

**CAPCSD Board of Directors
GoToMeeting Minutes Approved
Tuesday, November 19, 2019
Orlando, FL**

Board of Directors Present: Ann Eddins (*President*); Jayne Brandel (*Secretary*); Mike Bamdad (*VP for Program Resource Development*); Elaine Morner (*VP for Clinical Education Resource Development*); Vikram Dayalu (*VP for Academic Affairs & Research Education*); Lisa Lucks Mendel (*Past-President*); Carol Dudding (*President Elect*); Jennifer Simpson (*VP for Strategic Initiatives*); Katie Strong (*Treasurer*); Jennifer Taylor (*VP for Organizational Advancement*)

Board of Directors Not Present: Lisa Scott (*VP for Professional Development*)

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

Meeting Start: November 19, 2019 at 8:30am (EST) **Meeting End:** November 19, 2019 at 5:00pm (EST)

I. President – Eddins

- a. Review of Agenda
 - i. Will review progress on Strategic Plan at the end of the meeting.
- b. ASHA joint meeting, Business Meeting
 - i. ASHA joint meeting
 - 1. Meeting will be Nov. 20 at 11am
 - 2. Purpose is to be informative in relation to tasks and initiatives that would be relevant to ASHA.
 - ii. Business Meeting tomorrow evening (5:15pm)
 - 1. Slides will be finalized following the Board meeting today so as to incorporate the relevant information.
 - 2. Vikram will provide an update on the critical thinking white paper during the business meeting at the request form Chair of Critical Thinking Task Force.
- c. Planning for the January face to face meeting - VPs need to review responsibilities that they and their volunteers do as well as identify the staff needs to complete related duties. A more detailed plan as to each VPs duties, volunteer duties and associated staff duties will be developed during the January meeting.

II. Secretary – Brandel

- a. Approval of Minutes
 - i. August 2019
 - 1. Motion made and seconded: Passed 10-0-0
 - ii. October 2019
 - 1. Motion made and seconded: Passed 10-0-0
 - iii. Issue related to April minutes

1. April business meeting notes will be amended to include the following item "A Distance Education ad hoc committee will be formed to develop a "Best Practices in Distance Education in CSD" white paper."
2. Statement will be included in November business meeting related to total income and expenses for 2018-2019.

III. Staff Report – Ortiz, Campbell, Woods

- a. Staff updates
 - i. Michelle has been busy responding to emails, especially related to job postings.
 - ii. Bob is working with the Growth Zone pay, especially related to credit card fees.
 - iii. Michelle will verify membership status of the scholarship applicants.
 - iv. April 15 deadline letter is going to go out to programs in late-January/early-February.
 - v. Over 100 volunteers have expressed an interest in becoming active in CAPCSD. There is a need to respond to these so that they know their request has been received.

IV. Treasure’s Report – Strong

- a. Updated balances as of October 31, 2019
 - i. Fidelity - \$710,121.88
 - ii. First Bank – Checking – \$12,675.73
 - iii. First Bank – Savings - \$225,260.17
 - iv. TOTAL ASSETS - \$948,057.78
- b. Update on current financials
 - i. A full audit will be performed next year as outlined in the P&P. Will need to include the cost in next year’s budget.
 - ii. Suggestion was made to consider utilizing volunteers in lieu of staff hours with new initiatives or maintenance of current projects (e.g., website, etc.). An idea was proposed to develop a Membership Committee and if so, it would need to be decided which VP should oversee this committee. This will be discussed at the January F2F.

V. Past President – Mendel

- a. Update on Nominations
 - i. Lisa and Heidi Verticchio, Committee Chair, will meet soon. Lisa will announce the positions that are open. A few volunteer forms that were received indicated interest in serving as Secretary and Treasurer but not but currently no interest in President Elect.
- b. Update on Honors and Awards
 - i. Currently 2 nominations for Excellence in Diversity have been received. The Board was encouraged to consider possible nominees and either nominating them or reaching out to others who could provide a nomination. Nominations close December 2.
- c. Update on CAuDP
 - i. The two Boards need to have a joint meeting. Recommendation was that a meeting of representatives from the two Boards should occur prior to American Academy of Audiology so that an update can be provided at their national conference.

