

## Professional Issues Committee

### Consortium for Language Access in the Courts

Teleconference call notes

May 3, 2012

2:00 EDST

Call-In Number: 1-800-503-2899

Access Code: 8062346

**Present:** Brooke Bogue (NC), Carmel Capati (WI), Paula Consuelo (NMCLA), Terry Ince (CA), Kent Kelly (NCSC), Kelly Mills (OR), Pam Sanchez (NM), and Jennifer Singletary (WV).

**Absent:** Ksenia Boitsova (MD), Brenda Carasquillo (NJ), Alejandra Donath (CT), Katrin Johnson (WA), Andrea Krlickova (NV), Maria Perez-Chambers (DE), David Sawyer (AL), and Camille Wiggins (IN.)

**Approval of Minutes:** Pam Sanchez (NM) moved to approve the March 1<sup>st</sup> and April 9<sup>th</sup> minutes and the motion was seconded by Kelly Mills (OR), motion carried. All approved minutes will be uploaded to the Members-Only site. Carmel Capati (WI) will follow up with Carola Green as to the status of approval of the February minutes which was to be done via email.

#### **2012 Project Reports**

**Online Interpreter Training:** Pam Sanchez (NM) reported that the next class was ready to be conducted in New Mexico. This is the first course that the NMCLA has held that is limited to certified interpreters. NCSC has a memorandum of understanding with the University of New Mexico to pilot the courses; the timeframe (believed to be until September 30) for the pilot course initiative will be reviewed and confirmed by Carmel Capati.

The Committee provided their comments on the draft flyer created for the upcoming note-taking course, recommending that Objective 1 be clarified (sentence structure), but no further changes were recommended. (See flyer attachment 1)

The idea of having people register without requiring an application process was clarified. The application form serves as a qualification and screening medium. It requires entry of an essay, educational background and personal experience, while the registration form is shorter and

requests much of the same information. It was decided that this duplicate entry was not necessary for students who are already certified. The Committee recommended that the certification matter be clarified on the form, so that people know what information they are supposed to be providing (state certification), and that their certification will be verified. Proof of certification can be submitted by students via e-mail.

The class is limited to 15 participants. If there is an overflow of interested people, an additional section can be opened. The online simultaneous interpreting class will be starting two weeks before this class begins as well. The Committee discussed the possibility of having two Spanish language courses, one non-certified (intermediate) and the other certified (advanced). The pilot courses have been well-received, so this is a definite possibility. NMCLA will have a call with their instructors on Friday, May 4<sup>th</sup> to finalize the details of the course, as well as to discuss the potential for intermediate and advanced note-taking courses.

**CLAC and Members-Only Website Redesign:** Laura Klaversma (NCSC) has received the recommendations for web updates, and is going to follow up with the NCSC IT staff to determine where this process fits within their workload. Kent Kelly will follow up with her to determine what the current status is. Clarification on whether future projects would need to be budgeted for (e.g. updates and reorganization of the website) were also requested by the Committee.

**Solicitation for New Projects and Committee Members:** Carmel Capati discussed soliciting the current membership for (a) new project ideas that could benefit from a more national perspective; (b) confirmation of members' interest in continuing to serve on the Committee; and (c) encourage new members to get involved with the Committee. The goal would be to expand committee participation and have members work on individual projects where they have interest and expertise..

The committee agreed that it would be appropriate for Carmel to e-mail all current members about these matters. The next LAAC conference call will be held on May 9<sup>th</sup>, and after that meeting Carmel will send the solicitation to the membership if it is deemed appropriate to do so.

**Remote Interpreting (RI) Guide:** The Committee has reviewed the draft of the RI guide that was shared at the business meeting. NCSC received a grant from CISCO to create a separate Remote Interpreting Guide, focusing more on best practices, technical standards and business model standards. This resource will not replace the Committee's guide, but will hopefully complement it. Brenda Carasquillo (NJ) who was not on the call had contacted Carmel earlier to make certain there would not be overlap and conflict between the two documents, and to ensure they would complement one another as a unified resource. The Committee discussed the idea of turning their RI guide over to the NCSC team so that it could potentially be integrated at a future date (possibly as an appendix). It was noted that the audiences for these two resources may be

different, and that the NCSC guide would likely not contain the practical information for program managers found in the Committee's guide.

The Committee requested information on the CISCO grant itself, specifically explaining the grant's objective and the potential audience for the guide. Kent Kelly is following up with Laura Klaversma to gather this information.

**National Judicial College (NJC) Training Module:** The Committee discussed the remaining project to develop a national judicial training curriculum to offer to the NJC in Nevada. It was decided that after the solicitation is sent to members as discussed above—following the LAAC conference call on May 9<sup>th</sup>—the group would wait to see which project ideas were received and then prioritize all new and existing initiatives thereafter by vote.

**New Business:** No new business discussed.

**Next Business Conference Call:** For now, the Committee has agreed that monthly conference calls would be appropriate as transition continues. The next teleconference call has been set for Thursday, June 7<sup>th</sup>, 2012 at 2 pm EST. An e-mail informing all committee members will be sent out plus reminders prior to the meeting. The call-in number is 1-800-503-2899 and the access code is 8062346.



new mexico center  
for language access  
MULTILINGUAL INTERPRETING  
AND TRANSLATION  
CERTIFICATE PROGRAMS



Consortium for  
Language Access in the  
Courts

Equal Justice:  
Bridging the Language  
Divide

## New Online Training!

## Advanced Note-Taking for Consecutive Interpreting

### DESCRIPTION

This course is offered by the **New Mexico Center for Language Access** in partnership with the **Consortium for Language Access in the Courts**.

