



Council of Academic Programs
in Communication Sciences and Disorders

Minutes
CAPCSD Board of Directors Meeting
October 20, 2023
10:00 a.m. - 12:00 p.m. ET
Microsoft Teams

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*)

CAPCSD Board of Directors Not Present: 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—meeting was called to order at 10:02 Jenn Simpson

Consent Agenda Jenn Simpson

- Jenn Simpson presented the following consent agenda to the board:
 - October Staff Report
 - Board Reports
 - ASHA Response Letter
 - Motions approved via email since the September meeting
- ***Motion: to approve the CAPCSD Board of Directors meeting minutes from September 15, 2023.***
Motion made by: Christie Needham
Second: Kevin McNamara
Approved: 11, Deny: 0, Abstain: 0
Motion Carries
- ***Motion: to nominate Dr. Amanda Copes as the fourth member of the Ad Hoc Committee to Develop and Implement a Symposium for New Clinical Education Directors***
Motion made by: Kevin McNamara
Seconded by: Rachel Theodore
Approved: 11, Deny: 0, Abstain: 0
Motion Carries

Motion: to approve the consent agenda

Motion made by: Jennifer Simpson

Second: Jennifer Taylor

Approve: 9, Deny: 0, Abstain: 0



Council of Academic Programs
in Communication Sciences and Disorders

Motion Carries

Treasurer Report

Ashley Harkrider

September 2023

- YTD Income - \$180,059.15
- YTD Expenses - \$ 263,044.00
- YTD Net Income - \$82,984.85
- Fidelity Investments – \$1,865,249.65 (September statement)

President's DEI Message

Jenn Simpson

- Crafted by the current presidents and shared for feedback to both the DEI committee chair and the board.

DEI Statement Update

Jenn Simpson on behalf of Maya Clark

- Please respond to the DEI statement as soon as possible.
- DEI section for the website was presented to the Staff to add to the website. This process is ongoing.
- Board members were encouraged to share their "CAPCSD Why?" as soon as possible.

Online Voting

Christie Needham

- Dedicated vote channel/chat in Teams for the votes.

Online Professional Development Proposal

Erin Lundblom

- Working to develop process for the online professional development in CAPCSD. This will help ensure coverage of topics that can create synergies with other committees such as DEI and clinical education

Motion: we approve the "Online Professional Development Webinar Planning Timeline + Committee Collaboration"

Motion made by: Erin Lundblom

Second: Ashley Harkrider

Approve:9, Deny: 0, Abstain: 0

Motion carries

Discuss Bylaw change

Jenny Taylor

- Board discussed the possibility of changing wording that would allow more institutions to be members of CAPCSD.
- Proposed changes are to eliminate the word degree and replace with academic program:
The institution in which it operates must be a regionally accredited institution of higher education offering an ~~degree~~ academic program in communication sciences and disorders.

Motion: to change the bylaws to state "The institution in which it operates must be a regionally accredited institution of higher education offering an academic program in communication sciences and disorders."



Council of Academic Programs
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Motion Made by Jennifer Taylor
Second: Shubha Kashinath
Approve: 9, Deny: 0, Abstain: 0
Motion carries

Discuss wording for CAPCSD Honors and Awards

Jenny Taylor

- Discussed idea of changing the honors and awards descriptions in the bylaws to allow the committee to better meet intent of the awards the mission and vision of CAPCSD.
- Bylaws and suggested changes are below:

Honors of the Council

Presented to those individuals whose contributions to the Council and/or to academic education in Communication Sciences and Disorders have been of such magnitude that their impact on the Council ~~or on the education of speech language pathologists, audiologists, or speech and hearing scientists~~ through clinical practice, teaching, research, administration, service, or legislative activity is recognized throughout the professional community. The Honors of the Council is the highest honor bestowed by the Council.

Distinguished Contribution Award

Presented to individuals, agencies, businesses, or organizations in recognition of significant and/or sustained service or contributions to the Council that have enhanced the Council's ability to serve its membership ~~or which have effectively enriched education in~~ Communication Sciences and Disorders.

