

**Consortium for Language Access in the Courts  
Teleconference Meeting of Technical Committee  
October 18, 2011  
Minutes**

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

**Minutes**

The minutes of the June, August and September meetings were not yet distributed for approval.

**Arabic Administration Manual**

Robert Joe has been working with SMEs to update the Arabic Administration Manual. The committee has questions on the guidance in the document that requires that the exam be administered on two separate occasions (the first for the sight and simultaneous sections, and the second for the consecutive section). Emy will discuss this concern with Wanda who will guide the committee on the next steps to take. Additional feedback on the Arabic Administration Manual is encouraged from the committee and will be compiled for further review. Robert Joe reports that the Arabic Levantine test development is 95% complete, and the Arabic Egyptian Colloquial is 80% complete.

Members also discussed the concern regarding lack of sufficient Arabic raters. As identified in the 2012 budget, staff will be tasked with rater recruitment activities next year and the committee suggests that Arabic raters be included in the recruitment efforts.

**Budget and Rater Recruitment**

The committee discussed the 2012 proposed budget for the Technical Committee, specifically the reallocation of funds from test development and maintenance to increased staff time for rater recruitment, training and management. The committee agreed that this area must be a priority as the Consortium continues to grow.

In addition to the need for additional raters, the committee identified that there must be clear standards requiring the use of a rating supervisor. Instructions should be included in the rater manual identifying the circumstances under which a rating supervisor is required and the objective measures that must be identified for a rater to no longer require supervision. Emy will discuss this topic with Wanda and bring it back to the committee.

Also discussed was the topic of required refresher training for raters and the lack of guidance in current manuals. This topic will be addressed in the working group established after this meeting.

## **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

Next meetings are scheduled as follows:

November 15, 2011  
December 13, 2011 (*one week early due to holidays*)  
January 17, 2012  
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.