

**CAPCSD Board of Directors Minutes Approved  
November 15 and 16, 2022  
Hilton Riverside, New Orleans, LA**

**CAPCSD Board of Directors Present:** Michael Bamdad (*Past-President*); Jennifer P. Taylor (*President*); Jennifer Simpson (*President Elect*); Shubha Kashinath (*VP of Research and Academic Affairs*); Kevin McNamara (*VP of Clinical Education*); Ashley Harkrider (*Treasurer*); Rachel Theodore (*VP of Admissions*); JoAnne Cascia (*Secretary*); Mark DeRuiter (*VP of Online Professional Development*); Maya Clark (*VP of Organizational Advancement*), Tricia Montgomery (*VP of 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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Tuesday, November 15, 2022

- I. Jenny called the meeting to order 8:30 a.m.
- II. Microsoft Teams Review
  - a. Jenny provided a tutorial on Microsoft Teams
- III. **Jenny moved to approve the consent agenda including October Board Meeting minutes, November 2022 Board reports, Board Packet, and webinar speaker honorarium guidelines. Shubha 2<sup>nd</sup>. Motion passed unanimously. MOTION CARRIES**
- IV. Ashley reported that the annual accounting review went well and CAPCSD complies in all areas. There will be new standards within the next year or two to account for conference contract obligations. Ashley recommends that we begin now. There was discussion about tracking supplemental hours and webinar costs.
- V. Month ending October 2022 Budget Report - Total assets \$2,009,915.57.
- VI. DEI Academy – Maya provided an update an overview of the sessions and presenters. There was discussion about honorariums and the timeline for registration and review of submissions. Maya shared the new CAPCSD DEI logo and academy banner with the board. There was board consensus to sunset the Ad Hoc DEI Academy committee in April 2023 and transition the academy to the DEI Committee.
- VII. The board discussed the ASHA/CAPCSD joint meeting and reviewed the agenda. Ned reported there are now 23 states that CA will not fund travel to through state funding. This is a big problem regarding conference planning. There were approximately 3% of attendees from CA public universities over the past 2 years. There was discussion about conference planning variables within those parameters and ideas for addressing CAPCSD’s stand and how to share the narrative of holding the conference in Orlando with our members were discussed. Messaging and intentional planning for addressing strategies at the conference were highlighted. Newsletter, social media, badges/ stickers, and a letter to the state should be planned.
- VIII. Business meeting Jenny reviewed agenda and sequence of presentations.
- IX. December and January newsletter topics were determined.

- X. The board reviewed the CAPCSD report for the joint meeting with ASHA. There was discussion about CAPCSD's representation at CAA, CFCC and AAB meetings what the board should bring to those meetings. Shubha said for CAA, there is room to voice concerns that are tied to a bigger strategic conversation. She stated that one thing would be to engage more members through CAPCSD Conversations. She is not active member for CAA, but she is on AAB. Kevin noted that as the CFCC liaison there is no CAPCSD agenda brought to them.
- XI. Mike provided an update on last year's resolution on discrimination and the CAA. Those who put the resolution together are still unhappy and are now working on a petition. They have requested that CAPCSD share the petition with our members. There was discussion about CAPCSDs role and board consensus that the board cannot promote the petition. Those who put the petition together do have the option to share the petition in CAPCSD Conversations.
- XII. Strategic Discussions
- a. JMS Update - Executive Session
  - b. Ph.D. Scholarships – Shubha said a question came up regarding an international student's eligibility to apply for Ph.D. scholarship if they intend to seek employment outside of the U.S. It was agreed that CAPCSD has no control over where people move after they obtain a Ph.D. There was also discussion about graduate students working in a CSD related field applying for a Ph.D. scholarship. It is fine if the CAPCSD member program nominates the student to apply.  
DEI Board Training – Maya reported that the DEI committee chairs identified Dr. William Lewis to provide the board retreat: Building a Culture of Belonging with an Inclusive Mindset. The full-day training is \$7,500 that includes all expenses, on Friday, January 20<sup>th</sup>, at the winter F2F board meeting. **Ashley moved to approve the full day retreat. Mike seconded. Motion passed unanimously. MOTION CARRIES**
  - c. Return on Investment/Return on Mission (ROI/ ROM) Clinical Education Modules - Kevin provided information the history of the eLearning courses. Total expenses from 2015 until September 2022 was \$709,072.00. CAPCSD moved the courses to a new platform two years ago to cut costs by half and make them more user friendly. Currently all 20 modules are stable and online. It costs approximately \$50,000.00 per year to maintain the courses. The intent of the modules was to recognize that clinical education is a distinct area of skills and education. Courses are evidenced based and serve to help members meet the clinical education requirement. He remarked that although the ROI is not impressive, the ROM is excellent. There was discussion. Kevin said the Clinical Education Committee has a charge to develop some options for clinical education to present to the board. **Kevin moved that the five eLearning Courses be maintained for two years and sunset and that during the two-year period alternative clinical educator resources be developed. Rachel seconded. Motion passed unanimously. MOTION CARRIES**
  - d. ROI/ ROM Ph.D. Scholarships - Mark provided background on how the scholarship program started. Shubha said annually CAPCSD offers eight (8), \$20,000.00 scholarships. They are a different level of support than other scholarships. 85% of recipients stay, or plan to stay, in academic positions, which makes for a strong ROM. For ROI, many students report that they would not have completed their degree without the funds. We

