

**Consortium for Language Access in the Courts
Teleconference Meeting of Technical Committee
December 13, 2011
Minutes**

Present: Osvaldo Aviles (PA), Brenda Carrasquillo (NJ), 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 distributed for approval prior to the meeting, but not enough members had voted for them to be considered approved. Emy asked the members to review the e-mailed draft minutes by Thursday, December 15 and let Wanda know if they approve or have suggestions for changes.

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

Pam reported that the subcommittee met, but realized it doesn't know enough about what states are currently doing to test interpreters in languages for which no exam exists, nor about their efforts in testing bilingual employees. The committee would like to gather data from the membership and is putting together a survey. Wanda suggested the subcommittee talk to Mara Simmons, who is going to distribute the states' annual reports in survey format this year and inquire about including these queries in their survey.

Subcommittee report: Secure document sharing site

Katrin reported that the subcommittee met and saw some actual interactive demonstrations through Agustin's new secure site. After the subcommittee met, it realized it needs to have a grasp of the business needs of the Consortium before it can consider what kind of sites are available that might meet those needs. The subcommittee is meeting with Wanda next week to identify those needs and will proceed from there. They will decide, for example: how many users there will be; how much content there will be; how much memory space will be required, etc.

Subcommittee report: Raters and rating processes

Like the other subcommittees, Jacquie reported that additional information will be needed and the subcommittee will meet with staff to look at rater recruitment efforts, what rater training is ongoing, and what maintenance is still required before moving forward. There was an inquiry about rater supervisors and their responsibilities. Wanda explained that Prometric is in need of additional rater supervisors and recruited from a list of recommended consultants. Wanda has agreed to provide training for rater supervisors in January 2012. That will force her to document and organize information about rater supervisors – what they do, how they do it, and what is expected of them. Once that information has been documented in an organized way, Wanda will share it with this committee.

Report on new test development

Prior to the meeting, Wanda distributed a summary report and the completed audit for the new Spanish 6 exam form. After discussion, the committee indicated that this level of reporting is

appropriate. Brenda C. pointed out a discrepancy on the “distribution of scoring units in the consecutive section” page of the audit. Wanda will look into it and report back to the committee. Wanda and Jacquie explained that the field testing and revisions after field testing are completed for the Mandarin 2, Korean 3, Tagalog 1, Eastern Armenian 1, and Khmer 1 exams. Wanda will follow up with summary reports and audit sheets for each. Once the Technical Committee has indicated its approval, those exams will be ready for use by the general Consortium. Spanish 6, Spanish 7, Punjabi 1.2, Farsi 1, and Vietnamese 3 are being field tested in January 2012 by California. Once field testing is completed, Consortium staff will finalize the forms and provide summary reports and audit sheets for those exams, after which they will be ready for general Consortium use.

Revisions to other test forms

Emy reported that Robert Joe has made significant progress on the Arabic exam revisions and is near completion. He is meeting with Korean consultants this weekend. Once Arabic and Korean are completed, he will move on to Cantonese and Mandarin. In addition, he is recruiting subject matter experts to begin the Vietnamese revisions. Emy reported that not all of the \$102,000 that was budgeted for 2011 will be used. She and Wanda will meet and propose to the Executive Committee that some or all of the remaining unused money be rolled over and added to the money already budgeted for 2012.

Rater Results Forms

A request was made by a member to remove the average overall score information from the rater results forms. After discussion it was pointed out that there is more than one form of the rater results forms and one of the existing forms leaves off the information about overall average score. Staff will follow up with the member to explain.

2012 Rater Calibration/Training

Wanda explained that a rater calibration/training event is tentatively being planned for February 2012. Staff will reach out to faculty to be sure they are available. If faculty is available, then staff will reach out to Farsi, Hmong, Somali, Haitian Creole, and Portuguese raters and will recruit for at least two raters for the Bosnian/Croatian/Serbian abbreviated examination.

Face-to-face meeting

There was an inquiry whether the Technical Committee will be holding a face-to-face meeting in 2012. Emy explained that with the restructure of the Consortium being so uncertain right now, she just isn't sure whether that will be possible. She will seek input from the Executive Committee and let the Technical Committee members know what she learns.

Next meetings are scheduled as follows:

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. 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