VI. VP Strategic Initiatives – Simpson

- a. Audiology Exploratory Committee
 - i. A committee was formed to evaluate the feasibility in developing an online application (CAS system) for applying to the audiology residency year. Following the meetings, a summary of recommendations will be provided to the CAPCSD Board. The committee has been identified and a meeting is in the process of being arranged. The members are:
 1. James Riley DeBacker-National SAA President
 2. Teffany Ventura-NSSLHA President
 3. JR McCoy-VA Association of Audiologists President
 4. Katie Colella-AAA, Chair, Academic Programs Committee
 5. Neil DiSarno-ASHA, CSO Audiology
 6. Tracy Swanson, Charlotte Eye, Ear, Nose & Throat (CEENTA) Externship Coordinator
 7. Jennifer Taylor, CAPCSD VP for Organizational Advancement
- b. Social Media Update
 - i. Social Media Committee continues to monitor posts in regard to quality and appropriateness as well as ensuring that self-promotion is not occurring.
 - ii. Currently there are 4 social media committee volunteers. It was suggested that more volunteers could be invited to manage the social media sites. These persons would have identified responsibilities (e.g., Facebook, Twitter, etc.) in leading conversations. A rubric could be designed to assist in the decision to post/not post. The committee currently uses a list of specific times/themes to post. A more time sensitive calendar could be designed by the team. The decision to increase volunteers will be discussed at the January face-to-face meeting.
 - iii. A suggestion was made to include more content about CAPCSD ongoings. VPs were encouraged to send information to the VPSI to maintain a CAPCSD focus on the posts.
 - iv. The website has maintained a focus on promoting CAPCSD activities. In contrast, the social media links/sites have included items/events at a broader level (e.g., ASHA, AAA, etc.).

VII. VP Academic Affairs and Research Education – Dayalu

- a. Updates on Scholarships, AAV, CAA, and IPE/IPP committee
 - i. Number of applications for 2019 (students can apply to multiple scholarships)
 1. Laven – 57
 2. PhD – 37
 3. Plural – 57
 - ii. Currently working on developing a FAQ for the next year.
 - iii. PhD scholarship recipient survey update
 1. 37 past awardees were identified. 23 responded to the initial survey. A secondary follow-up of awardees and additional data is currently being completed.
 - a. Summary of data from initial survey (N=23)
 - i. 20 indicated current employment in academic (university setting)

- ii. Utilization of the money
 - 1. 18 paid for living expenses
 - 2. 9 used for paying research participants
 - 3. 10 used for paying for equipment/testing materials
 - 4. Other items not included were paying for job search costs, paying UG students to help with project).
 - 2. Plan is to request recipients to respond to the survey one-year post beginning this year.
- b. Discussion on the PhD scholarships: criteria, timeline, etc.
 - i. Two issues
 - 1. Where should applicant be in PhD process?
 - a. Appears to be a need to adapt the current timeline to be adjusted to ensure that all PhD students have access to the funds.
 - i. Option A: two admission times
 - ii. Option B: adjust the timeline to be later (spring only)
 - 2. Need clarity related to what can be included in the 1000 word section. This will be adapted to allow additional uploads.
 - 3. No additional items related to past funding or current opportunities to access funds were recommended.
 - 4. Part-time students are welcome to apply and a statement should be added in the FAQ to clarify that students at institutions from programs that don't have a CSD PhD or students pursuing related PhD programs but include a CSD faculty member at a member program can apply.
- c. Laven Service Scholarship
 - i. Part-time students and PhD students can apply. Clarification language will be added.
- d. IPE/IPP committee blog follow-up and proposal
 - i. Monthly GoToMeetings are held with committee members.
 - ii. A survey was developed related to IPE/IPP at member programs.
 - iii. Survey of member programs is ongoing (128 responses so far).
 - 1. Do you have formal IPE/IPP program(s) for students in CSD?
 - a. Yes (74.6%; N=94); No (25.4%; N=32)
 - 2. How long have you had a formal IPE/IPP program(s)?
 - a. 0-1 years (24.07%; N=26); 2-4 years (46.3%; N=50); 5 or more years (29.63%; N=32)
 - 3. Where are IPP/IPE concepts integrated into your program?
 - a. Integrated in a didactic course (65.57%; N=80)
 - b. Integrated in a clinical course (66.39%; N=81)
 - c. Stand-alone course (17.21%; N=21)
 - d. Service learning course (19.67%; N=24)
 - e. Add-on/Extracurricular (52.46%; N=64)
 - iv. Role of the IPE/IPP committee
 - 1. Current Charge:
 - a. To help member programs understand IPE and their role in it; and

- b. To help member programs break into IPE activities within their institutions, or in some cases, across institutions.
 - 2. What should the committee be doing now?
 - a. Provide some concrete examples of what programs are doing.
 - b. Could they connect with relevant entities to share information (e.g., National Academies of Practice– ask Carol later).
 - c. Provide access to resources on the CAPCSD website (IPEC etc.).
 - d. IPE/IPP Blog has been requested. This can be done in GrowthZone but to post you must be a CAPCSD member.
 - i. Proposal is create a sub-domain on the old CAPCSD.org website and point it to a free WordPress blog. This would require a one-time feed of \$425 and \$39 per year for SPAM blocker software. There would be a need for monitoring traffic and report back to CAPCSD by the IPE/IPP committee.
 - ii. Vikram completed the “New Initiatives Project Proposal” for the initiation of the IPP/IPE blog and submit for review and vote at the next Board meeting (Appendix K in the Policies and Procedure Manual). Vote to approve the IPP/IPE blog was made, seconded. Motion passed 10-0-0
 - v. No update from CAA.
 - vi. Academic Affairs Board for ASHA will be meeting tomorrow. The focus is on reviewing applications and identifying persons to invite to this forum. Ten of the slots are reserved for PhD students.

