

CAPCSD Board Meeting Minutes Approved
April 11 and 12, 2023
Signia by Hilton, Orlando FL
Lake Room

CAPCSD Board of Directors Present: Jennifer Taylor (President), 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*)

Board of Directors Not Present for portion of meeting on April 11th: Maya Clark (*VP of Organizational Advancement*)

CAPCSD Staff Present: Deborah Ortiz (*Executive Director*); Ned Campbell (*Director of Meetings & Continuing Education*); Megan Woods (*Director of Centralized Admissions*) April 11th only.

Meeting Start: Tuesday 8:32 a.m.

Meeting End: Wednesday 12:00 p.m.

I. President, Taylor

- a. Call to Order, welcome, and review of the agenda.
- b. Kevin moved to approve the consent agenda. Mike seconded. Motion passed unanimously. **MOTION APPROVED.**

I. Treasurer, Harkrider

- a. YTD Income - \$977,721.32
- b. YTD Expenses - \$1,005,993.80
- c. YTD Net- (\$28,272.55)
- d. Fidelity Investments - \$1.3 million

II. Collaborative Discussion

- a. Rachel reported the CSDCAS application fee will increase next year and that later this year the board will need to consider application fee rates for the following year. She said it is time to consider fee waivers for upcoming cycle. Rachel moved to approve \$50,000 for CSDCAS fee waivers for 2023-2024. Jennifer S. seconded. Motion passed unanimously with one absent. **MOTION APPROVED.**
- b. Salary Survey – CAPCSD received a quote of \$10,000 to manage the data collection. There was discussion about the bid, usefulness of the survey for member programs, and other options for running the survey. Consensus was the bid is too high and the Board will offer \$6,000 and see if it is accepted. If not, other options will be explored.
- c. CSD Education Survey - JoAnne summarized feedback from ASHA regarding CAPCSD edits. The board discussed CAPCSDs current agreement with ASHA. Mark moved to give ASHA the required two-year notice and discontinue the CSD survey collaboration with ASHA. Mike seconded. Motion passed unanimously with one absent. **MOTION CARRIES.**
- d. Zoom Account - Deborah requested approval to purchase a Zoom account for CAPCSD webinars and other events. Mark moved to approve the purchase a Zoom account for CAPCSD. Mike second. Motion passed unanimously with one absent. **MOTION CARRIES.**

- e. The next CFCC meeting is in July. Jenny requested that Kevin and Shubha ask for feedback from members in the May newsletter for CFCC and AAB.

III. Strategic Items

- a. Tricia requested a temporary two-year advisory position to the conference planning committee and recommended Mike Bamdad for this role. Tricia and Heidi Verticchio term off next year, and this position would provide consistency. There was discussion. Tricia moved to create a two-year advisor position for the conference planning committee starting July 1, 2023, to be filled by Mike Bamdad. Kevin seconded. 9 approved, 1 abstention, one absent. **MOTION CARRIES.**
- b. CSDCAS Code of Conduct RE: Chat GPT – Rachel said that one program reported a high percentage of applicants using Chat GPT to write their essays. The current CSDCAS Code of Conduct policy covers plagiarism, but the process for determining a violation doesn't scale for the potentially large volume of applicants that could be in violation of the policy if it included AI. The board for discussed that this technology and the methods for identifying its use are still very new and there is concern about reliability. Even though other CASs are taking a firm stance on the issue and including specific language about use of AI in applicant release statements, the board recommended that this remain a program level decision. Rachel and Megan will put together an email communicating this to programs.
- c. Department of Education- Rachel explained new guidance for schools that issue funds under Title IV that redefines the relationship of a third-party servicer. This will impact CAPCSD because any service that is involved in collecting documents (CSDCAS) and any offsite provider of curriculum (externship sites) would now be considered a third-party servicer. Third-party servicers would have to share liability and go through an annual audit, which could cost significant money to the externship sites and technology providers like CSDCAS, Exaat, etc. For students to be eligible for financial aid, third-party servicers would have to assume liability. This could be detrimental to CSDCAS and externship sites. This is scheduled to go into effect in September.
 - i. Action plan:
 - 1. Jenny and Rachel will construct emails to send to the appropriate entities.
 - 2. Notify ASHA and AAA representatives during the joint meetings.
 - 3. Report to the membership at the business meeting and in the newsletter.
- d. Deborah recommended that the website be reviewed for ADA compliance. The estimated budget for this is \$2,500. She indicated it is possible that our current graphic designer can help with the changes once we identify what needs to be done (i.e. closed captioning of videos, etc.). Mark asked about timeline. Ned and Deborah noted it can wait until next fiscal year. Deborah has a recommendation for someone to do this and Shubha also has a lead for a company to perform the review. Mark moved to approve \$2,500 for the website accessibility review. Rachel seconded. 10 approve. 0 opposed. 0 abstains. **MOTION CARRIES**
- e. Scholarship Committee - Shubha reported the committee reviewed the current scholarship program. Given available revenue and the board's desire to diversify, the committee recommends an increase the number of scholarships with less funding: 14 @

