



Council of Academic Programs  
in Communication Sciences and Disorders

**Approved Minutes  
CAPCSD Board of Directors Meeting  
July 13-15, 2023  
The Brown Palace  
Denver, CO**

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

**CAPCSD Board of Directors Not Present:** Shubha Kashinath (*VP of Research & Academic Affairs*)

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

**Thursday, July 13, 2023 – 8:00 a.m. MT**

Breakfast 7:45 a.m.

All

Call to Order and Welcome

Jenn Simpson

- Jenn Simpson called the meeting to order. Jenn then recognized the past president of CAPCSD Jenny Taylor with presentation of plaque.

Introductions

Board and Staff

- The board participated in the introduction of board members and staff in attendance.

Consent Agenda

Jenn Simpson

- June 2023 Board Reports
- ***Motion to nominate Chenell Loudermill, Vanessa Mueller, and Maggie Sudimack to serve on the Membership Committee and retain Matthew Carter for one year beginning 7/1/2023***

**Motion: Maya Clark 6/22/23**

**Second: Rachel Theodore**

**Motion approved unanimously by email on 6/23/23**

***Motion: move to approve the Consent Agenda***

**Motion made by: Jennifer Taylor**

**Second: Maya Clark**

**Vote: Approve 10 Deny 0 Abstain 0**

**Motion carries**

Approval of the June 2023 Board of Directors Minutes

Jenn Simpson

***Motion: approve the June 2023 Board of Directors Meeting Minutes***



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**Motion made by: Jennifer Taylor**  
**Second: Ashley Harkrider**  
**Motion: Approve 7 Deny 0 Abstain 2**  
**Motion carries**

[IPE/IPP Committee Nominations](#)

Rachel Theodore

***Motion: Approve Danika Pfeiffer, Lisa Bowers and Christi Barbee to serve on the IPE/IPP Committee.***

**Motion made by: Rachel Theodore**  
**Second: Kevin McNamara**  
**Vote: Approve 10 Deny 0 Abstain 0**  
**Motion Carries**

[Academic Affairs Committee Nominations](#)

Rachel Theodore

***Motion: move to approve Suzane Moineau, Nydia Bou, Richard Zraick, Sheri Bayley, Sandra Combs, Debra Burnett, Kristin Pedersen, Sara Poissant, Amy Roda and Amy Nichols to serve on the Academic Affairs Committee.***

**Motion: Rachel Theodore**  
**Second: Maya Clark**

Discussion: No chair is currently identified. Motion is tabled until a chair can be identified.

**Motion tabled**

Committee Staff Representatives to Committees

Staff

- Ned presented the staff that will be assigned to the various CAPCSD committee to help with decision making and communication/information flow. *All VPs please remember to invite your staff member to your meetings and copy on communications.*
  - Admissions – Megan
  - Clinical Education – Mandie
  - Conference Planning – Mandie
  - DEI – Ned
  - Honors and Awards – Ned
  - IPE/IPP – Mandie/Saba
  - Membership – Ned
  - Online Professional Development – Saba
  - Nominations – Ned
  - Academic Affairs – Megan/Ned

Treasurer Report

Ashley Harkrider

- Ashley presented the current financials to the board.
- July 2023 Treasurer Report
  - YTD Income - \$1,544,746
  - YTD Expenses - \$ 1,399,810.87
  - YTD Net- \$144,935.77
  - Fidelity Investments - \$1,909,306



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Overview of CAPCSD Communication Tools Staff

- For board members that need additional help with Teams reach out to Jenn, Ned, Christie, and Jenny if needed.
- Please look at the website and your area of the website. Provide information to Ned and staff so that all areas are updated
- InfoHub: Check your information so that your information (Bio and Photos) is up to date. You can change it by logging into CAPCSD website and updating your profile.

