

**Consortium for Language Access in the Courts
Teleconference Meeting of Technical Committee
January 17, 2012
Minutes**

Present: Osvaldo Aviles (PA), Brenda Carrasquillo (NJ), Agustin de la Mora (Professional Member), Sridevi Gadiraju (NY), Katrin Johnson (WA), Andrea Krlickova (NV), Emy Lopez (CO), Jacquie Ring (CA), Bruno Romero (OH), Pam Sanchez (NM), and Wanda Romberger as staff.

Minutes

The minutes of the June, August, September, and October meetings were approved as revised. Emy reminded members to review and approve the draft December 2012 meeting minutes by January 25 and let Wanda know of any suggested edits.

Subcommittee report: Bilingual testing and procedures for languages for which no exam exists

Pam reported that she met with the chair of the Annual Meeting Committee and they collaborated to include some additional questions in that committee's member survey that will inform this subcommittee. The survey hasn't yet been distributed to the membership. If the results come in early enough, this subcommittee may be able to make some recommendations to be shared at the annual meeting. Otherwise, it can report results at the annual meeting and develop recommendations thereafter.

Subcommittee report: Secure document sharing site

Katrin reported that the subcommittee met and was prepared to move forward to investigate possible programs or software that would meet the needs of the Consortium, but Wanda subsequently reported to the committee that the NCSC's IT department had expressed a renewed commitment to the SharePoint site. In light of that, the subcommittee will instead assist in the writing and reviewing of comprehensive instructions for the users of the site. It was emphasized that once the site is ready it should be thoroughly tested, internally and externally, before inviting program managers to use it.

Subcommittee report: Raters and rating processes

Jacquie reported that the subcommittee held a meeting with Carola during which they discussed the current practices as they relate to rater recruitment, rater training, and the general management of raters. Once the subcommittee understands what current practices are, it will be better able to develop recommendations for improvement and moving forward.

As a sub-topic, Wanda reported that Prometric did not request training for Rater Supervisors as expected and she never moved forward with developing instructions for Rater Supervisors. Committee members stressed there needs to be guidance for program managers about how to use Rater Supervisors and when they are needed. In addition, the Rater Supervisors themselves should have comprehensive instructions. Wanda agreed to develop instructions that will be helpful to Rater Supervisors, raters and program managers.

Jacquie reported that the online refresher training for raters is now available and suggested it would be good for program managers to watch it so they have a better understanding on what

raters do and what they should do. It was suggested that a demo of the online refresher training be included in the Annual Meeting presentation.

Budget

Wanda explained there was no report since final numbers are not yet available from the finance and accounting department for year-end 2011. As soon as those numbers are available, Emy and Wanda will prepare a recommendation for the Executive Committee, requesting that some of the funds not expended in 2011 for exam maintenance be added to the amount budgeted in 2012 for those continued activities.

Regional teleconference

Emy reported that during some of the regional teleconferences there were questions about the availability of raters. Wanda explained that staff has made the executive decision to simply include all raters on the online list and if a rater does not want to be on the list, he/she will have to indicate that, at which time staff would remove that person from the list. Katrin reported that a summary document will be compiled from the regional teleconferences and distributed to the program managers.

Annual Meeting

The committee discussed the topics to be covered during the annual meeting in April, including:

- The subcommittee's work on recommendations regarding bilingual exams for staff;
- Rater management,
- The online refresher training, and
- A demonstration of a secure site (if possible).

It was recommended that program managers be reminded of the "How to work with raters" document. It was also recommended that during the new member/new program manager session, participants should be shown where various resources exist on the website and be told that the NCSC can do the rating of oral exams for them under contract. The Technical Committee is scheduled for its report on Monday, April 23 from 1:30 to 3:00 p.m. There is a time slot the same day from 3:15 to 4:45 p.m. for the demonstration of the secure site.

The meeting adjourned at 3:03 p.m.

Next meetings are scheduled as follows:

February 21, 2012

March 20, 2012

April 17, 2012

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. The notes from previous meetings having to do with priorities set by the Technical Committee members remains as an attachment to these minutes.

Priorities for the Technical Committee as discussed at previous meeting – reviewed

1. What immediate needs would you wish to identify as the primary focus / top priority of the Technical Committee?

- Testing and testing instruments...continuing development of testing (new and fixing of all tests).
- In the short term determine how technology can help transfer versions of exams and other materials. Longer term, finding a way that the raters can enter exam rating on a computer screen.
- Perform maintenance on tests and conduct rater calibration for current exams before moving into other exam development, and a continuation of training as part of the regular structure. Technology and FTP sites that are valuable and need for it to work correctly.
- Standardization of data requirements in reference to information that should be sent back to Consortium staff from states that are testing. Staff decision about most useful data that is sent back, that can be compiled by states and then sent back for Staff to analyze.
- Need for staffing for test liaison/expert who will always make sure that they follow up with necessary items and tasks
- SharePoint working for all member states. Program Managers will have to go through Staff. Training is needed for Staff around the permissions. Creating FAQs for members. Upload and download and move multiple files at a time.
- Research other SFTP site options to make sure we have a back-up plan if necessary.

2. At the face-to-face meeting of voting members in January, the following tests were identified for the auditing/maintenance project that is currently underway: Arabic, Mandarin, Cantonese, Korean 2 and Vietnamese 1. At this time Arabic and Korean are actively being worked on, and we will update on the progress for other exams. The members also identified exams to be the focus of work in 2012: Laotian, Vietnamese 2, Russian 1 and 2 and Portuguese. What exams are of highest priority for your state?

- Review inventory of tests, checking latest versions to make sure that they are in compliance with TCM standards:
- Vietnamese 2
- Russian 1 and 2
- Portuguese
- Chuukese tests and test raters
- Vietnamese 2 (specific scoring unit review), Vietnamese 1 (more in depth) Not the time investment that we have had to use for this year. Roll money over to 2012 that has not been used to complete project in 2011.

3. The Technical Committee was allocated approximately \$65,000 for three years to dedicate to Rater Calibration. 2012 will mark the third year of these allocations. We are looking at conducting some rater recruitment and completing the face-to-face calibration events in 2012. What are your thoughts in this area?

- Continuation of training of raters - every 2 years. Inconsistencies with raters - standards, notification, working with Program Managers.
- Continue to work on rater calibration

4. Members also identified the Written Exam as priority for maintenance and development of new methods of administration. What priority would you give the maintenance/development of the Written Exam?

- More work done on WE, both from ground up and then maintenance of the current exam, ***translation component expanded in some way to capture more languages
- Testing company for CA and TX (WE), get data analysis
- Maintenance of the WE
- Development of a 3rd exam as exposure may be an issue
- Online administration of the exam

5. What else is the Committee not currently addressing in its workload that you feel should be given priority? What would our logical next steps be?

- Direction for Program managers regarding what to do with interpreters who work in languages for which no exams exist
- Bilingual testing - language access expansion and initiatives, differential pay for bilingual staff

Creation of Working Groups

The following working groups will be established and members may choose their area of interest in subsequent email exchanges:

1. **Bilingual Testing:** Options for testing/determining credentials of interpreters working in languages for which there is no certification exam and options for testing bilingual employees
2. **Technology/Secure Site:** Search for alternate Secure File Transfer Protocol options to take the place of SharePoint, as well as research of digital examination administration options
3. **Exam Raters:** Rater recommendations to include standards for rater recruitment, training and maintenance