VIII. VP Organizational Advancement – Taylor

- a. CSD Education Survey was successfully moved to President-Elect. Participation was similar to past years.
- b. Communication Plan
 - i. Will move to VP for Strategic Initiatives and will be reviewed by Deborah and Ned.
- c. CSDCAS Update
 - i. 1st Quarter
 - 1. Cycle opened with new dates.
 - 2. Implemented a 2 committee structure, committee chairs were selected. Orientation was held during first meeting with a review of committee expectations.
 - 3. The committee has transitioned from DropBox to One Drive.
 - ii. 2nd Quarter
 - 1. Completed a Liaison Academy presentation
 - 2. Developed a survey related to PhD programs
 - 3. Resource Committee would like to build a CSDCAS Learning Center (directed more to programs and those doing admissions)
 - 4. Working on sessions for CAPCSD and submitting to Cadmium
 - a. Beginner and Advanced sessions as pre-conference sessions for WebAdMIT training
 - b. Starting CSDCAS

- c. Data Session
 - d. PSIE
 - 5. Committee will sign confidentiality agreements
 - 6. CSDCAS One Sheeters were developed for handing out at conferences and will be added to website for downloading
 - 7. Discussing enhancements for next year.
- d. Data Committee
 - i. White paper: Data Report
 - 1. Program Communication about Data
 - 2. Using CSDCAS data to improve admissions process
 - ii. Data Use Agreement
 - iii. Standard Letter of Recommendation
- e. Resource Committee Priorities
 - i. Advisor Toolkit
 - ii. Training Webinars
 - 1. Portal Configuration (2019)
 - 2. Objections (2019)
 - 3. Using WebAdMIT for holistic admissions (2019)
 - 4. Utilizing Work Groups Effectively (2020)
 - iii. Program Feedback
 - iv. Student Resource Center
- f. EMP Campaigns-two completed for this cycle thus far, with 3rd planned
 - i. Direct Application Abandonment Conversions- Students who have clicked through but not completed the application.
 - ii. Indirect Application Abandonment Conversations – Students who have opened a school portal only.
- g. Director of Centralized Admissions (Woods)
 - i. CSDCAS Cycle opened 7/15/19
 - ii. Working on the final decision data. Continue to struggle getting the data from programs. So, working on a webinar to help with instruction on how to utilize the decision designation process.
 - iii. Student Resource Center is increasing visibility to provide students needed information for applying
 - iv. Program Recruitment
 - 1. 65% SLP (181 programs)
 - 2. 65% Audiology (49 programs)
 - 3. 10 active prospective programs at this time
- h. Future Items
 - i. Updated volunteer ask
 - ii. Pre-Conference session costs
 - 1. Liaison's charge to us increase from last year.
 - 2. CAPCSD registration fee for the pre-conference will increase slightly for next year to cover Liaison's charge
 - iii. Analytics
 - 1. A separate platform to go in and analyze program data. Reports provide information related to own program for constituents such as administration, accreditation, etc.

2. Recently added gender, ethnicity, etc. and allows for cohort reporting (compare your cohort to national pool, geographically located schools, etc.)
- iv. There was discussion about the cost to offer programs a data analytic add on. A decision be considered after a current request is addressed by Liaison.

IX. VP Professional Development – Scott (presented by Ned)

- a. Review budget impact of webinars thus far
 - i. Held 5 webinars including one for Leadership Academy alumni. 175 total registered with ~70% attendance.
 - ii. Expenses to date for the initiative: ~\$8,000; income from registrations: \$1,400. The majority of the registrants attended the free webinar for the PhD scholarship. Recommended that the scholarship information sessions be recorded in future.
 - iii. Marketing has been limited and it was recommended that there be a year-long plan developed to market all of webinars and with a targeted email campaign. Need to address that faculty at member programs must register individually so they have access to the webinars and CEUs. Registration is \$15 for members and \$35 for affiliate and non-members.
 1. Recommended that a plan be developed by the committee related to how long programs are available and that there be a cost for a period of time after the live webinar.
 2. Recommended current fee structure be maintained for spring.
- b. Three programs are in the planning stages for spring.
 - i. EBP for academic classroom
 - ii. Conflict resolution for administrators
 - iii. Mentoring strategies by Liza Finestack
- c. Ethics courses
 - i. Began as 3 topics and fourth is also being done on Audiology.
 - ii. Contract is in place with videographer to record and provide final product of the 60-90 minutes sessions at the conference.
 - iii. Lisa, Ned and Deborah met with EDC to discuss hosting the webinars. Additional platforms will be considered before a final decision is made.
- d. The CAPCSD CE Consultant needs to be identified. Board has been asked to consider who is familiar with the CEU process to work with Ned.