Review Policies Staff

- Reimbursement
  - Policy was reviewed. Board members should refer to Policy and Procedure document for more information.
- Whistleblower Protection Policy
  - Policy was reviewed with Board Members. Board members should refer to Policy and Procedure document for more information.
- Antitrust Policy
  - Policy was reviewed with Board Members. Board members should refer to Policy and Procedure document for more information.
  - *Add a slide to all open discussions hosted by CAPCSD that talks about Antitrust Policy for CAPCSD*

Federation of Associations of Schools of the Health Professions Jennifer Taylor

- Jenny shared information about the email from Bob Augustine. Discussion was held about endorsing or supporting the “Men of Color in the Health Professions” consensus statement and then send to VPs to share with committees (for example: scholarships, trainings, advisory boards, mentorship programs, etc).
- Megan will look at how we can become members or associate with Federation of Association of Schools of the Health Professions

***Motion: Support the Federation of Associations of Schools of the Health Professions Consensus Statement on “Men of Color in the Health Professions”***

**Motion made by: Jennifer Taylor**

**Second: Rachel Theodore**

**Vote: Approve 10 Deny 0 Abstain 0**

**Motion carries**

[2021-2023 Strategic Plan](#)

Board and Staff

- Review open/unfinished items
  - Open Items to move forward:
    - Drive utilization of the CAPCSD website and update content as needed
    - Create member program communication plan
    - Identify and collect information on member programs faculty and staff
    - Develop a CAPCSD DEI policy
  - Items to add to next year:
    - Implement CAPCSD Conversations and strategies for use
    - Implement social media outreach plan



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- Development of qualifications for board members to the strategic plan.
- Discuss the process and timing for the next strategic plan
  - Discussion about working on this in January and with Association Options. Also discussed how long the time frame should be for the strategic plan.
  - The board felt that a strategic plan could be developed internally during the January meeting. The presidents will lead the discussion. Information from the current committees about 2-3 possible boards as well as the Board on ideas. A three-year plan seemed to best fit the needs for CAPCSD.

Foundation 501(c)(3) Update

Rachel Theodore

- Discussion about forming an Ad Hoc committee to explore options for a CAPCSD Foundation. Past President will be Board representative. Talked about individuals who make up committee.
- *Committee make up will be sent out in the next 30 days for vote via email.*

***Motion: To establish the CAPCSD Foundation Task Force be formed to gather information regarding required steps for forming a foundation, conduct a feasibility assessment, and submit a recommendation/action plan to the Board.***

**Motion made by: Rachel Theodore**

**Second: Jennifer Taylor**

**Vote: Approved 10      Deny 0      Abstain 0**

**Motion Carries**

DEI Statement/Policy

Maya Clark

- Maya shared the draft of the DEI statement. The board discussed the differences between response statements and an organizational statement. Also discussed the bylaw regarding non-discrimination and in the policies and procedures. There is also a response statement regarding the conferences. The board feels that a statement is important for CAPCSD.
- Discussion was also held about what should be included in the statement and how the Board can best represent the membership.
- Talked about ways to incorporate into the strategic planning initiatives and a space for this topic on our website.

Membership Committee

Maya Clark

- Discussed what data we are collecting and would it be helpful. For renewals this year, requested program directors send information to faculty in the department. The board discussed that data will be important for CAPCSD moving forward. Ned will work with Maya to come up with what is needed from the committee and what the timeframe should be. Maya will follow-up with Ned at the end of August.

Governance Document Review

Jenn Simpson

- [Bylaws](#) – review edits
  - Discussion of proposed changes to the bylaws occurred with the board.



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2024 Conference Discussion and Review

Tricia Montgomery

- Theme- Jazz It Up: Ascending to New Heights
- Board discussed draft agenda for conference in April 2024 including sessions, space, and food service.
- Call for Papers Topics
  - Discussed the make-up of sessions, (invited and call) and topics for call for papers based off of feedback from this year's conference. In addition, the board discussed virtual options for the conference and how call for papers will be reviewed to support strong offerings for attendees. Attendees then would have options for attendance.
- Registration Waivers
  - One complementary for committees (2 Admissions-CSDCAS, Clinical Education, DEI, IPE/IPP) and standing sessions (2 ASHA, Praxis, CAA, CFCC)

National Summary Report for Praxis

Jenn Simpson

Discussion about the changes to the Audiology Praxis Examination. Jenn will contact ETS and request a meeting with ETS and the Presidents and Executive Director.

IPE/IPP New Initiative

Rachel Theodore

- The board discussed the proposal to create the IPE/IPP learning community. The board suggests that the committee revisit the calendar and how participants will be selected.

***Motion: Approve the IPE/IPP learning community with revisions as indicated to be implemented with staff support.***

**Motion made by: Rachel Theodore**

**Second: Tricia Montgomery**

**Vote: Approve 10    Deny 0    Abstain 0**

**Motion carries**

**Friday, July 14, 2023, 8:00 a.m. MT**

eLearning Course Update

Kevin McNamara

- Kevin presented the current progress on transitioning eLearning coursework. Discussion was held about format, presentation, financial implications, ADA compliance issues, content, and timelines for completion/review.

