

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

Minutes

November 03, 2011

2:00 EDST

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

Access Code: 8062346

Present: Carmel Capati (WI), Pam Sanchez (NM), Andrea Krlickova (NV), Katrin Johnson (WA), Brenda Carasquillo (NJ), Kelly Mills (OR), Alejandra Donath (CT), Kesenia Boitsova (MD), Terry Ince (CA), Paula Couselo (NMCLA) as guest and Carola E. Green as staff

Absent: David Sawyer (AL), Brooke Bogue (NC), Maria Perez-Chambers (DE), Camille Wiggins (IN), and Jennifer Singletary (WV)

Approval of Minutes: Pam Sanchez (NM), moved to approve the October 13 minutes; motion seconded by Kelly Mills (OR); motion carried. All approved minutes will be uploaded to the members' only web page.

2011-12 Project Reports

- **2012 Online Interpreter Training:** Pam Sanchez provided a draft of a marketing flyer for the first of two CLAC/NMCLA pilot courses for consideration by the committee. (See Attachment 1 at the end of these minutes).

Members discussed the contents of the flyer at length and provided feedback. It was determined the minimum number of students needed to make the course cost-effective would be 15 with a cost ranging from \$300-\$400. The proposed timeline for the four-week course will be changed to mid-February as the start date. A more extensive description of the type of equipment and technical requirements needed by the students will be added. Members recommended the concept of “asynchronous learning” be explained so students understand it means there is no “virtual classroom” where students and teacher are “together” at the same time but rather a flexible learning environment where participants log-on at a time convenient to them and instructors provide individual feedback. Discussion continued with respect to a timeframe in which to start marketing the course. Mid-November was suggested as a target date in which to send out the flyer to the Consortium listserv once all recommended edits have been made. Pam said the sub-committee is intending to meet to finalize the details and will report back to the rest of the members by the next PIC conference call. Pam also confirmed with Paula Couselo that a member of this committee would be able to audit the course for evaluative purposes.

This committee requested that time is allotted on Monday afternoon during the 2012 Annual Business Meeting to allow for a showcase of the project and to seek input from the membership on potential long-term collaboration between the Consortium and NMCLA. The presentation will include a representative from NMCLA as well.

New business: The committee discussed the possibility of holding a face-to-face meeting during the 2012 Annual Business Meeting if a majority of the members are in attendance. The purpose of the meeting would be to discuss future projects for 2012. Carmel said once we had a better idea of how many members would be able to attend the Annual Business Meeting, we could begin planning.

Proposed PIC budget for 2012: Carmel noted the 2012 PIC budget listed revenues from the online course as \$3,000. Given the fact the Consortium will not likely realize any revenue from this project in 2012 Carmel asked if this item should be removed. She also asked whether there were any other expenses this committee could foresee for 2012 that might not have been included initially. Members discussed the budget briefly and determined the proposed 2012 budget remain as is.

Next Meeting Teleconference Call: The next teleconference call has been set for Thursday December 1, 2011 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.

See Attachment 1: Draft of a marketing flyer for the first CLAC/NMCLA pilot course.