

**CAPCSD F2F Board Meeting Approved Minutes
July 19-21, 2018
Four Seasons, Denver, CO**

Board of Directors Present: Lisa Lucks Mendel (*President*); Ann Eddins (*President-Elect*); Mark DeRuiter (*Past President*); Katie Strong (*Treasurer*); Lisa Scott (*Secretary*); Mike Bamdad (*VP for Program Resource Development*); Vikram Dayalu (*VP for Academic Affairs & Research Education*) Elaine Mormer (*VP for Clinical Education Resource Development*); Jennifer Simpson (*VP for Strategic Initiatives*); Jennifer Taylor (*VP for Organizational Advancement*)

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

Thursday July 19, 2018

- I. **Mendel called the meeting to order at 2:00 pm MDT** and welcomed those present. Members introduced themselves and then the Board and staff reviewed the agenda and CAPCSD's Mission and Vision.

- II. **Scott asked for separate motions to approve outstanding previous meeting minutes:**
 - a. July 2017 Face-to-Face Board meeting: **MOTION CARRIES**
 - b. September 2017 Go-To-Meeting Board meeting: **MOTION CARRIES**
 - c. October 2017 Go-To-Meeting Board meeting: **MOTION CARRIES**
 - d. November 2017 Face-To-Face Board meeting: **MOTION CARRIES**
 - e. April 2018 Face-To-Face Board meeting: **MOTION CARRIES**
 - f. April 2018 CAPCSD/ASHA Boards of Directors Joint Meeting minutes: **MOTION CARRIES**
 - g. April 2018 CAPCSD/AAA Boards of Directors Joint Meeting minutes: **MOTION CARRIES**
 - h. April 2018 CAPCSD Business Meeting minutes: **MOTION CARRIES**
 - i. May 2018 Go-To-Meeting Board meeting: **MOTION CARRIES**
 - j. All approved minutes for 2017-2018 year will be posted to the www.capcsd.org by D. Ortiz

- III. **Staff Report**
 - a. Updates (Ortiz)
 - i. Cadmium now includes Exhibitor Pro, which also allows us to collect payments in the system.
 - ii. Annual financial review is scheduled for Aug 28/29, 2018. This is the 3rd year of the five-year review process.
 - iii. As a follow-up to GDPR, JMS is working on a privacy policy that will cover CSDCAS, CAPSCD, and Liaison. Will create an opt-in/out for members in the database so that when a member logs in (once database is updated), they will be able to select which kinds of information they'd like to receive (e.g., scholarships, conference, general interest, etc.). Scott at JMS is working on this.
 - iv. Paperwork has been completed for updating our principal address of incorporation with the State of Alabama, where CAPCSD is incorporated. The current agent is deceased, so we now have a five-year contract with InCorp to be our registered agent in Alabama.

- v. Leadership Academy webinar date is set for July 31. Buller put together a workbook that has been sent to participants in advance. Suggestion to record it so that other Leadership Academy members who can't attend the webinar can watch it later.
 - vi. Discussed the proposed timeline that was developed for most major CAPCSD activities that occur across the year. Some dates may shift but we will discuss these during the appropriate VP reports.
- b. January 2019 Face-To-Face Board meeting location (Campbell)
- i. Reviewed pros/cons of returning to the Biltmore for the January 2019 Board meeting.
 1. Increases in room night costs at Biltmore if we stay the same Thurs-Sat for the currently planned dates.
 2. We could change the dates and get a cheaper rate but would present a challenge for those flying through ATL because of the Super Bowl.
 3. Asked Ned to look at 17-19 as 1st priority, then 18-20.
- c. Future conference locations (Campbell)
- i. 2019: San Diego. Will present some challenges re: space but Campbell has plans to address them.
 - ii. 2020: New Orleans Marriott
 - iii. 2021: Charlotte
 1. We have until October 2019 to make a decision on whether to break the contract and lose our credit with the Westin.
 2. MOTION that we don't go to Charlotte in 2021 and begin looking for another location. SECOND. *Discussion:* We don't currently have a backup location for 2021, so cancelling might be premature. Could we hold a Board meeting there to use the credit we have with the property? Need to review the contract and ask the property. FRIENDLY AMENDMENT: Move forward looking for a new venue for 2021 and not cancel Charlotte until we have another venue booked. Second. **MOTION CARRIES.**
 - iv. 2022: Was supposed to be Phoenix, but there are no properties that can accommodate us at a reasonable room rate. Board discussed other possible locations on the west coast. Campbell will seek proposals from Portland, OR and Seattle, WA.
- d. CSDCAS (Woods)
- i. Busiest time of the year for CSDCAS for programs to update their portal configurations. Communication will now occur through Woods so that she is recognized as the "face" of CSDCAS instead of Liaison. Woods is reviewing portals to ensure they are making appropriate modifications. Launch for portal opening is August 2.
 - ii. We have approximately 60% of total programs participating. Committee info: focusing heavily on recruitment and retention. Have lots of data that will be put together to share with programs regarding trends. Also working on continuous improvements based on student, program feedback and integrating best practices in admissions and sharing that info with programs.
 - iii. Ortiz: A few growing pains with Liaison with them forgetting to coordinate with Woods, e.g., company communicating with programs without consulting her, setting unrealistic deadlines.

