b. 2021-2022 Goals and Objectives
 - i. Internal Goals: Board level
 - 1. Strategic Planning - Create a values statement
 - 2. Board Assessment
 - 3. Board Training in DEI
 - ii. Internal Goals: Committee Level
 - 1. Essential Functions
 - 2. Bylaws
 - 3. Social media resources
 - 4. Membership
 - 5. Conference planning
 - 6. CSDCAS Committee/Admissions
 - iii. Internal Goals: Budget
 - 1. How can we use funds to support BIPOC groups?
 - iv. External Goals: Admissions
 - 1. Work with CSDCAS and Conference Planning Committee
 - 2. Exploration about the GRE and Praxis
 - 3. Application preparation
 - v. External Goals: Mentorship and Advising
 - 1. Provide training. Board, DEI and Academic Affairs
 - 2. Recruitment and retention at the undergraduate level
 - 3. Training advisors
 - 4. Including student on the committee
 - 5. Facilitate networking and mentoring
 - vi. External Goals: Engagement Strategies for Recruitment and Retention
 - 1. What are programs doing well?
 - 2. Look at publications in the field
 - 3. At ASHA Convention - go out to local schools to present and recruit
 - 4. Partner with NSHLA and have students involved
 - vii. External Goal: Scholars of Color Database
 - 1. Sparks Society - Data base of researchers

- viii. External Goal: Inclusive Teaching Resources
 - 1. How to infuse DEI into programs and reduce microaggressions
 - 2. Providing resources within and outside the field of CSD
 - 3. Improve learning practices to help retain all of our students
- ix. External Goal: Curated Reading List
 - 1. Provide programs with materials
- c. P&P and Bylaws: Taylor stated there will be many changes and updates this year that will include the revised Mission and Vision statements.
- d. DeRuiter moved to approve a new **Mission Statement**: We support, promote and advance higher education programs in Communication Sciences and Disorders. Dudding seconded. Motion passed unanimously. **MOTION CARRIES**
- e. Taylor moved to approve a new **Vision Statement**: The definitive source for advancing academic leadership and program excellence in Communication Sciences and Disorders. Dudding seconded. Motion passed unanimously. **MOTION CARRIES**

V. VP Academic Affairs and Research Education (Kashinath)

- a. Kashinath moved to approve Bob Serianni as a new member for the IPE/IPP Committee. Shapely seconded. Motion passed unanimously. **MOTION CARRIES**
- b. The IPE/IPP will select a Committee Chair at their next meeting for Board approval.
- c. New members for the Scholarship Committee will be presented at a later time.
- d. Kashinath will present an update on CAPCSD at the CAA meeting on July 22nd.

The meeting adjourned at 4:50 p.m.

Tuesday, July 13, 2021

The meeting was called to order at 8:00 a.m.

VI. President (Bamdad)

- a. ASHA IPE/IPP Committee
 - i. CAPCSD will provide ASHA the name of the CAPCSD IPE/IPP Committee Chair when it is available.
- b. The International Association of CSD (IACSD) is trying to determine if there is interest in a student membership. They asked if CAPCSD would distribute a survey to our members to distribute to their students. NSSLHA is distributing the survey to students. The Membership Committee will draft an email to send the survey to all CAPCSD members.
- c. Board meetings schedule through the end of year:
 - i. September 16, 3:00-4:30 pm EDT
 - ii. October 21, 3:00-4:30 pm EDT
 - iii. November 16, Washington D.C. 7:30-5:30 pm EST
 - iv. December 16, 3:00-4:30 pm EST

VII. Treasurer (Shapley)

- a. The Whistle Blower, Reserve, Gift Acceptance, and Special Opportunities policies will be considered for approval at the next meeting.
- b. Preliminary Budget Report for month ending June 30, 2021:
 - Fidelity - \$1,025,401.10
 - Checking - \$252,471.60
 - Savings - \$880,677.00
 - Total - \$2,158,549.70
- c. The Board reviewed and discussed the proposed budget for 2021-2022. **DeRuiter moved to approve the budget as presented. Dudding seconded. Motion passed unanimously. MOTION CARRIES**

VIII. VP Strategic Initiatives (Simpson)

- a. The board continued the review of the Strategic Planning that was discussed earlier.
 - i. DeRuiter moved to approve the creation of a DEI Academy in response to the DEI resolution. Montgomery seconded. Motion passed unanimously. **MOTION CARRIES.** Dudding will draft the new initiative form for Board approval.
 - ii. There was discussion regarding members for the DEI Academy Committee. There will be up to six committee members, including two co-chairs.
 - iii. The Board reviewed the current VP roles and responsibilities and identify changes. DeRuiter moved to change the VP titles with realigned responsibilities as discussed:
 - VP for Program Resource Development will be **VP of Admissions**
 - VP for Clinical Education Resources Development will be **VP of Clinical Education**
 - Adhoc VP for Professional Development will be **VP of Online Professional Development**
 - VP for Strategic Initiatives will be **VP of Organizational Advancement**
 - **VP for Program Resource Development will be VP of Professional Development**
 - VP for Academic Affairs and Research Education will be **VP of Research and Academic Affairs**

Kashinath seconded. Motion passed unanimously. **MOTION CARRIES**

IX. VP of Clinical Education Resource Development (McNamara)

- a. eLearning Courses:
 - i. The general status of the relaunch of the clinical educator eLearning courses was reviewed, including usage data for 2020/2021:
 1. Impacting members and non-members
 2. More SLPs than AUDs are utilizing the courses
 - ii. Committee priorities
 1. Timeline/work plan for relaunching modules 2, 3, and 4

2. Increased marketing
 3. Completing ADA compliance audit
 4. Reviewing course content for DEI
 5. Exploring potential corporate sponsorship for course modules
 6. Need additional funding to launch the ASHA courses.
 7. Need additional funding to launch the AAA courses. There was discussion regarding the deferral of offering the modules for AAA CEUs.
- b. Telepractice and telesupervision
 - i. Feedback was sought from the Board to be shared at an upcoming CFCC meeting regarding the possibility of extending or making permanent the accommodations implemented during the COVID-19 pandemic supporting telepractice and telesupervision . General support was expressed for such a possibility.

X. President (Bamdad)

- a. The board held an Executive Session to discuss the Request for Proposals for an Association Management Company.

The meeting adjourned at 12:00 pm.

Respectfully submitted,

JoAnne Cascia