\$10,000 for Ph.D.; 10 @ \$5,000 for clinical graduate students (Masters, AuD, or SLPD), and 5 @ \$4,000 for undergraduate summer research. A certain number would be reserved for “equity deserving candidates”. There was discussion about possible concerns and how they would be titled. Shubha will consult with the DEI committee regarding this. The new format and amounts would increase the total scholarship program from \$160,000 to \$210,000. The Plural Publishing scholarships would remain the same. The board discussed the proposed structure, amounts, how applicants would be evaluated and criteria selection, the amount of the Ph.D. and clinical being the same, CAPCSD’s goals for the scholarship program, and that the concept needed more exploration. Shubha also proposed to rename the committee the Academic Affairs and Research Committee.

- f. The Board had lunch with The Lisa Scott Leadership Academy participants.
- g. Continuation of Scholarship Committee discussion. Mark discussed history of scholarships and Deborah provided an overview of scholarship funding to date. The concept of applicants receiving multiple scholarships was discussed. Discussion continued regarding applicants who receive multiple scholarships, how decisions would be made, and the timeline. Jenny recapped the proposal and asked the board to consider if it meets the mission, vision, and values. The board discussed having several specific areas of focus of research and concern for the number of applicants that will apply for clinical scholarships. It was also discussed increase the number of Frances J. Laven Service Awards. Discussion was tabled until Wednesday.
- h. Conference Resolution – The board received a resolution regarding conference sites in discriminatory states. Mike presented the resolution, and the board discussed the feasibility of adhering to the statements in the resolution, location safety, and what CAPCSD can do as an organization to help the communities and what would make an impact. The board continued to discussion about the implications of the resolution. Mark moved to approve the resolution as written. No second was received. **MOTION DOES NOT CARRY**
- i. Budget - Ashley has heard from several VPs regarding their budget requests for next year. There was discussion about the DEI Academy, Admissions Summit, The Lisa Scott Leadership Academy and when they should next be offered. There was consensus to alternate the Admissions Summit and The Lisa Scott Leadership Academy with the Admissions Summit offered in 2024 and The Lisa Scott Leadership Academy in 2025. The Clinical Director’s Basic Training will not be offered in 2024. Additional budget items were discussed, including the online modules, new computers for staff, two in 2023-2024 and one the following year, and conference sponsorships. Staff will work with the VPs and Ashley after the conference on the 2023-2024 budget.

Wednesday April 12, 2023 Start Time: 8:20 a.m.

- i. Budget discussion continued with VPs indicating their budget needs for next fiscal year. Maya noted that the Membership committee is looking at incentives to increase membership. The board discussed how best to collect individual faculty information and encourage program directors to invite their faculty to join. The renewal email will include more information for program directors to share with their faculty, clinic directors, and staff to join CAPCSD.

- II. Committee Vacancies – Jennifer requested that board members use the same template when sending call for nominations for committee vacancies. Specific information regarding the work of the committee and any requirements. Individuals should send a letter of interest and CV. Kevin stated that the board should revisit the committee criteria annually prior to sending the call. It was agreed that sending one call for nominations for all vacancies allows the members to review all volunteer openings to determine the committee for which they are interested in submitting a nomination.
- III. Business Meeting – The board reviewed what will be presented at the business meeting. Maya shared that a member from Florida shared how happy they were that CAPCSD came to Florida to support them rather than stay away. There was discussion about creating an Impact Committee to review conference locations and look at what is happening at those locations. There was a comment an Impact Committee would be a collaboration between the DEI and Conference Planning Committee. This will be discussed at a future meeting.
- IV. Scholarships - Shubha reviewed scholarship applications from past four years, criteria used to select recipients, and the raw data of criteria scores. Shubha discussed the new proposal for ten Ph.D. scholarships at \$12,000 each, increasing Frances J. Laven scholarships from one to eight at \$5,000 each, and not adding undergraduate scholarships. The board will continue discussion following committee’s review.
- V. DEI Academy Feedback- Maya reported that she received positive feedback about the DEI Academy. There was engagement and interactive activities, and the participants received information to take back to their faculty. She said the size of the group worked well would not recommend going over that number.

Respectively submitted:

JoAnne Cascia, Secretary