IV. President-Elect's Report (Eddins)

- a. Reviewed and updated the CAPCSD Policies & Procedures Manual. Final vote will be taken on Saturday, pending any other changes that may occur as a result of other Board discussion during this meeting.

V. Treasurer's Report (Strong)

- a. Current financial status as of June 30, 2018:
 - i. Fidelity (investments) = \$582,467.11
 - ii. FirstBank (checking) = \$64,909.55
 - iii. FirstBank (savings) = \$329,429.12
 - iv. **Total Assets: \$1,026,805.78**
- b. Review of 2017-18 budget
 - i. Spreadsheet contrasting 2017-2018 and proposal for 2018-19 was shared with the Board, and rationale for projections was discussed.
 - ii. Some restructuring of how the budget is recorded in the spreadsheet has occurred to make line items clearer and more appropriately attributed to categories, along with separate worksheets created to provide better detail about specific activities, e.g. CSDCAS, Medicare webinars, etc.
 - iii. We anticipate that we will, on purpose, go over budget on line item 5011 after this first year because we will have to stage purchase of equipment in rotation.

VI. Meeting adjourned for the day at 5:38pm MDT

FRIDAY JULY 20

VII. Mendel called the meeting to order at 8:30 am MDT

VIII. VP for Program Resource Development's Report (Bamdad)

- a. Buller Webinars for Leadership Academy Participants
 - i. Servant Leadership in Higher Education – July 2018
 - ii. Time management – October 2018
- b. Leadership Academy
 - i. Buller is confirmed to teach again
 - ii. Leadership Academy luncheon – Bob Serianni will lead
 - iii. Review committee has 6 reviewers + Bamdad
- c. Clinic Director's Symposium (w/Mormer)
 - i. Discussed feedback from 2018 that was used to implement possible changes for 2019: targeting new clinic directors, up to 5 years' experience; application process, committee review; single track offered with presentations at basic level, addressing SLP and AuD; content addressing clinic management and clinical education management
 - ii. Will be facilitated by Jayne Brandel and Tammy Frederickson
 - iii. Will be a limited number of attendees, selected through application process. Only one attendee from a program

- iv. Presented topics and possible speakers; Board provided feedback.
- d. 2018 Annual Conference outcomes/feedback
 - i. Going green effort is appreciated
 - ii. Sessions that could include more data and more panel presentations/discussions would be valued, as would more networking time
 - iii. Problem-solving/information exchanges be more directed or structured
- e. The draft plan for the 2019 Conference was presented.
 - i. Issues with the facility (Westin Gaslamp San Diego) were shared with the Board and ideas for addressing these issues in a positive and proactive way were discussed.
 - ii. Reviewed the conference plan for pre-conference, invited sessions. Board provided feedback.
 - iii. Have we moved too much away from research-focused presentations?

