



Council of Academic Programs
in Communication Sciences and Disorders

Meeting Minutes
CAPCSD Board of Directors Meeting
November 14-15, 2023
Omni Boston Hotel at the Seaport

Tuesday, November 14, 2023

CAPCSD Board of Directors Present: Jennifer Taylor (*Past President*); Jennifer Simpson (*President*); Christie Needham (*Secretary*); Ashley Harkrider (*Treasurer*); Kevin McNamara (*VP of Clinical Education*); Rachel Theodore (*VP of Admissions*); Erin Lundblom (*VP of Online Professional Development*); Tricia Montgomery (*VP of Professional Development*); Shubha Kashinath (*VP of Research & Academic Affairs*); Katie Strong (*President Elect*); Maya Clark (*VP of Organizational Advancement*)

Staff Present: Ned Campbell (*Executive Director*), Megan Woods (*Director of Centralized Admissions*), Mandie McKenzie (*Director of Professional Development*)

Call to Order and Welcome

Jenn Simpson

- Meeting was called to order by Jenn at 8:08 am.

Consent Agenda

Jenn Simpson

- November 2023 Board Reports
- November Staff Report
- **Motion: to approve the October 20, 2023, CAPCSD Board of Directors Meeting Minutes**
Motion Made By: Christie Needham
Second by: Maya Clark
Approve: 11, Deny: 0, Abstain: 0
Motion Carries

Motion: to approve the consent agenda.

Motion Made By: Jennifer Taylor
Second by: Katie Strong
Approve: 10, Deny: 0, Abstain:0, Absent: 1
Motion Carries

Treasurer Report

Ashley Harkrider

October 31, 2023 Year to Date Budget Report

YTD Income - \$166,778.94

YTD Expenses - \$ 323,187.74

YTD Net Income - \$**156,408.80**

Fidelity Investments – \$1,865,249.65 (as of end of September)

New Task Force Proposal

Jenn Simpson



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- Jenn presented the idea of a Task Force on Artificial Intelligence (AI). Discussed the idea that this may be a topic that could be narrowed to Generative AI and incorporate either representatives from or tasks across different committees.
- Will send a request to membership to submit names and ideas for people to serve on the Task Force at the Business Meeting.

Membership Committee Chair

Maya Clark

- A new chair is needed for the Membership Committee and a replacement is needed for the individual who will take the place of the Chair. Maya proposed that there be co-chairs for this committee.
- If committees or board members have things that they would like shared on social media, please email Matt Carter and cc Maya on the email.

Motion: to add Samantha Ghali to the Membership Committee and approve Samantha Ghali and Matt Carter as co-chairs for the Membership Committee.

Motion Made by: Maya Clark

Second: Shubha Kashinath

Approve: 11, Deny: 0, Abstain: 0

Motion Carries

DEIB Statement / DEI Webpages Now Live

Maya Clark

- The Board received an update on the DEIB Statement. It is ready to be discussed by the Board and presented for the vote. Discussion involving separating the “What’s Next” and “CAPCSD Efforts” from the official statement, so it can continue to be adapted as needed.
- The DEI Webpage has been added and is live and available to the CAPCSD membership. The Board discussed where to put the DEIB statement on the website. Suggestions were made to put it on the About page and the DEI webpage.

Motion: to adopt the CAPCSD Diversity, Equity, Inclusion, and Belonging statement as presented below:

CAPCSD Diversity, Equity, Inclusion, and Belonging Statement

The Council of Academic Programs in Communication Sciences and Disorders (CAPCSD) supports, promotes, and advances higher education programs in Communication Sciences and Disorders (CSD). As such, the Council is committed to dismantling systemic racism, discrimination, elitism, and oppression that hinders recruitment, admission, and successful progression of marginalized students in CSD programs and impacts marginalized staff and faculty working in these programs. We understand that authentic diversity, equity, inclusion, and belonging (DEIB) efforts must be ongoing and require continued learning as well as unlearning. As we advance, our goal is to support member programs in the recruitment of a body of students and colleagues who represent the diversity in our communities and populations served. It is also our goal to provide guidance to programs on how to infuse cultural humility and responsiveness in CSD curricula thus influencing practice in the professions. These goals will be pursued through collaboration with marginalized communities and the inclusion of diverse voices in our decision-making processes. We will offer training, resources, and support to ensure our goals are met and evaluated annually for continuous improvement. Additionally, our aim is to create an organizational culture that



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mitigates conscious and implicit bias and helps academic programs to do the same. We will develop and implement clear strategies with defined milestones and accountability measures, working transparently with all. We strive to be at the forefront of building a more equitable and inclusive environment for all CSD community members.

**Motion Made: Maya Clark
Second by: Shubha Kashinath
Approved: 11, Deny: 0, Abstain: 0
Motion Carries**

Sweeney and Bartlett Logo/Color Palette/Rebrand Proposal

Ned Campbell

- Ned discussed the Sweeney and Bartlett proposal that addresses the desire for a logo, color palette, etc. for CAPCSD based-off of previous Board and Committee discussions.
- The Board discussed further questions and links to examples from the company were shared with the Board.

