

**Professional Issues Committee
Consortium for Language Access in the Courts**

Minutes

December 01, 2011

2:00 EDST

Call-in number: 1-800-503-2899

Access Code: 8062346

Present: Carmel Capati (WI), Brooke Bogue (NC), Pam Sanchez (NM), Andrea Krlickova (NV), Katrin Johnson (WA), Jennifer Singletary (WV), Brenda Carasquillo (NJ), Terry Ince (CA), Paula Couselo (NMCLA) as guest and Carola E. Green as staff.

Absent: David Sawyer (AL), Kesenia Boitsova (MD), Maria Perez-Chambers (DE), Alejandra Donath (CT), Camille Wiggins (IN), and Kelly Mills (OR).

Approval of Minutes: No quorum present - minutes of the November 3rd call were not approved; minutes will be approved at the next teleconference call scheduled for January 2012.

2011-12 Project Reports

- **2012 Online Interpreter Training:** Pam Sanchez reported that the sub-committee has met twice already to review draft curriculum. Curriculum consists of:
- Simultaneous exercises – language neutral for intermediate level candidates who are recently certified or in the process of becoming certified.
 1. Audio exercises with a marked script. Demo will be available on December 7th and committee members are invited to log in and provide feedback. Recommended speed is between 100-120 words per minute and not to exceed 140 words per minute. Login at 12:30 Mountain time.
- Registration date and starting date for class may need to be pushed back; advertising for this class cannot begin yet due to a transition in the UNM registration process. The application/registration form needs additional tracking fields to be added and final edits to be made. The listed amount for the class will also be indicated along with the UNM policy for reimbursement based on existing policies for similar classes. Priority should be given to students who do not yet possess the Court Interpreter certification/credential in order to incentivize future interpreters. Andrea Krlickova will audit the class and set up a checklist to provide oversight for quality control purposes. Checklist will be developed by the subcommittee and will evaluate

items such as methodology, presentation and delivery of subject matter, ease of use, etc.

Collection of LEP information for Program Managers: Brooke Bogue reported that collection and layout of materials is ongoing. The question of the Language Access Summit came up and inquiries about who is putting it together and who is attending also came up. NCSC received a grant from SJI to work on this and once detailed information is available, staff will provide it to the membership.

Remote Interpreting Guide: NCSC IT personnel gave a quick review to the existing document and found no outright discrepancies, sections of the document are still being worked on and upon completion, a more thorough review will be requested.

CLAC and Members-Only Website Redesign: The current information provided by NCSC web development staff is that work will begin in early 2012.

New business: No new business was discussed.

Proposed PIC budget for 2012: Carmel informed this committee that the 2012 Budget is pending approval which will happen before the end of the year.

Next Meeting Teleconference Call: The next teleconference call has been set for Thursday January 5th, 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.