



Council of Academic Programs  
in Communication Sciences and Disorders

**Board of Directors Meeting Minutes Approved  
January 25-27, 2024  
San Antonio Marriott Rivercenter on the River Walk  
San Antonio, TX**

**Thursday, January 25, 2024**

Call to Order and Welcome

Jenn Simpson

- Meeting called to order at 8:05 AM CST.

**Consent Agenda**

Jenn Simpson

- January 2024 Board Reports
- January Staff Report
- ***Motion: to approve the December 2023, CAPCSD Board of Directors Meeting Minutes***  
**Approve: 11, Deny: 0, Abstain: 0**  
**Motion Carries**

***Motion: to approve consent agenda as presented.***

**Approve: 10, Deny 0, Abstain 0**

**Motion Carries**

Treasurer Report

Ashley Harkrider

- December 31, 2023
  - a. YTD Income - \$58,175.90
  - b. YTD Expenses - \$ 60,814.79
  - c. YTD Net Income - \$2,638.89
  - d. Fidelity Investments – \$1,957,750.81

CSDCAS

Rachel Theodore

- The Board discussed refunding the students who had paid CSDCAS fees to apply to St. Rose prior to the announcement of closure.

***Motion Made: to refund the students application fees for the students who had applied to St. Rose prior to the closure announcement.***

**Approve: 10; Deny: 0; Abstain: 0**

**Motion Carries**

CAPCSD membership as a requirement of using CSDCAS

Rachel Theodore

- VP of Admissions discussed the pros and cons of whether or not to require membership to CAPCSD to use CSDCAS. Board members also posed and answered questions about potential pros and cons.



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- The Board decided to continue this conversation after more information is gathered and will be discussed in the February meeting.

#### CFCC and CAA Liaisons

Kevin McNamara / Shubha Kashinath

- Information was presented about what is the purpose and role of the liaisons. As well as what and how information is presented to these boards from CAPCSD.
- Liaisons are currently given 10-15 minutes report out to the CFCC and CAA.
- Board discussed what we want our role in these organizations to be and what are CAPCSD's goals in working with these ASHA organizations.
- The Board will continue this conversation during strategic planning and future meetings.

#### CAPCSD – Resources Related to Global Engagement

Shubha Kashinath

- Information shared from the chair for the International Issues Board for ASHA (ASHA-IIB) will be linked on our website under clinical and academic resources.

#### Committee Chair Communication

Kevin and Shubha

- Vice President of Clinical Education talked about ways to help our committee chairs have more up-to-date information on the overall functioning of the organization. This could facilitate synergies and collaboration across committees and not work in silos.
- The possibility of engaging committees at the convention in April and also engaging individuals in an evening virtual interaction was discussed.
- The Board discussed how this may fit into strategic planning and how this may fit in with the Board's quarterly meetings.

#### Salary Survey

Christie Needham

- Currently the salary survey is done every five years, the Board discussed if this timeframe is the appropriate length.
- Concerns about the desire for CAPCSD to have a copy of data and surveys. Secretary will work with Ned to work on getting raw data from current survey and Qualtrics survey.
- It was determined that this topic will be added to the strategic planning discussion process and look at current use.

#### April Joint Meeting Topics

Jenn Simpson

- Board members should send topics to President for each of the meetings below.  
AAA- April 3, 10:00 am – 11:00 am  
ASHA- April 3, 11:00 am -12:00 pm

#### CAPCSD Logo / Rebrand

Mellanie Bartlett



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- The Board engaged in discussions with Mellanie Bartlett regarding CAPCSD branding and marketing.
- The Board discussed the role of a logo and the larger conversation of CAPCSD's brand.
- The Board can provide additional information and insights by emailing Mellanie Bartlett at [mellanie.bartlett@sweeneybartlett.com](mailto:mellanie.bartlett@sweeneybartlett.com)

#### Strategic Plan

- The Board engaged in strategic planning discussion and generation. Results of which will be disseminated to the Board for further comments.

Meeting adjourned at 4:15 PM CST

#### **Friday, January 26, 2024**

Called to order at 8:06 AM

Jenn Simpson

#### Honors and Awards

Jenny Taylor

- The Past President presented the recommendations from the Honors and Awards Committee to the Board for discussion.