Excellence in Diversity Award

Presented to an individual, individuals, or academic program making significant contributions to achieving diversity in the field of Communication Sciences and Disorders. Recipients of this award are individuals or academic programs that have made a significant contribution to increasing the presence of under-represented populations in the field of Communication Sciences and Disorders.

Motion: to change the bylaws to the following:

Honors of the Council

Presented to those individuals whose contributions to the Council and/or to academic education in Communication Sciences and Disorders have been of such magnitude that their impact on the Council through clinical practice, teaching, research, administration, service, or legislative activity is recognized throughout the professional community. The Honors of the Council is the highest honor bestowed by the Council.

Distinguished Contribution Award

Presented to individuals, agencies, businesses, or organizations in recognition of significant and/or sustained service or contributions to the Council that have enhanced the Council's ability to serve its membership in Communication Sciences and Disorders.

Excellence in Diversity Award

Presented to an individual, individuals, or academic program making significant contributions to achieving diversity in the field of Communication Sciences and Disorders. Recipients of this award are individuals or academic programs that have made a significant contribution to increasing the presence of under-represented populations in the field of Communication Sciences and Disorders.



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in Communication Sciences and Disorders

Motion made by Jennifer Taylor

Second: Kevin McNamara

Approve: 9, Deny 0, Abstain 0

Motion Carries

Membership

Ned Campbell

- Discussed the impact of membership of dues on the budget and how an increase in dues 2024-25 would impact the membership programs. The last raise in dues was about five years ago. Board members discussed what amount of an increase would be most beneficial to support the CAPCSD mission.

Motion: to raise dues from \$500 to \$800 for full member programs.

Motion made by: Jennifer Taylor

Second: Kevin McNamara

Approve: 9, Deny 0, Abstain 0

Motion: to raise the affiliate membership fee from \$250 to \$500.

Motion made by: Ashley Harkrider

Second: Erin Lundblom

Approve: 9, Deny 0, Abstain 0

Requirement membership for CSDCAS Users

- Discussed that currently programs do not need to be a CAPCSD member to participate in CSDCAS. The board talked about whether CSDCAS was a member benefit or a stand-alone program. The board requested that this conversation be addressed with the Admissions Committee.

Update on the dissemination of the new Core Functions Document

Kevin McNamara

- Core functions is launched, and an article will be published in the ASHA leader forthcoming. There is also a webinar scheduled for December to educate on content and use of the Core Functions.

New Clinical Directors Symposium proposal under development

Kevin McNamara

- Reviewed timelines and tasks for the project with the committee. First steps will be based on a needs assessment for the project. This will also serve as a link to existing content that may be available for clinic directors.

Update on clinical educator eLearning courses and new course development

Kevin McNamara

- The committee is on track to move this forward according to timeline established.

CFCC meeting update

- ASHA survey about clinical specialty certification was completed and reviewed by the CFCC's Council for Specialty Certification. Data support the continuation of this program, and efforts to refine and enhance the program will continue. New and pending petitions for specialty certification recognition continue to be on hold until further notice.



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ETS Praxis Exam Webinar Results

Jenn Simpson

- Initially 500 people registered with approximately 157 attending the actual webinar. This webinar was recorded and can be shared with students and programs. The recording can be found at: <https://www.capcsd.org/webinars/>
- The board discussed that this was a beneficial program to have in our regular rotation of offerings for our member programs.

CAPCSD Email / Technology

Ned Campbell

- Board discussed information security and steps taken to protect CAPCSD and member data. Ned informed the board that JMS will be consulted to help with security settings for Office365 accounts.
- Ned discussed the use of Teams and how it is being used in some of the online and communities. About 50% are able to access well and the staff continues to need support on how to help users having difficulty.

CAPCSD Staff Update

Ned Campbell

- Staff changes have been completed with the addition of Colleen Schneider.

Applicants for Admissions and DEI Academies

- Current numbers are low but still time to apply. The board will continue to monitor this as the application deadline approaches.

Meeting was adjourned at 11:32 AM EST

Respectfully Submitted,
Christie Needham
CAPCSD Secretary