IX. VP for Clinical Education Resource Development's Report (Mormer)

- a. Update on eLearning courses
 - i. Still work to be done by EDC: building repository, starting research on utilization.
 - ii. Course 3 needs to be submitted for approval
 - iii. Course 4 is done and is in review, target release is December 2018
 - iv. June 2018: 625 modules taken in June
- b. Goals for 2018-19
 - i. Having a marketing plan, will work with Simpson as VP of Strategic Initiatives
- c. Update on Medicare webinars
 - i. August 1, 2018 – *Assessing the Financial Impact of Implementing Medicare Billing: Free Clinic vs. Fee for Service?* Two hundred people registered right now.
 - ii. October/November 2018 – Supervision model
 - iii. January/February 2019 – Topic TBD
 - iv. DeRuiter will stay involved across all 3 webinars
- d. Discussed the use of GoToWebinar and ability to cut down the financial impact of being a CE provider for AAA. After June 1, 2019, it would be helpful to add another webinar.
- e. CFCC and other ASHA updates
 - i. National Certification for Academic Accreditation – ASHA is the only organization that holds this accreditation for our professions
 - ii. Ad Hoc Committee on English Language Proficiency working to provide recommendations
 - iii. ASHA Board of Directors discussed new Audiology Practice Standards Organization (APSO). Also discussed new Speech-Language-Hearing Interstate Compact, permitting licensure across states. ASHA recently sponsored an audiology survey, results from 2000 respondents want audiology organizations to work together.
 - iv. Formation of Ad Hoc Committee for Graduate Education for SLPs, to look at status of graduate education. They have asked for a representative from CAPCSD. Looking at models of education in speech-language pathology, including possibility of clinical doctorate. DeRuiter will represent us to this committee.
 - v. Working on standards for IPP/IPE, including who can supervise students outside of the profession.
- f. CAA Liaison transition to VP of Academic Affairs & Research Education: Mormer introduced Dayalu to new director of CAA.

- g. Mormer will attend the next CFCC meeting 9/6-7/18.

X. VP for Academics & Research (Dayalu)

- a. Transition report from CAA.
 - i. Very interested in the Best Practices in Simulation. Appreciative of the eLearning clinical courses.
 - ii. Met/Partial/Not met criteria for the CAA standards were addressed at the meeting: met/partial/not met is problematic because there a number of sub-standards under each standard. If someone meets all but 1 of the sub-standards, is the standard partial? And how many partials lead to probation? How does the message travel upstream to higher administration? Further, what is message sent to the department faculty if they are in partial compliance?
- b. Scholarships
 - i. Timeline - Proposal to open them all (PhD, Laven, Plural) at the same time and close at the same time. Suggested opening: September 15, closing November 15. Reviews begin by 1st week of December and announce winners by end of February. This would be advantageous for staff, who are busy with conference in the spring; and, avoid asking reviewers to do work over Christmas break.
 - ii. At the Awards ceremony, include a slide with name/photo/university. Will ask for photo during Cadmium submission process.
 - iii. Charge of Research & Scholarship Committee - (will now be known as the Scholarship Committee) members of the committee would complete pre-reviews to determine what applications move forward for the 2nd level of reviews and help in identifying potential reviewers. Discussion: What do we want committee to do re: research charge? Or is this a different committee? Decided to stick with the Scholarship committee and Dayalu will provide a draft of the charge to the Board at a later meeting
- c. Transition to ASHA Academic Affairs Board – Dayalu is scheduled for an orientation to the AAB.
 - i. Eddins described current work of the AAB, including reviewing ASHA Strategic Pathway and how the AAB fits within it. Reviewed Education Survey data. Lots of focus on PhD shortage, with specifics in strategic plan related to it. Focusing on undergraduate education as a pipeline for PhD, e.g., strengthening basic science curriculum. Developed a proposal to host a teaching workshop as a precursor to the ASHA Convention on teaching speech, hearing, and language science in conjunction with the Massachusetts Speech-Language-Hearing Association. Looking at other factors related to undergraduate education that may facilitate the pipeline.
 - ii. Other ideas: hosting a PhD-focused blog site. Resources for IPP/IPE – showcasing research, simulations, showcasing programs who are implementing best practices. Does the CAPCSD IPP/IPE committee need a more specific charge?
- d. Update on Critical Thinking Task Force (Eddins) – they are still working on a white paper with 3 topic areas. First 2 topic areas are drafted by Finn and will be out to full committee in August. Third topic is done. Goal is to have white paper to Board by Fall.

