

**CAPCSD Board of Directors  
GoToMeeting Minutes Approved  
Monday, May 13, 2019**

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

**Board of Directors Not Present:** Mike Bamdad (*VP for Program Resource Development*); Lisa Scott (*Secretary*)

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

**Meeting Start:** 10:33 am; **Meeting End:** 12:22 pm

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**I. President – Mendel**

- a. Jenny will be taking minutes for Lisa Scott
- b. Has had several email exchanges with Pearson. She recommended to them to consider becoming a regular exhibitor at the conference and consider a partnership to help fund the PhD scholarship and/or general education committee webinars. They have since responded indicating they would like to discuss further. A conference call has been scheduled with Mark, Ann, Lisa M., Vikram and Katie with Pearson representatives.
- c. CSDCAS Analytics-Karen Jacobs with Liaison asked the presidents, Megan Woods, CSDCAS Director of Centralized Admissions, and Jenny to meet with them at the CAPCSD conference. Anyalytics is a software program that gives us an opportunity to access CSDCAS data in a unique way. Karen has suggested it be free for CAPCSD and the fee gets charged to the students. She has asked the board for consideration. The board has a lot of questions and concerns regarding the necessity of this. The board will ask Karen to join us via Go To Meeting during our face to face meetig in July to preview Anyalytics and to answer questions from the board. Ann will make sure to include it in the July agenda.
- d. New Board Member Orientation-Ann and Lisa M. will schedule a time to meet with the two new board members virtually.
- e. Annual Review of JMS-Lisa M. will schedule a time to meet with Mark, Katie and Ann to discuss and complete the review.

- f. Clinical Education Forum at AAA-Jay Hall, ACAE, and Lisa M., wrote an article for Audiology Today regarding the 2019 forum session. Planning has begun for the 2020 topic.
- g. AuD Education Task Force-The task force wrote a report summarizing what each of the working groups did. They did a presentation at CAPCSD this year and there were two pervasive questions that came up, (1.) How do we get people to participate in a National Database for externships? (2.) How do we get people to follow a standardized application and timeline? The feedback also suggested an independent body needed to take the lead moving forward. CAPCSD came out as the suggested independent body. Questions for the board include: Do we want to take this on? Would Liaison be able to help? How expensive would this be? Christine Ulinski the AVAA has initiated a survey to go out. We need to consider what would be helpful to our member programs. It was suggested we set up an exploratory committee. Lisa M. has 10-15 names of people who said they would be willing to help. Lisa M. will follow up with ASHA and then the board can decide how to move forward.
- h. April 15 Deadline-Due to the increased number of programs with spring and summer enrollments, some programs become hindered by the deadline. We also need to consider the Council of Graduate Schools' requirement that states you must meet this deadline for those students with financial offers. Mark suggested the CSDCAS committee come up with some verbiage regarding enrollments. Jenny will take it to the committee.

**II. Secretary** (Given by Lisa Mendel and Mark DeRuiter on behalf of Lisa Scott)

- a. April minutes are almost done and will be coming soon.
- b. Update on General Education committee
  - i. Distance Education committee-Will be chaired by Crystal Murphree-Holden. They are proposing a 5-person committee that will be finalized by June 30, 2019. The committee will be charged with the ultimate goal of developing a white paper on best practices in distance learning in CSD. Additionally, the committee will be charged with the responsibility of providing initial resources to post on the Distance Education Resources page on the CAPCSD website. A preliminary sequence and timeline of deliverables will be provided to CAPCSD Board of Directors by November 1, 2019. The Distance Education Committee will also develop an assessment plan to measure member use, judgement of quality and benefit from resources available on the CAPCSD website.
  - ii. Future Webinars-Mark is considering the best time of day to schedule future webinars for faculty and administrators. It was suggested a short survey for the respective parties to determine the appropriate time would be best.

- c. David Luterman proposal-David Luterman has offered his time, at no cost, to do a counseling workshop for CAPCSD for 15 people interested in teaching this area. Mark will speak to Lisa S. about some questions regarding timing of this workshop. Ann will add this to our agenda for the July meeting.
- d. Faculty Development Institute-Radhika Aravamudhan sent a proposal regarding the development of a faculty development institute similar to Leadership Academy. Lisa M. will forward her request to the board. It was noted that Betsy Crais' VP report indicated ASHA may be doing something similar. They may nest well together with that and the webinars the general education committee is working on developing.

**III. Treasurer's Report - Strong**

- a. Financials as of 04/30/2019
  - i. Fidelity Investments \$ 675,337.46
  - ii. First Bank Checking \$ 102,280.70
  - iii. First Bank Savings \$ 140,225.23
  - iv. Total Assets \$ 917,843.39
- b. Still waiting for remainder of conference expenses to come through.
- c. Strong is continuing to work on updating the Board regarding her other items following the April meeting. She will be ready to present these in July.