X. VP Program Resource Development – Bamdad

- a. Conference 2020 Update
 - i. 68 submissions were received in the Call for Papers. 16 to 17 were accepted and brought the acceptance rate to ~26%. Notifications will be sent out next week.
 - ii. Invited session replies are about 85%. The pre-conference is changing.
- b. Volunteer Luncheon in New Orleans 2020
 - i. Scheduled for Thursday at noon to recognize current year volunteers. Box lunches will have a special dessert and the Board will attend and thank the volunteers.
 - ii. The VPs will send out invites/RSVPs to all volunteers for 2019-2020.
- c. Leadership Academy 2020 Update

- i. 94 completed applications. The committee review is almost complete and notifications will be sent out in early December.
 - ii. Reminder that Leadership Academy will now be offered every other year (2020 and next one is 2022).
 - d. Future Leadership Academy and Clinic Director Symposium (Mike and Elaine)
 - i. There was discussion about structuring the Clinic Director Symposium (CDS) using the same model as Leadership Academy.
 - ii. A proposal will be presented at the January face-to-face meeting that includes exploring possible speakers outside of the profession.
 - e. Future Conference Locations
 - i. 2021 Atlanta, 2022 is Portland, 2023 is Orlando, 2024 is not decided, 2025 is Portland, 2026 is Orlando.
 - ii. Will look for West or Midwest options for 2024.

XI. VP Clinical Education Resource Development – Mormer

- a. Course Updates
 - i. User data
 - 1. 4,378 individuals have completing courses
 - a. 74.4% (3,256) are SLPs
 - b. 13.1% (573) AuDs
 - c. 5% (218) students
 - d. 7.6% (331) other
 - e. Over 2000 people have accessed the courses in the last 2 months
 - 2. 23,253 individual modules have been “consumed”
 - 3. On average, participants are taking 5 modules.
 - ii. Content Update Process
 - 1. 3 courses online; each course has 5 modules and the amount of contact hours varies per module
 - 2. Evaluating verbiage to make sure the variation in contact hours is clearer.
 - iii. Course 4 Status
 - 1. Scheduled to go live in December.
- b. Committee Activities
 - i. Review of EDC Deliverables contract 2019-2020
 - 1. Course 1 has been updated and to EDC.
 - 2. Course 2 is almost done and will be to EDC in about 2 weeks.
 - 3. Course 3 launched in June 2019 so participants are currently responding. Data will be gathered when enough have completed.
 - 4. Course 4 will not have data until after enough users have completed the course.
 - ii. EDC is currently housing the course content pages and resource repository hosting.
 - iii. EDC is providing ongoing user support. Approximately 10-15 support requests per week. 90% of calls are operator error and is consistent with other clients.
 - iv. Access to the codes can be obtained once a person logs in (so you need an account/creating an account). After logging in, access the *Resources* on the left

of the screen and you can have access to the *CAPCSD Clinical Education Courses-Access*.

- c. Creative Commons License
 - i. A CC license is used when a creator wants to give other people the right to share, use, and build upon a work that they (the author) have created.
 - ii. Request was made to adopt the attribution-noncommercial-no derivatives
 - 1. Motion made, seconded and passed 10-0-0
 - d. CFCC update
 - i. Approximately 12,000 applicants utilized the online portal and time to process has been decreased a great deal. Over 80% of applicants are using the online system.
 - ii. There was a discussion at CFCC regarding whether NSLHA is working with programs to recruit students.
- XII. President-Elect – Dudding**
- a. P&P Update
 - i. Carol will send VPs copy of their job description from the P&P and gather information on use of volunteers, etc. prior to January face-to-face.
- XIII. President – Eddins**
- a. ASHA – Audiology and Speech-Language Pathology Interstate Compact (ASLP-IC)
 - i. ASHA has requested that CAPCSD consider writing a letter of support for the interstate compact.
 - ii. Motion was made for the Board to write a letter of support related to the improved access to clinical training experiences as well as ease of licensure for graduating students therefore increasing the supply of audiologists and speech-language pathologists. Motion was seconded. Passed 10-0-0
 - b. Strategic plan review – where are we now?
 - i. This item was tabled until the December 10, 2019, GoToMeeting.
 - c. Next meetings
 - i. Conference call – December 10, 2019, from 2-3:30pm EST
 - ii. F2F – Memphis, January 30-February 1, 2020

Respectfully submitted,

Jayne Brandel