XI. VP for Organizational Advancement's Report (Taylor)

- a. Update on CSD Education Survey: Launching on July 24, closing October 31 in existing HES platform. Exploring new platforms for 2019.
- b. CSDCAS
 - i. Strong and Taylor transitioned on Wednesday evening; yesterday, Taylor met with Woods and Mandulak and then with Ortiz yesterday morning. Taylor shared with Mandulak (chair of CSDCAS Committee) a review of the organizational structure, with Board determining strategic direction, Woods as staff person, and the Committee implementing Board's direction.
 - 1. Committee will focus on developing webinars and resources for students, pulling data regarding diversity and best practices in admissions and disseminating information to the CSDCAS manager to help create an annual report re: CSDCAS.
 - 2. Woods' focus will be recruitment, retention, and communication with parties including the creation of an annual report with the VPOA.
 - 3. Looking at utility of F2F meeting for entire CSDCAS Committee, typically held annually in Boston. Recommending in the future that only VP for Organizational Advancement, Woods, and chair of CSDCAS Committee attend the F2F in Boston with Liaison and use GoToMeeting for entire committee meetings (other than F2F being held at annual conference). Would be significant savings to CAPCSD and seems redundant as committee members don't leave with action tasks.
 - 4. Recommending CSDCAS scholarships for students to help support application fees, beyond fee waivers offered by Liaison.
 - 5. EMP contract: \$13,000 annually. Not user friendly, doesn't do what Woods needs it to do, but we don't seem to be able to get out of it. Ortiz is recommending that we ask if we can terminate the contract early, anyway. We have other options that are much less expensive (e.g. MailChimp).
 - ii. CSDCAS Committee
 - 1. Does the name need to change to CSDCAS Committee only? To have consistency with Bylaws, P&P, website.
 - 2. What should the charge be? Still need advisory input from the committee.
 - 3. MOTION to change name of CSDCAS Advisory Committee to CSDCAS Committee with appropriate change in responsibilities. SECOND. **MOTION CARRIES.**
 - iii. Possibility of CSDCAS Scholarships
 - 1. Fee waivers cover their initial application only. If we were to offer 10, \$500 scholarships to students in need, it would help cover them sending GRE scores and applying to additional programs.
 - 2. Logistics of how this would work? Students would have to apply and demonstrate financial need. Current waivers apply to students who are below 200% of the poverty line and/or are McNair Scholars. We could have "qualifying for original fee waiver" as a requirement. Also, logistics of having staff cut checks (if it's a scholarship) vs. just giving additional waivers for designations.
 - 3. Will table this for now, need to get more information from Liaison on how this might work. Will discuss on next conference call.

- iv. EMP Contract – will ask if we can break it. Ortiz will contact Liaison to see if we can get out of it and discuss timing of when we would target ending the contract. We are paid through Dec. 31, 2018.
- v. MOTION to eliminate CSDCAS Committee Face-2-Face annual meeting in Fall; instead Chair, staff person, and VP for Organizational Advancement attend.

SECOND. MOTION CARRIES.

- c. CSDCAS Committee has requested a pre-conference at the annual conference for approximately 20 CSDCAS users to do an in-depth training. Estimated to cost CAPCSD \$5000 after the \$65 pre-con fee. This request grew out of feedback from past attendees who said they wanted to bring their laptops and work on Liaison recommendations/training on site. Conference doesn't necessarily have capacity re: room and internet access. We would also have to make an exception to our internal rules that exhibitors cannot have sessions/ activities that conflict with standing conference sessions. Who is the target audience and are they even at the conference? Discussed possibilities for timing, is this the year to do it? Could we do it in 2020 and have it be an all-day session? Ask the committee for more information and rationale so that we can make a better decision.
- d. CSDCAS Users' Summit plans: Woods and Taylor will be in Boston next week from Tuesday-Friday. Another in December that only Woods will attend.

XII. VP for Strategic Initiatives' Report (Simpson)

- a. CAPCSD Website: No longer a website committee, more information will come from strategic planning.
- b. Media Strategy Committee: Recommend that Simpson reach out to the committee soon to introduce herself. Reach out to Paula and confirm current committee members, terms, and on-going projects.