Motion: to accept the Sweeney and Bartlett proposal presented with a representative attending the BOD meeting in January 2024.

**Motion made: Katie Strong
Second: Rachel Theodore
Approve: 10, Deny: 0, Abstain: 1
Motion Carries**

EMP - Liaison

Rachel Theodore

- An Enrollment Marketing Plan (EMP) is a way to communicate with CSDCAS applicants. Communication with applicants is an additional contract and cost. It is important that we have access to this feature, but it was determined that it was time to renegotiate to better represent our use of the feature. It was determined that the one email that we need send a year can be done at no cost to CAPCSD at this time.

Clinical Education Committee

Kevin McNamara

- This Committee is actively working on a two-hour set of introductory level modules for clinical education and the target date for completion is January for the content.
- Review the ASHA leader for more information about Core Functions and using for student support.

Communication with Membership

- The Board discussed the frequency and content of email communications. The Board brainstormed some ideas about other avenues of soliciting feedback and providing information such as social media, QR codes at in person events, the newsletter, monthly announcement communications, etc.
- The Board agrees that this needs to be further discussion, possibly in strategic planning.

Clinical Education Academy Task Force Update

Kevin McNamara

- The task force has met and begun work on the content for this topic and would like to put out a survey about current needs of individuals who are new to the clinical education role.



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- QR code and link in the newsletter to obtain this information will be used to gather this information.

CAPCSD Salary Survey

Christie Needham

- The Board discussed the response rate this year and potential concerns regarding availability of data to programs to enter. The possibility of opening back up the survey but decided to just look at the data as it currently stands.

Selection Process for VPs for 2024-2026 Term

Jenn Simpson

- The Board discussed the current selection process for VPs and what the process should be moving forward with special consideration on how to make the process more accessible to all.
- The Board talked briefly about what are the qualifications of a CAPCSD board member
- Positions that will need to be filled for the next fiscal year:
 - VP Professional Development
 - VP Organizational Management

Applications for DEI Academy, Admissions Summit, Scholarship Applications

Ned Campbell

- Applications for DEI and Admissions Summit were down this year compared to last year. There are several reasons that these programs may be down including time of year for application, the target audience may be the same for each, and programs are meant to train the trainer. Further consideration may need to be given to which academies/summits are best offered together.
- The scholarship applications overall appear to be on track compared to last year (when looking at application deadlines).

SOTL Taks Force

- The task force is still working with a promised delivery date of soon. Original date for completion was 6 months upon approval at November 2022 meeting.

Academic Affairs Committee Update

Shubha Kashinath

- The committee is working on a rubric for reviews, and it will be shared with the Board prior to use if possible.

Joint CAPCSD/ASHA Meeting Items

Jenn Simpson

- The Board reviewed the agenda items that are on the agenda for tomorrow.

Initial Planning/Discussion for New Strategic Plan

Jenn Simpson /Jennifer Taylor

- The Board discussed what qualities are essential for a productive, engaged board member.

Final Review of Business Meeting PowerPoint

Mandie McKenzie

- The Board reviewed the Business meeting PowerPoint.



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Meeting Adjourned at 4:11 PM

Jenn Simpson

Wednesday, November 15, 2023

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CAPCSD Board of Director Not Present: Rachel Theodore (*VP of Admissions*)

Staff Present: Ned Campbell (*Executive Director*), Megan Woods (*Director of Centralized Admissions*), Mandie McKenzie (*Director of Professional Development*)

Meeting Called to Order at 8:06 AM

Jenn Simpson

Board to Provide Ned with Committee Vacancies by December 11 Ned Campbell

- Ned reminded the Board to send Committee vacancies by December 11 to be included in the open call (please include positions and specifications).
- Christie will work with the staff to create a document that will allow for better tracking of committees and positions.

December Newsletter

Ned Campbell

- Reviewed items already determined to be a part of the December newsletter.
- Add DEIB statement, ASHA Leader article for Core Functions, membership dues increase in addition to the prior list of items.

ASHA/CAPCSD CSD Survey Update

Megan Woods

- Received a 90% completion rate to this year's survey.
- An unforeseen benefit was the list of schools that were used to gain information from this year's survey.
- Two schools received a free registration to the 2024 CAPCSD annual conference.
- There will be a spring webinar to review the data from this year's data. Christie will attend this meeting.

CAPCSD Technology Update/Status

Ned Campbell

- GrowthZone is the database that we use at CAPCSD, and we will be using a new membership application soon.
- PathLMS is the learning management system that our webinars are housed on, and we are working to allow bulk purchases for member programs and bundling.
- JMS has hired a group called SOS Support out of Salt Lake City. They have begun making some changes to the administration Office 365 settings. This will allow the support team to help our committee members access the platforms needed. This will also allow for assistance with setting up Teams and SharePoint with best practices.



Respectfully Submitted,
Christie Needham, CAPCSD Secretary