This self-directed online course is available to *Spanish certified court interpreters* who wish to improve their note-taking skills and pursue continuing education credits. Course materials and content will be available to students weekly and relevant homework assignments will be reviewed by experienced court interpreters and instructors.

### OBJECTIVES

- Participants will be exposed to a variety of symbol systems, abbreviations, keyword techniques, and other methods of recording in note form the medium to long utterances typical in witness testimony.
- Participants will develop and improve their personalized note-taking method and will practice note-taking using audio files depicting realistic courtroom dialogues.
- Participants will also practice and develop their power of recall using their individual note-taking systems and other methods.

### ABOUT ONLINE LEARNING

- Upon registration, participants receive a welcome message from the instructor and log into the class with a username and password. Participants also receive a student packet with the syllabus and information on the course.
- There is no fixed schedule. Participants do not have to be logged in at a specific time. Assignments are due twice a week. A time commitment of at least 5 hours per week is required.
- Participants will practice extensively in the consecutive mode of interpreting.
- Participants record and submit their assignments for feedback, using NMCLA's proprietary audio recording software. Other activities include readings, videos, forums, quizzes, and lessons.

### COURSE OUTLINE

- **WEEK 1** Historical background of consecutive interpreting - Consecutive interpreting in international diplomacy - Origins of note-taking -- Consecutive interpreting in the courtroom - Notes, memory, or technology?
  - Commonly used symbols for courtroom dialogue -- Common abbreviations - Use of keywords - Notation methods.
  - Practice with shorter phrases and common question/answer pairs - Blending recall and notes - How memory works.
- **WEEK 2** Additional symbols, abbreviations, and keywords for more complex dialogue - Practice with medium phrases and narratives - Expanding recall using visualization and other techniques - Using set phrases for formulaic language - Translating meaning vs. translating words.
- **WEEK 3** At what point is a sentence too long to recall? What should the interpreter do when that point is reached? - Additional symbols and methods for medium to long phrases - Practice with complex medium to long phrases, unusual narratives - Additional sources of note-taking symbols.
- **WEEK 4** Additional symbols for long phrases - Practice with long to long complex phrases and complex narratives - The "nightmare witness" - Negative effects of nervousness, fatigue, stress - Relaxation and mental preparation techniques - Enjoying the witness stand.

### INSTRUCTORS

**Yuliya Fedasenka, M.A.**, is certified as a Court Interpreter by the States of Colorado and Washington and is certified as a Medical Interpreter by Washington State. Ms. Fedasenka has extensive experience as an interpreter trainer. She is a trainer and Justice System Interpreting Internship Coordinator for the NM Center for Language Access.

**William Burrell, M.A.**, is a Federally Certified Court Interpreter, who is also certified as a Court Interpreter by the State of New York. Mr. Burrell is a staff interpreter for the Unified Court System of the State of New York. Mr. Burrell has extensive experience as an interpreter trainer. He is a trainer and Justice System Interpreting Curriculum Coordinator for the NM Center for Language Access.

Course begins on June 18<sup>th</sup>, 2012

**Spanish ONLY**

## Requisites

- This course is open to Spanish certified court interpreters only.
- Registration deadline: June 14, 2012 (or until class is full)  
*Note: Don't wait until the last minute to register. The class is limited to 15 participants and registration will close once the class reaches the maximum number of students.*
- Before you register, please make sure you meet the following technical requirements:

### EQUIPMENT, HARDWARE & SOFTWARE NEEDED

- A headset, built in or external microphone, and high-speed internet connection.
- RAM: 64 Megabytes (128 or more preferred). Hard Drive: 6 Gigabytes.
- Preferred Browsers: IE 5.5 or later, Firefox.
- Java: latest version (can be downloaded for free).
- Adobe reader (to download and view pdf files).
- Email account.

More information on this course is available under "Professional Development" on our website.

## Tuition & Registration

### TUITION & REGISTRATION INFORMATION

Tuition: \$375.00

### HOW TO REGISTER

- Go to the Admissions & Registration page on NMCLA's website and select "Click here to register." Fill out the registration form, and our team will contact you by phone to confirm your information. Be ready to make the payment with Visa, Master Card, American Express or Discover.
- By phone: 505 662 0346, 1-800-849-5919 ext. 336, or 505 697-8037 (with Visa, Master Card, American Express or Discover).

### Limited to 15 participants

### Refund Policy

- Refund policy: NMCLA will accept requests for refunds, minus 15% and a \$30 processing fee, up to five working days prior to the course start date. Requests must be sent in writing to Paula Couselo, NMCLA Director, at: paulacou@unm.edu

NMCLA will not process refunds after that time as the decision to run a class is based on sufficient enrollment to cover costs. There are no refunds after this class has started. If the class is cancelled by NMCLA, students will receive telephone notification and a full refund. Please allow 4-6 weeks to process refund.

[www.nmcenterforlanguageaccess.org](http://www.nmcenterforlanguageaccess.org)



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