

Consortium for Language Access in the Courts
Teleconference Meeting of Technical Committee

July 17, 2012

Minutes

Present: Osvaldo Avilés (PA), Brenda Carrasquillo (NJ), Katrin Johnson (WA), Andrea Krlickova (NV), Emy López (CO), Jacquie Ring (CA), Bruno Romero (OH), Pam Sanchez (NM), and Kent Kelly and Wanda Romberger as staff.

Minutes

Emy Lopez and Wanda Romberger confirmed that the April, May and June 2012 minutes have been approved and are with Nikiesha to be uploaded, which means that the minutes will be up to date for member access on the web site.

Test Construction Manual

The Test Construction Manual has been finalized and approved. The version dated June 2012 will be uploaded to the website for member access.

Arabic Interpreting Document Review

The committee discussed the revised and in-process version of the document *Administering Arabic Court Interpreting Credentialing Exams and Managing the Delivery of Arabic Court Interpreting Services*, as detailed in the prior call's minutes dated June 19, 2012. Some committee members still need time to review Wanda Romberger's revisions, and the introductory paragraph and possibly the title still need to be refined as well. To expedite the committee review, Emy Lopez will develop a track changes document for committee members' use. Members are asked to provide their comments and review prior to the next teleconference, to be held in September. The deadline for comments is August 3rd.

Emy also spoke with Dr. Elizabeth M. Bergman, one of the document's authors, and they agreed that she and Robert Joe Lee would like to have a discussion with the committee to understand the changes which have been proposed and why the committee believes that they are needed. After the August 3rd deadline for comments has passed, Emy will compile the comments for this future discussion.

Discussion of Examination Audit Sheets

Prior to the meeting, Wanda provided audit sheets for approval on the following new exams: Farsi 1, Khmer 1, Korean 3, Spanish 6.1 and 7.1, and Vietnamese 3. Katrin and Emy requested clarification of the standards for the review process. Wanda explained that the audits may be more useful internally at NCSC than for the members of the Technical Committee. Having to fill in the cells on the Excel sheets forces staff to look closely at the completed product and

getting approval from the committee members simply keeps them informed. The sheets allow staff to summarize future recommended revisions, without requiring a test to be pulled out of use for a full and immediate redrafting. Staff recommendations for approval can be put on these sheets in the future as well. Having acknowledged the clarification, the committee decided to further review these documents with a deadline of Friday, July 20th for final comments. The committee also discussed the need for formal documentation regarding any deviations from approved test development procedures in the development files. The current Test Construction Manual mentions deviations from the manual based on unique situations concerning a particular language and requires such documentation for the file.

Rater Calibration Trainings

Wanda gave an update on the rater calibration training to be held in August. Faculty are prepared, teleconferences have been conducted, the agenda is ready and binder materials are being accumulated. She is still waiting on a full list of participant names so that name tents and other documents can be created. The training is to be held on August 15-17 in San Francisco. On August 16 and 17, two local rater supervisors will be in attendance to oversee language groups. The raters to be trained are for Spanish, Arabic, Mandarin, Punjabi and Cantonese.

Emy reminded the group that planned projects for 2013 will need to be reviewed by the LAAC. Once a director is on board, that person will be expected to assist the committees in creating a prioritized future project list.

Rater Reviews and Disciplinary Matters

The group also discussed the challenges inherent in in-state interpreter disciplinary matters when the interpreter serves as a rater. It was agreed that the roles and issues surrounding interpreters should be considered separately from the roles and issues of raters, but there may be times when an interpreter's conduct would affect his/her standing as a rater. It was pointed out that program managers are free to refuse to contract with a rater who is an interpreter in that state and is dealing with disciplinary issues, but other program managers may also want to know about the issues.

Wanda mentioned that the Professional Issues Committee committee formerly approved a disciplinary action process but after introducing it, the process was rarely used. The members discussed including a piece in program manager surveys, so that individual raters can be reviewed and some kind of "rating" could be calculated confidentially for members to refer to. Wanda suggested that a column could be added to the rater list where a rating could be inserted.

The issues involved are complex, and Emy suggested that a subcommittee be formed to talk about the issue in more detail. Emy will be sending an e-mail to the group for volunteers in the near future.

Next meetings are scheduled for:

- August 21
- September 18
- October 23
- November 20
- December 18

All meetings are scheduled for 11:00 a.m. Pacific, 12:00 p.m. Mountain, 1:00 p.m. Central, and 2:00 p.m. Eastern time unless otherwise noted above.