***Motion: outsource the work of establishing the replacement eLearning course to an approved competitive bid process.***

**Motion made by: Kevin McNamara**

**Second: Maya Clark**

**Vote: Approve 10    Deny 0    Abstain 0**

**Motion carries**

Salary Survey

Christie Needham

- Discussion about including associate degree programs in the salary survey.



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Revisit the 2023-2024 Approved Budget

Ashley Harkrider

- Discussion of approved budget for 2023-2024 and possible use of reserve funds to balance the budget. The board also discussed how to review programs and return on investment and return on mission.

***Motion: to amend the 2023-2024 budget to reflect changes in food & beverage and add a line to add a line item for reserve funds to balance budget.***

**Motion Made by: Ashley Harkrider**

**Second: Kevin McNamara**

**Vote: Approve 7    Deny 3    Abstain 0**

**Motion Carries**

Committee Chair Orientation

Jenn Simpson

- Introductions
  - Attended Orientation – July 14, 2023:  
Leanna Lawrence, Conference Planning Committee  
Jana Waller, Online Professional Development Committee  
Andy Clare, Clinical Education Committee  
Nicole Reinfeld, Admissions Resource Subcommittee  
Karen Villanueva, Admissions Recruitment Subcommittee  
Cara Boester, Nominations Committee  
Teresa Girolamo, DEI Committee  
Jen Smart, Membership Committee
- Orientation
  - Jenn reviewed the orientation information for the committee chairs and the board answered questions.

Committee Terms

Maya Clark

- Discussion was held about the possible need to communicate with committee members and chairs to get this information. This task will be taken over by the staff from the secretary.

Governance Document Review

Jenn Simpson

- Discussion of possible changes to the policies and procedures were shared.
- Changes will be shared with the board for review. The board is encouraged to add comments and track changes when it is sent for review.

Dropbox

Jenny Taylor

- Discussed need to finish up use of Dropbox so that past board members can discontinue paying for membership and documents can be found on Teams. Staff will follow-up with JMS.

Strategic Planning Discussion

Jenn Simpson



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- Discussion opened with what kind of organization do we want CAPCSD to be in ten years. The board engaged in discussion and training about what strategic planning is and how to do strategic planning.

The board entered into executive session at 2:00 PM MT

Jenn Simpson

**Saturday, July 15, 2023, 8:00 a.m. MT**

Results of the Executive Session

Jenn Simpson

- Shared that the board agrees that staff evaluations should be completed through the executive director.
- Shared the results RfP process and Dropbox discussions with staff. Motions made are listed here.

***Motion: Move change wording to oversee the request for proposal at a regular interval as outlined in the policies and procedures manual***

**Motion presented by: Jennifer Taylor**

**Second: Jennifer Simpson**

**Vote: Approve 10    Deny 0                    Abstain 0**

**Motion Carries**

***Motion: Move to remove the Dropbox line item from the 2023-2024 budget.***

**Motion presented by: Jennifer Taylor**

**Second: Maya Clark**

**Vote: Approve 10    Deny 0                    Abstain 0**

**Motion Carries**

DEI Board Discussion

Board Members

- Discussion regarding the Supreme Court Decision on admissions for higher education. CSDCAS will have an option to hide data from reviewers, etc. How each university is handling the changes seems to vary. There may also be some options for programs to make small adjustments after the application opens.
- Some discussion about opportunities for CAPCSD to provide guidance or support for how to continue to look at diversity within programs. Also, how to support wholistic admissions. Themes for online learning this fall currently center around admissions, this may allow for additional conversations. As well as information in the August newsletter (President's message).

Set board meeting dates for the Fall semester and January meeting

Jenn Simpson

- Discussion of the dates and times for meetings for upcoming year.

Newsletter Items-Set items and assignments for the year

Jenn Simpson

- Newsletter items and timelines were discussed.

Emails to the Membership

Jenny Taylor



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- Discussed that now that the newsletter is being sent on a regular basis, we will not be sending emails for the following:
  - Business meeting
  - Call for committee volunteers --- will be one email.
  - Marketing will remain separate.
  - Call for resolutions

Meeting was called to close 10:50 AM MST.

Respectfully submitted,  
Christie Needham, CAPCSD Secretary