need to highlight a past scholarship recipient on social media, the website, and in the newsletter. Shubha suggested to also think about scholarship categories, in addition to the Ph.D. There were 40 Ph.D. and 58 Plural Publishing applications last year and about 60 reviewers. **Jenny requested a ROM/ROI on scholarships summary, so everyone sees the value of the scholarships. The Scholarship Committee charge is to review options and present to board.**

- e. ROI/ROM of The Lisa Scott Leadership Academy – Mark and Ned provided some history on this initiative. Jenny said past participants should be highlighted. Tricia noted that the reviewers are Academy alumni. She said a survey is sent annually to past participants and the Academy is still a positive experience. The Academy has move to every other year and said we should promote it more and have a PSIE at the conference. It would be good to know how many participants there have been and how much has been invested.
- f. Membership – Maya reported the committee is working on the “Why” CAPCSD membership - networking, connections, scholarships, academies. CAPCSD is the only group of people who truly understand what we do. The committee will define the benefits and develop the communication. The board and committee should also consider what is public information and what resources should be “members only” in the InfoHub.

XIII. Strategic Plan Update

- a. Evaluate current programming and develop a plan to ensure effective and relevant resources
  - i. Complete
  - ii. On track
  - iii. On Going
- b. Develop a Virtual Presence
  - i. On track
  - ii. On going
  - iii. On going
  - iv. Complete
- c. Emphasize targeted promotion of programs and benefits to increase awareness
  - i. On track
  - ii. On track
  - iii. On going
- d. Build a budget around the strategic plan
  - i. Complete
- e. Re-evaluate of ROI of current programs
  - i. Complete
  - ii. Complete
  - iii. On Track
- f. Create comprehensive policies based on best practice
  - i. Complete
  - ii. Complete
  - iii. On track

- g. Explore opportunities to diversify revenue
  - i. Complete
  - ii. Complete
  - iii. Complete
- h. Prioritize ongoing board development
  - i. Complete
- i. DEI
  - i. Complete
  - ii. On track
  - iii. On track

Meeting adjourned 3:49 p.m.

Wednesday, November 16, 2022

- I. Jenny called the meeting to order at 8:30 a.m.
- II. Dashboards - Data is gathered from multiple sources for the dashboards in the staff reports – GrowthZone, Path, CSDCAS. Some of the data CAPCSD would like to know about their members is available in the CSD Education Survey but would need to be looked up in EdFind for every program without access to the raw data - faculty per program; undergrad and graduate; program and clinic directors.

If CAPCSD does their own survey, it would need to be done annually with the program directors to capture changes. Rachel suggested gathering this information during the membership renewal process.

The board requested a new dashboard for membership that shows how many members CAPCSD has and how many programs there are using the 2021 CSD Education Survey numbers reported by ASHA.

Ned said we collect eLearning data for each course including successful completion, attempts, average passed, etc. and creating heat maps that show when people take the courses. Pulling this data together takes hours of staff time each month.

Megan shared that the CSDCAS dashboards show how many programs participate in CSDCAS and how many do not and the number of submitted applicants and submitted applications. Board indicated no additional information is needed.

The board will consider other dashboards that would be helpful.

