



Council of Academic Programs
in Communication Sciences and Disorders

Minutes
CAPCSD Board of Directors Meeting
September 15, 2023
10:00 a.m. - 12:00 p.m. ET, via Microsoft Teams

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*); Shubha Kashinath (*VP of Research & Academic Affairs*)

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

- Jenn Simpson called the meeting to order.

Consent Agenda

Jenn Simpson

- Jenn Simpson presented the consent agenda to the board as follows.
 - September Staff Report
 - Board Reports
 - Motions approved via email since the July meeting

- **Motion: to seat the Admissions Committee as listed below.**

Reappointments

1. **Danielle Watson to a second, final two-year term (2023 - 2025) as member of the Resource Subcommittee.**
2. **Leigh Schaid to a second, final two-year term (2023 - 2025) as member of the Recruitment Subcommittee.**
3. **Radhika Aravamudhan to a second, final two-year term (2023 - 2025) as member of the Data Subcommittee.**

New appointments

1. **Steffany Chleboun as Chair of the Data Subcommittee for an initial (Chair), two-year term (2023 - 2025). Steffany has previously served on this committee as a member.**
2. **Amy Rominger as a member of the Resource Subcommittee for an initial, two-year term (2023 - 2025).**
3. **Renee Fabus as a member of the Recruitment Subcommittee for an initial, two-year term (2023 - 2025).**
4. **Caitlin Price as a member of the Data Subcommittee for an initial, two-year term (2023 - 2025).**
5. **Heidi Verticchio as a member of the Data Subcommittee for an initial, two-year term (2023 - 2025).**

Motion made by: Rachel Theodore



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Seconded by: Tricia Montgomery
Approved 11, Deny 0, Abstain 0
Motion carries

- ***Motion: to approve the Academic Affairs Committee nominations for a two-year term (2023-2025) of Suzane Moineau, Nydia Bou, Richard Zraick, Sheri Bayley, Sandra Combs, Debra Burnett, Kristin Pedersen, Sara Poissant, Amy Roda and Amy Nichols. With Sara Poissant to serve at chair.***

Motion made by: Shubha Kashinath
Seconded by: Erin Lundblom
Approve: 11, Deny: 0, Abstain: 0
Motion Carries

- ***Motion: to accept the meeting minutes from the CAPCSD Board of Directors meeting from July 13 to July 15, 2023.***

Motion made by: Christie Needham
Seconded by: Rachel Theodore
Approve: 10, Deny: 0, Abstain: 1
Motion Carries

- ***Motion: to approve the executive session meeting minutes from July 14, 2023.***

Motion made by: Christie Needham
Seconded by: Jennifer Taylor
Approve: 10, Deny: 0, Abstain: 1
Motion Carries

Motion: move to approve the Consent Agenda

Motion made by: Ashley Harkrider
Second: Shubha Kashinath
Vote: Approve 11 Deny 0 Abstain 0
Motion carries

Ad Hoc Committee - Symposium for Clinical Education Directors Kevin McNamara

- Board discussed the qualifications needed for members of the Ad Hoc Committee.

Motion: seat the Committee Nominees for the Ad Hoc Committee to Develop and Implement a Symposium for New Clinical Education Directors as follows:

- ***Jennifer Phelan AuD, CCC-A, PASC, Assistant Professor of Practice/Audiology Clinic Coordinator, University of South Dakota***
- ***Tammy Fredrickson, Ph.D., CCC-A, Director of Clinical Audiology Education, University of Colorado Boulder***
- ***Jennifer Mackey, SLPD, CCC-SLP (Chair nominee), Director of CSD Clinical Education, MGH Institute of Health Professions, Boston, MA***

Committee Liaison Appointees

- ***Conference Planning Committee: Mike Bamdad, MA, CCC-SLP***
- ***Clinical Education Committee: Anu Subramanian, Ph.D., CCC-SLP***



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Motion made by: Kevin McNamara
Second: Rachel Theodore
Approve 11 Deny 0 Abstain 0
Motion carries

Treasurer Report Ashley Harkrider

- Board members engaged in discussions about current finances.
August 2023
YTD Income - \$207,837.15
YTD Expenses - \$ 177,610.28
YTD Net Income - \$30,226.87
Fidelity Investments – waiting for the most recent report

Bylaws Jenn Simpson

- Staff recommends sending the bylaws with the proposed changes to the CAPCSD attorney for review before the board considers voting.

ETS Praxis Exam Jenn Simpson

- President, Past President, CAPCSD Executive Director and Nick Bellack (ETS) met to discuss concerns regarding the ETS Praxis Exam. A webinar to help students prepare of the exams (Audiology and SLP) will be presented on October 12. Students and faculty are encouraged to attend. This webinar will be recorded.

Foundation 501(c)(3) Update Rachel Theodore

- Board discussed the purpose and function of this Ad Hoc committee.

Motion: to seat the CAPCSD Foundation Task Force as follows ---

Monitoring officer: Jenny Taylor

Chair: Laura Plexico

Members: Ann Eddins, Kenn Apel, Lisa Lucks Mendel, Judith Vander Woude, Julie Masterson

Motion made by: Rachel Theodore

Second by Tricia Montgomery

Approve 11 Deny 0 Abstain 0

Motion carries

Membership Committee Maya Clark

- Discussion about the use of social media. Conference, newsletter, and personal memberships may be considered for content.
- CAPCSD Marketing/Branding
 - Board discussed the need for the solicitation of a branding package to help CAPCSD better meet our current needs. Board also discussed who should oversee the marketing and branding for CAPCSD. Quotes will begin to be solicited.



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- The VP for Organizational Advancement provided information on possible incentives to help boost member engagement. The Board provided suggestions on possible ideas and use of the already established budget for this area.
- The Board discussed the possibility of a webinar on the Office of Special Education Program Personnel Prep Grant. Connections with the VP of Online Professional Development will be established.

DEI Committee

Maya Clark

- DEI Statement Draft was shared with the Board to review in the next two weeks. The DEI Committee would like for the Board to consider the creation of a statement on the action items that CAPCSD will engage in.

ASHA SLPA Curriculum Development

Jenn Simpson

- Jenn Simpson shared that ASHA may possibly reach out to CAPCSD regarding representation on a task force to look at SLPA curriculum.

Executive Director Update

Ned Campbell

- The State of California appears to have lifted its travel restrictions, which may allow for travel to the CAPCSD conference.
- JMS made some staffing changes to better match CAPCSD's needs.

Meeting was adjourned at 11:20 AM EST

Jenn Simpson

Respectfully submitted,
Christie Needham, CAPCSD Secretary