**IV. Staff Report – Ortiz, Campbell**

- a. Growth Zone-Has received the database from JMS. A meeting is scheduled for Wednesday. The staff will begin developing the official fields that we want in the database. A lot of work is ahead as the membership renewal has also launched and with the switch to the new database, items will have to be manually entered. All JMS staff will be learning how to use the new database.
- b. Conference-All concerns from prior to the conference start went away as the hotel handled everything well. Conference evaluations look good. The biggest concern was that more protein needed to be provided at breakfast and there were too many vegetarian options.
- c. July Meeting-Portland is scheduled for July 11-13. Please send Ned the dates for your hotel nights and book your travel with Mike McDaniel.

**V. President Elect – Eddins**

- a. Critical Thinking Task Force-Patrick Finn, CTF Chair, has requested a modification of their charge to produce two white papers to one paper that becomes an E-book. Targeted completion date is August 31, 2019. Ann made a motion to amend the original charge of the Critical Thinking Task Force to the project be in the form of one document via E-book with a budget of \$500. **MOTION CARRIES.**

- b. CAudP-The group held their annual meeting at the AAA conference in April. At the CAPCSD conference, Ann, Lisa, and Elaine met with the President-elect of CAudP, Sridhar Krishnamurti, and proposed that CAudP consider incorporating within CAPCSD where we could provide a venue for them to meet and link to our website. Lisa M. followed up with him on these items and asked their board for further consideration and discussion. Lisa M. will reach out to their current president, Elizabeth Adams, to see how their board would like to move forward.

**VI. Past President – DeRuiter**

- a. Election Results-election results are in. Carol Dudding, President Elect and Jayne Brandel, Secretary. Both have accepted their positions.
- b. SLP-D Task Force-Things are running ahead of schedule. Mark will continue to be the CAPCSD representative on this. He will go in mid-June and continue to answer questions and work on reporting.

**VII. Vice President for Clinical Education Resource Development – Mormer**

- a. eLearning courses
  - i. Continuing Education-had a successful meeting with Ned and ASHA continuing education. They will continue to allow course 3 and 4's submission process following course 1 & 2. Ned has been working on the verbiage they need to update. The goal is to launch course 3 by end of June.
  - ii. Course 4-the committee has a bit of work to do. Reviews are back and materials need to be cut from the course prior to launch.
  - iii. EDC Contract-ends at end of August. Will need to update to complete course 4 and to update previous courses.
  - iv. Committee-Kevin McNamara will serve as chair and added 3 new committee members. Kevin has assigned tasks to all the committee members.
- b. VA -been in conversation with Christine Lomey Ulinski, President of the Association for VA Audiologists who is looking at a way to standardize the externship process. They have developed a survey to go to our member programs.
- c. CFCC-will be attending their meeting in June.

**VIII. Vice President for Academic Affairs & Research Education – Dayalu**

- a. ASHA Academic Affairs Board update: has a meeting in DC coming up. Monthly call was primarily focused on the 2020 conference on pedagogy and planning. Will have further updates in July.
- b. IPP/IPE Committee
  - i. Ongoing communication with the chair of the committee
  - ii. Follow up items will happen in May/June. Update will be provided at the July meeting

**IX. Vice President for Organizational Advancement – Taylor**

- a. CSDCAS
  - i. 173 SLP programs, 49 AuD programs with 16 participation agreements still out
  - ii. CSDCAS received all >4.50 ratings on their presentations at the CAPCSD conference

- iii. Need board members' help in developing videos and blurbs for the new student CSDCAS PURL page
- iv. Webinar-discussed the success of the Portal configuration webinar. An additional webinar is scheduled in early June to discuss objections to CSDCAS and solutions that can be offered to help member programs.
- v. Responsibility of Webinars-with the increasing demand for webinars, the board discussed the role of the board member vs. the staff member in providing webinars. The board member's role is to "manage" the entire project. The staff's position is to schedule the webinar and only participate if relevant to their respective role.

**X. Vice President for Strategic Initiatives – Simpson**

- a. Media Strategy Proposal-Jen made a motion to approve the committee as stated.

**MOTION CARRIES.**

- i. Leslie Grubler, chair-term 4 (extended to July 2021)
  - ii. Dawn Cotter-Jenkins, term 3 (last term)
  - iii. Kelly Farquharson, term 2
  - iv. Elisa Wagner-term 1 (3 year term)- SLP/Teachers College Columbia University
  - v. Pam Terrell is rotating off the committee
- b. Website-Ned, Deborah, Jenn, and Megan have put in a LOT of time on the new website. Judy vander Woude and Cara Boester have agreed to take a thorough look and see how to best organize it, choose stock photos, etc. Deborah reported they have provided site mapping suggestions. Navigation field has drop downs at top of page. Scheduled to begin giving them actual page information under each drop down area. Jenn will reach out to board members soon for updated verbiage. Please share ideas and thoughts as we move forward.

Respectfully submitted,

Jennifer P. Taylor