

**CAPCSD Board of Directors  
Approved GoToMeeting Minutes  
Thursday, February 17, 2022**

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

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

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- I. **President – Bamdad called the meeting to order at 3:00 pm EST.**
  - a. Welcomed those present
  - b. VP of Organizational Advancement
    - i. Jennifer Simpson has completed two terms and terms off June 2022 Mike talked with Maya Clark, who has an extensive background in DEI and is interested in the position. There was discussion. Simpson moved to appoint Maya Clark to the VP of Organizational Advancement for the term July 1, 2022-June 2023. Theodore seconded. Motion passed unanimously. **MOTION CARRIES**
  - c. Proposed Resolution Update
    - i. A working group of the board met to consider edits to a resolution the board received regarding LGBTQ+ and CAA standards. The board reviewed the document and agreed that the edited version, if accepted by the resolution sponsors, could be approved. Bamdad will follow up with the sponsors with the changes made by the board. Shapley moved to approve the proposed resolution as amended. Kashinath seconded. Motion passed unanimously. **MOTION CARRIES**
  - d. Job Posting
    - i. There was discussion to charge a fee to post jobs on the website. Proposed \$100/3 month; \$350/month for non-members; no cost for Ph.D. student recruitment postings. Discussion will continue and include recruitment form higher education.
  - e. Committee Chair Focus Group
    - i. The board made suggestions to recognize committee chairs: a get together or reception for all of the chairs as a thank you; committee chair ribbons for name badges; a thank you from the president; having them all stand at the beginning of the conference.
  - f. Ad Hoc DEI Academy Committee
    - i. Committee travel to present sessions at the conference will be paid in full from the DEI Academy budget.
- II. **Secretary – Cascia**
  - a. Strategic Plan- Cascia will send emails to board members for updates.

**III. President Elect- Taylor**

- a. Policies and Procedures – Taylor reported that editing continues asked the board to provide suggestions and changes.

**IV. Treasurer- Shapley**

- a. Treasurer report and guidance/deadlines to help us start the budgeting process
  - i. Budget power Point is in the folder. Net income is waiting on payment from CAS. Budget is stable. Money has been moved to Fidelity. Time to start planning the budget based on the strategic plan. By March 10, please send all budget needs to Kathy. Include the strategic objectives if possible. Think about projects for the upcoming year. We can start putting it together, and then we can lock it down by May or June.

**V. Past President- Dudding**

- a. Executive Session

**VI. VP of Organizational Advancement - Simpson**

- a. Committee updates – Simpson reported the committees are working hard.

**VII. VP of Admissions - Theodore**

- a. CSDCAS updates (Megan Woods) – CSDCAS is experiencing outages this week and the Liaison technical team is working around the clock to repair the PDFs.
- b. We continue to see a decline in applicants in CSDCAS. Overall there is an 8% decline in applicants and applications. On average, AuD programs are seeing a 12% decrease per program and SLP programs are seeing a 14% decrease per program, compared to the 202-2021 cycle. Woods met with the CAS Executive Group and these trends are in line with other health professions. Predictions are that the decline will continue for the next few years based on undergraduate enrollment trends and birthrates.
- c. Report and discussion on applicant declines in CSD and other fields. Theodore led a discussion about institutions and how they are feeling in terms of growth, and board members provided information about the growth initiatives at their programs.
- d. Code of Conduct Violations – Theodore presented the details of a CSDCAS Code of Conduct violation case. The Admissions committee found that a violation did occur and the applicant was informed and notified of their right to appeal the decision of the committee. The applicant sent an appeal letter and transcripts and the Admissions committee. The applicant submitted a second appeal to the Board of Directors. Documentation was supplied to the Board for review and discussion. Theodore moved to uphold the decision of the Admission Committee. McNamara seconded. Motion passed unanimously. **MOTION CARRIES**

**VIII. VP of Professional Development - Montgomery**

- a. Conference update – There will be a Call for Conference Planning Committee members for two vacancies starting July 2022.
- b. Conference registrations have started strong.
- c. Working with CAA and CFCC for webinar dates.
- d. There was discussion regarding CAPCSD's COVID-19 vaccination policy and a request for an exception. The board reaffirmed their support of the policy with no exceptions.

**IX. VP of Clinical Education - McNamara**

- a. eLearning Courses update - Course one is still used most frequently.
- b. Essential Functions Taskforce update – The taskforce is reviewing the document. McNamara moved that Jennifer Mackey be appointed as the Essential Functions Task Force chair. Simpson seconded. Motion passed unanimously. **MOTION CARRIES**
- c. Clinical Education Committee – eLearning course four modules will be relaunched with some content revision. The committee is working actively to make the content more specific.
- d. Clinical Directors Basic Training – McNamara reviewed a working document with the board for their feedback. There was discussion. Work will continue on the proposal that will culminate as a preconference offering in Orlando 2023.

**X. VP of Online Professional Development - De Ruiter**

- a. Webinar and committee updates
  - i. A survey was sent to members regarding NIDCD webinar.
  - ii. DeRuiter reviewed scheduled webinars.
  - iii. The medicare webinar will be explored for the Clinic Director Basic Training and a few more are in the pipeline that will fit that theme.

**XI. VP of Academic Affairs - Kashinath**

- a. Committee updates – The committees are moving forward on initiatives.
- b. ASHA Liaison updates – Kashinath will share links to her notes. She commented that CAPCSD can complement some of the efforts of ASHA.

**XII. President- Bamdad**

- a. Meeting adjourned at 4:30 pm ET.

Respectfully submitted by JoAnne Cascia, CAPCSD Secretary