

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

Minutes

January 05, 2012

2:00 EDST

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

Access Code: 8062346

**Present:** Carmel Capati (WI), Brooke Bogue (NC), Pam Sanchez (NM), Camille Wiggins (IN), Katrin Johnson (WA), April Harless representing Jennifer Singletary (WV), Terry Ince (CA), Paula Couselo (NMCLA) as guest and Carola E. Green as staff.

**Absent:** David Sawyer (AL), Kesenia Boitsova (MD), Brenda Carasquillo (NJ), Andrea Krlickova (NV), Maria Perez-Chambers (DE), Alejandra Donath (CT), and Kelly Mills (OR).

**Approval of Minutes:** Motion to approve the minutes of the teleconference calls from 11/03/11 and 12/12/11 after headers have been updated was presented Pam Sanchez (NM) and seconded by Camille Wiggins (IN), motion carried; approved minutes will be uploaded to the 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 three times to review draft curriculum and marketing materials. Pam provided all samples of the materials in advance of this meeting. Attachments were:
  1. Marketing Flier
  2. Webpage sample
  3. Application for Admission
  4. Student Packets
  5. Evaluation Plan

Discussion ensued among participants on the call providing feedback on all documents from committee members. Edits will be made and all documents finalized. The marketing flier on behalf of the Professional Issues Committee informing program managers about the pilot class for the first online simultaneous interpreting course offered as a pilot partnership between the Consortium and the New Mexico Center for Language Access (NMCLA) and asking them to distribute among their interpreters will be distributed on the Intcon listserv by Jan 13, 2012 in order to allow participants to complete their application process by the deadline of Feb 6, 2012.

**Collection of LEP information for Program Managers:** Collection and layout of materials is ongoing.

**Remote Interpreting Guide:** 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:** NCSC web development staff has still not provided a timeline for when the work is to begin. Staff will continue checking and updating this committee as information becomes available.

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

**Proposed PIC budget for 2012:** Carmel informed this committee that the 2012 Budget was approved by the Executive Committee in December 2011.

**Next Meeting Teleconference Call:** The next teleconference call has been set for Thursday February 2<sup>nd</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.