XIII. Past President's Report (DeRuiter)

- a. Membership report
 - i. 201 of 311 programs have renewed. Third renewal notices went out about 2 weeks ago.
 - ii. We have new affiliate members. Cost for affiliate membership is \$250. When they are eligible to move to full membership, they are required to move to full membership fee and we don't pro-rate
 - iii. New AuD programs are being formed in CA because of a lift on moratorium on granting doctoral degrees.
- b. Status of CAPCSD Honors & Awards committee
 - i. Cheryl Messick is chair, Dianne Meyer is on for one more year. Need one more member; options were discussed to contact and explore their willingness to serve.
- c. Status of CAPCSD Nominations committee
 - i. Heidi Verticchio is chair; probably need 2 new members as Wark and DiLollo's terms have expired. Discussed potential new members to contact and see if they would be willing to serve.
- d. New Board member orientation occurred July 16, 2018 and the model will continue for the future.
- e. Discussion of request for representation from undergrad only programs. How do they fit within CAPCSD, are they a separate group, should they have a special seat at the table?

Recommendation is to pass along the New Initiatives form and ask them to come up with a plan via that process.

XIV. Update on location of January 2019 Board meeting

- a. Biltmore cannot accommodate different dates for January 2019. MOTION to keep the Arizona Biltmore for original dates proposed Thursday/Friday/Saturday January 31-Feb. 2. SECOND. MOTION CARRIES.

XV. JMS Contract

- a. JMS has asked for an increase in the contract beginning July 1 (retroactively). Does have a significant budget impact. Big picture is that there has been a request for an increase in the contract every year. JMS did provide a letter regarding the increase and a phone call to discuss this increase with the president, past president and treasurer.
- b. Discussion regarding contract ensued. MOTION to amend the contract. SECOND. MOTION CARRIES.
- c. The addition of no supplemental hours without approval will be communicated prior to the work. Every month JMS to communicate with the presidents where the contract and supplemental costs stand.

XVI. Scott led the Board in first two stages of Strategic Planning for 2019-2021. Next two stages will occur on Saturday.

XVII. Fall 2018 Board Meetings

- a. Go-To-Meetings (please use web or app instead of calling in on your phone!)
 - i. Thursday September 20: 12:00 ET, 11 CT, 10 MT, 9 PT – 90 minutes
 - ii. Thursday October 18: 12:00 ET, 11 CT, 10 MT, 9 PT – 90 minutes
 - iii. Thursday December 20: 12:00 ET, 11 CT, 10 MT, 9 PT – 90 minutes
- b. November Face-To-Face meetings at ASHA:
 - i. November 13th – all day Board meeting
 - ii. November 14, 11:00 joint meeting with ASHA Board
 - iii. November 14th – 5:00 reception, 5:30-6:30 business meeting.
 - iv. Plan to travel to Boston on the 12th.
 1. Rooms are covered on Nov. 12 and 13 if you are staying for the rest of convention.
 2. If you are only coming for CAPCSD and staying through the business meeting, cannot get out on the 14th, CAPCSD will pay 12/13/14.
 3. Book our own hotel rooms, submit receipts.
 4. Contact Mike McDaniel in a few weeks to start booking airfare.

XVIII. Salary Survey (Scott)

- a. Scott will be contacting Neil at Calvin to introduce herself and let him know that she's the new liaison for the Salary Survey.
 - i. Unsure about roll-out dates; Scott and Ortiz will follow up and report back to Board.
 - ii. Calvin contract has been signed and 50% down payment has been made.

- b. Presentations by Paula Currie on CSD Education Survey accepted for ASHA, and one on Salary Survey. She has requested some funding from CAPCSD to support her travel for these presentations unless someone else from the Board will do the presentations.
 - i. Taylor will co-present with Nunez on Thursday/ASHA with CSD Education Survey.
 - ii. Simpson will present on Salary Survey on Friday/ASHA.
- c. Mendel will notify Currie that the presentations are covered and that we will not offer travel support to her.

XIX. AuD Education Task Force Update and Other Audiology News (Mendel)

- a. Six different working groups were formed following the AuD Education Summit in 2016. Goal was to generate recommendations to send to standards bodies. Task Force Liaisons met last week to begin writing a report of the outcomes from the working groups and decided that recommendations will go to programs in addition to standards bodies.
- b. This is a good place for CAPCSD to play a role, e.g., a presentation at CAPCSD 2019 Conference on the Summary report.
- c. Ann Eddins is in the latest AAA magazine in the summary of the AAA Clinical Education Forum at the April 2018 Conference.
- d. Who will be our representative to the ACAE session at AAA? Mendel will talk to Jay Hall about content and representatives for next year.