***Motion to: approve the honors and awards as presented by the Honors and Awards Committee as follows: Honors of the Council-Dr. Mark DeRuiter, Distinguished Contribution Award-Jennifer B. Watson, and Excellence in Diversity Award-Dr. Kerry Mandulak.***

**Motion Carries**

#### Nominations

Jenny Taylor

- The Board discussed the nominations for VP Professional Development

***Motion to: appoint Heidi Verticchio to the position of VP of Professional Development.***

**Motion Carries**

- The Board discussed the nominations for VP of Organization Advancement

***Motion to: have Maya Clark to continue the position of the VP of Organization Advancement.***

**Motion Carries**

- The Board discussed the officers slate as presented by the nominations committee.

***Motion to: approve the slate of officers (President Elect-Tricia Montgomery and Treasurer-Ashley Harkrider) as presented by the nominations committee.***

**Motion Carries**



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#### Future VP Selection Process

Katie Strong

- The Board discussed the current and future needs for the VP selection process. In particular, the Board discussed the desire to provide transparency to the membership.
- The application process for VP roles was discussed with topics such as who reviews applications, for what positions can individuals apply and should applications be solicited from the committee members. Within the application process it will be important that the description of the VP roles and responsibilities be available at time of application and review.
- The Board discussed the process becoming a call for nominations to the general membership to coincide with the nomination process for the elected officers. Once received application materials would be reviewed by the Board. The review process would take place at the January Board of Directors Meeting.
- Term lengths were also discussed by the Board. Current terms are two years and discussion were held regarding three-year terms. A possible cycle for terms was presented to the Board and a transition plan developed.

***Motion made by: to approve three year terms on the Board with an appropriate transition plan in place.***

**Approve: 10; Deny: 0; Abstain: 0**

**Motion Carries**

#### Budget for next fiscal year

Ashley Harkrider

- Given the timeline for the final budget in June, it is important that the Board members submit budget requests that include amount and description for the amount requested by March 1, 2024.
- Also, just a reminder to book your travel arrangements to New Orleans for April.

#### July Board Meeting

Katie Strong

- Meeting dates for the July meeting will be July 18-20, 2024, in Chicago, Illinois. Reviewed availability of the board for the July meeting with a travel day on the July 17<sup>th</sup>.

#### Website Discussion

Ned Campbell

- The ED requested Board input on what is the desire of the organization to look at the accessibility of the CAPCSD website. The Board agreed that it is necessary, and for there to be an assessment with recommendations of changes to be implemented.

#### Accessibility at the conference

Ned Campbell

- The executive director talked to the board about wordly.ai and use for captioning for the conference. This would allow captioning for all sessions at the



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conference. The Board would like to investigate the use of this system or a similar one for the 2024 conference.

#### President's Reception

Jenn Simpson

- Typically scheduled on Tuesday week of the conference. It has not been well attended traditionally. The Board discussed the historical purpose of the reception and its purpose moving forward.
- Instead of the President's reception the Board will have dinner with the conference planning committee as a thank you for all their hard work.

#### Policies and Procedures Update

Katie Strong

- The Board reviewed the policies and procedures, generating a list of possible revisions.
- The Board should submit changes to the Secretary and President Elect so that all changes can be synthesized into one document.

### **Saturday, January 28, 2024**

Called to order 8:05 AM CST

#### AI Task Force Selection

Katie Strong

- The Board discussed the applicant pool and charge of the committee.
- Talked about expectations and how to communicate with the potential chair and members.

#### Committee Selection

Ned Campbell

- Reminder that committee chairs need to be approved through the Board with a formal vote.
- The timeline for the Board to review applications for committees was discussed. The process has begun in soliciting volunteers for this year.
- Once the application process has been completed the applications will be disseminated to the Board, the Vice President (or associated Board Officer) for the committee will bring a complete rubric to the Board. This rubric will be completed collaboratively with the current committee chair. The Board will review all information available and use the information to appoint committee members.
- Ideas for the rubric were generated including: Answers to application questions, communication styles, institution, SLP/Aud, what applied for, other roles previously at CAPCSD, code of ethics and conflict of interest statement

***Motion to: allow Cara Boester to extend past her term limit for one-year to serve as chair of the Nominations committee.***

**Motion Carries**



Strategic Plan

- Continued discussion of the strategic plan.

Idea for future newsletter

- A summary of where our committee members came from, number of institutions, etc. using data available from applications and current committee lists

Meeting Adjourned at 12:24 PM CST.

Respectfully submitted,  
Christie Needham, Secretary