- III. Annual Staff Evaluations – Jenny asked staff what they should be evaluated on. Ned said he appreciates evaluations, but they focus only on the conference and he works on many other things. Staff would find benefit to be evaluated on leadership, strategy, communication, ownership of position and general association knowledge. Deborah said the review should not be so granular and task oriented. Staff wants to make sure the work being performed is what the board needs and expects.

The Board will discuss/review staff informally four times a year and that information will go into the yearly review. Staff will be reviewed in a binary way (met/did not meet expectations), with a narrative like a SOAR model.

- IV. Salary Survey - The Salary Survey is done every five (5) years. The survey will open March 15, 2023. The board discussed what to include on the survey. JoAnne and Rachel will be a working group and Megan will have input on questions relate to CSDCAS
- V. SoTL Taskforce – Shubha said the SoTL document needs to be updated to reflect current practices. She expects the revised document will be done before the conference. Jennifer Friberg agreed to serve as chair and identify task force members to work with her to review and update the document. **Shubha moved to approve the SoTL Task Force with Jennifer Friberg as chair for a duration of six (6) months, and for Jennifer Friberg to identify task force members. Jennifer seconded. Motion passed with one (1) member absent. MOTION CARRIES**
- VI. Code of Ethics Policy – The Association Management organization the board worked with for the board training recommended that CAPCSD have a Code of Ethics policy. The board reviewed the bylaws and P&P and discussed the benefits and need for a Code of Ethics. **Mike moved to adopt the proposed Code of Ethics for individual board members effectively immediately. Rachel seconded. Motion passed with one (1) member absent. MOTION CARRIES**
- VII. Follow-up items
  - Newsletter regarding conference location
  - Dashboards
  - Goals from the staff
  - DEI training
  - 2-year sunset plan for eLearning Courses
  - How to make the budget discussion friendlier
  - Rachel and JoAnne salary survey
  - Newsletter update regarding CAA and CFCC

The meeting adjourned at 4:00 p.m.

Respectfully submitted:

JoAnne Cascia, Secretary

## SoTL Initiative

Estimated budget: No budget is anticipated for this work.

Estimated Volunteer Support: Six individuals with SoTL experience in either speech-language pathology or audiology will be invited to be part of this ad hoc committee. These individuals will be balanced by career stage (early, middle, late), institution type (size/ mission/ public/ private), and area of focus (SLP/ Audiology). Experience in SoTL is essential to engage meaningfully in this work. It is anticipated that committee members would dedicate 10-12 hours in work to revise this position paper.

Evaluation Plan. Updating the SoTL Position Paper is a necessary step to ensure that CAPCSD's programming and content is up to date to meet current knowledge and skills and standards of practice. Disseminating this report on the CAPCSD website is directly related to CAPCSD's strategic objective to develop a robust virtual presence by driving utilization of the CAPCSD website and updating content as needed.

In collaboration with CAPCSD staff, we will track member utilization of this web resource,

Recommendation for Motion for Approval:

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Action Taken (check all that apply)

- Approval (outline rationale here): SoTL document needs to be updated to reflect current practices. She expects the revised document will be done before the conference. Jennifer Friberg agreed to serve as chair and identify task force members to work with her to review and update the document. Shubha moved to approve the SoTL Task Force with Jennifer Friberg as chair for a duration of six (6) months, and for Jennifer Friberg to identify task force members. Jennifer seconded. Motion passed with one (1) member absent. MOTION CARRIES
- Request for more information (list here):
- Request for revisions (list here):
- Not approved (outline rationale here):

## **CAPCSD Board of Directors**

### **Code of Ethics Policy**

The Board recognizes that collectively and individually, all members of the Board must adhere to an accepted code of ethics to fulfill CAPCSD's mission.

In accordance with this code as a member of the Board of Directors, I commit to the following:

1. Obey all applicable state and federal laws regarding official actions taken as Board members.
2. Uphold the integrity and independence of the Board members office.
3. Avoid impropriety in the exercise of the Board and Board member official duties
4. Perform faithfully the duties of the office.
5. Endeavor to make policy decisions only after full discussion at Board meetings.
6. Render all decisions based on the available facts and independent judgement and refuse to surrender that judgement to individuals or special interest groups.
7. Encourage the free expression of opinion by all Board members.
8. Avoid being placed in a position of conflict of interest and refrain from using the Board member's position on the Board for personal or partisan gain.
9. Take no private action that will compromise the Board or administration and respect the confidentiality of information that is privileged under applicable law.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Print name: \_\_\_\_\_

Board title: \_\_\_\_\_