XX. Future conference location possibilities (Campbell)

- a. Possible conference locations for 2021 (instead of Charlotte) and 2022 (West Coast; instead of Phoenix) were discussed.
- b. Campbell will explore options for meeting in Atlanta in 2021. If we are able to obtain an agreeable proposal for Atlanta, we will cancel the Charlotte contract.
- c. The goal for the 2022 meeting is to hold it on the West Coast. Campbell will explore Portland and Seattle as options.

XXI. Discussion of exhibitor charges (Campbell)

- a. Our exhibitor rates favor the exhibitors and don't really add income to the Conference, given food expenses, etc.
- b. MOTION to increase exhibitor rates at all levels (for profit, nonprofit) by 20%, beginning CAPCSD 2019. Extra tables will be a flat \$300. Price of extra food ticket will be at cost.
SECOND. MOTION CARRIES.

XXII. Meeting adjourned at for the day at 5:30

SATURDAY JULY 21

XXIII. Mendel called the meeting to order at 8:30

- XXIV. **Strategic Planning continued.** Scott will develop a crosswalk of Best Hopes/What Difference Will It Make with the Signs of Change and major pathways. Will be sent to Board for review and

determination of what on the generated list we think we can accomplish in the next 3 years. Goal is to have a finalized document by October 1, 2019.

XXV. Approval of final version of the P&P

- a. Eddins reformatted the document to ensure that changes had been captured and that numbering/sequencing etc. were correct. Board reviewed finalized changes.
- b. MOTION to approve the 7.21.18 version of the document. **SECOND. MOTION CARRIES**

XXVI. 2018-19 Budget Approvals (Strong)

- a. Board reviewed updated budget given events during the Board meeting and checked it for accuracy.
- b. MOTION that CAPCSD explore a new initiative for a database/website integrated product. The initiative will include formation of an ad hoc committee under the leadership of the VP for Strategic Initiatives; **SECOND. MOTION CARRIES.**
- c. MOTION that we move \$50,000 of our 2017-18 budget surplus into the Fidelity investment account; **SECOND. MOTION CARRIES.**
- d. MOTION by to accept proposed budget for 2018-19 fiscal year; **SECOND. MOTION CARRIES.**

XXVII. Action Items

- a. Bamdad: Communicate Board feedback to CPC and move forward with plan.
- b. DeRuiter: Contact UG only programs representative and share New Initiatives form.
- c. Mendel
 - i. Contact Lynn Williams @ ASHA to let her know that DeRuiter will be our representative to the SLP-D Task Force.
 - ii. Contact Currie to let her know about ASHA presentations and who from CAPCSD will represent us on those papers.
 - iii. Contact Jay Hall at ACAE regarding the 2019 Clinical Education Forum at AAA
- d. Mormer: Develop a marketing plan for eLearning courses with Simpson.
- e. Scott
 - i. Contact Neil @ Calvin to introduce herself, check in on process.
 - ii. Work with Ortiz on Salary Survey email list.
 - iii. Develop draft of strategic plan for Board to review.
- f. Simpson: Form an ad hoc committee for database/webpage search
- g. All:
 - i. Check committees you oversee for members, terms and send information to Ortiz
 - ii. Begin making airline reservations for ASHA in November 2018 and Phoenix 2019
- h. JMS Staff
 - i. Add committee charges to webpage so it's clear what each committee does.
 - ii. Contact Liaison to see if we can break EMP contract after 12/31/18.
 - iii. Move \$50,000.00 to Fidelity investment account.
 - iv. Notify exhibitors of 2019 conference rates.
 - v. Search for conference venues for 2021 to replace Charlotte and west coast options for future years.
 - vi. Submit Course 3 of eLearning series for CEUs.

XXVIII. Meeting adjourned at 10:30 am MT.

Respectfully submitted,

A handwritten signature in black ink that reads "Lisa A. Scott". The signature is written in a cursive style with a large initial "L" and a stylized "A".

Lisa A. Scott