



Council of Academic Programs
in Communication Sciences and Disorders

Minutes
CAPCSD Board of Directors Meeting
February 23, 2024
10:00 a.m. - 12:00 p.m. ET

Teams Meeting

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

CAPCSD Board of Directors Not Present: Jennifer Taylor (*Past President*); Tricia Montgomery (*VP of Professional Development*) arrived by 10:30 AM EST

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

- Called to order at 10:03 AM EST

Consent Agenda

Jenn Simpson

- February 2024 Board Reports
- February 2024 Staff Report
- **Motion to: Approve the January 25-27, 2024, Board of Directors Meeting Minutes.**
Approve: 10, Deny: 0, Abstain: 1
Motion Carries

Motion to: Approve the consent agenda.

Approve: 9 Deny: 0 Abstain: 0
Motion Carries

Treasurer Report

Ashley Harkrider

- January Year to Date Budget Report
January 31, 2024
 - a. YTD Income - \$516,196.36
 - b. YTD Expenses - \$ 521,730.32
 - c. YTD Net Income - \$5,533.96
 - d. Fidelity Investments – \$1,957,710.13

- Remember to get budget requests in the next week or two to the Treasurer.

AI Task Force

Katie Strong

- The Board discussed the individuals interested in the AI Task Force.



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Motion to: approve the following members of the AI Task force AnnMarie Knight, Danielle Watson, Nydia Bou, Kimberly Meigh, Ashley Dockens, Ramesh Daipa, Yunfang Zheng, and Donna Pitts.

Motion Carries

Extend SoTL Task Force

Shubha Kashinath

- Task Force needs more time to complete their work.

Motion: to extend the SoTL Task Force to June 30, 2024.

Approve: 9 Deny: 0 Abstain: 0

Motion Carries

GrowthZone Price Increase

Ned Campbell

- Have been paying monthly starting April 1, 2024. Discussion regarding when this cost would be charged and is this the best product for the cost at this time.
- Discussed if we would be able to pay monthly until July one and do annual, the ED will follow-up with GrowthZone to determine if possible.

PathLMS Course Development

Kevin McNamara

- An updated quote was shared that is \$400 more than previously budgeted. The board discussed options to cover the increased cost so that the course could be built.

Motion to: increase the budget line for creating the new clinical learning course by \$400.00.

Approve: 9 Deny: 0 Abstain: 0

Motion Carries

Committee Volunteer Selection

Jenn Simpson

- Committee member selection will be done at the April meeting for all committees with the exception of Conference Planning Committee.

CAPCSD Logo

Katie Strong/Tricia Montgomery/ Mellanie Bartlett

- The President Elect shared an update regarding meetings and discussions that have happened thus far about the CAPCSD logo. Mellanie shared the potential design and discussed the design with the Board.
- Board agreed that the roll out should be at the opening of the CAPCSD Conference in April. Ideas to help share the new logo with members were discussed.

Motion to: accept the proposed CAPCSD logo as the new CAPCSD logo to launch at the April convention.

Approve:9 Deny: 0 Abstain: 1

Motion Carries

Conference Planning Committee

Tricia Montgomery

- Discussed the process for selection of CPC members.

Motion: to nominate Devon Weist to the Conference Planning Committee for a two-year term beginning July 1, 2024.

Motion Carries



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Motion: to nominate Erin Redle Sizemore to a two year term and Danielle Osmelak to a one year term on the Conference Planning Committee.

Motion Carries

Wordly.ai

Tricia Montgomery/Ned Campbell

- We are running out of time to get this set up for the conference in April.
- Board discussed whether this was something that we wanted to move forward with this year.

Motion: that we allocate funds to use wordly for accessibility purposes at the conference.

Approve: 10 Deny: 0 Abstain: 0

Discussion Items

Joint Meetings with ASHA and AAA – Agenda Items

Jenn Simpson

- Send items to President and ED by Thursday, February 28, 2024.

Business Meeting Slides Due to Ned/Mandie by March 13

Ned Campbell

- Send your business slides to ED and Mandie by March 13.

Meeting Adjourned: 12:04 PM EST

Respectfully Submitted,
Christie Needham, Secretary