

**Consortium for Language Access in the Courts  
Teleconference Meeting of Technical Committee  
August 16, 2011  
Minutes**

Present: Patricia Anda (OR), Osvaldo Aviles (PA), Brenda Carrasquillo (NJ), Sredevi Gadiraju (NY), Katrin Johnson (WA), Emy Lopez (CO), Jacquie Ring (CA), Bruno Romero (OH), Pamela Sanchez (NM), and Wanda Romberger as staff.

**Minutes**

The minutes of the June meeting were not yet distributed for approval.

**July Rater Calibration/Training Event**

Wanda reported on the rater calibration/training event that was held in July in San Francisco. There was some level of confusion among the members about how California, Prometric, the NCSC, and the Consortium were working together. Wanda explained that the NCSC is under contract with Prometric (who is under contract with California) to provide:

- test writing services for new tests in Farsi, Spanish, and Vietnamese,
- three new base texts;
- online or remote refresher training for raters; and
- rater calibration/training.

California has contracted with Prometric to develop the new exams, the new base scripts, and the refresher training and, once completed, plans to donate or share those products with the Consortium. Prometric has, in turn, subcontracted with the NCSC.

The calibration event was, then, held for the purpose of training the raters for the new examinations which were developed in the fall of 2010 by California (Eastern Armenian, Khmer, Tagalog, Mandarin, and Punjabi). The Consortium recruited and paid for two Mandarin raters to join the training. When the new exams are donated to the Consortium all the raters trained by California, via Prometric, will be available to serve as Consortium Approved Raters.

The members discussed when, in the scheme described above, is it appropriate for Consortium staff to report on activities completed under contract with Prometric, to the Technical Committee. It was not clear and the discussion was wide-ranging. Wanda suggested that staff could provide “summary” reports to the Technical Committee in order to keep members updated. For example, a summary of the Fall 2010 test writing activities as compared to the 2011 test writing, a discussion of the various aspects of test writing, including field testing, etc.

The members wondered if there were activities they could perform, both as a way to keep informed and in an effort to assist staff. After discussion, though, it was decided that it is the committee’s task to set standards and staff’s responsibility to follow the standards. However, it was acknowledged that staff is extremely busy and the added tasks simply increase the level of activity.

The conversation took up much of the meeting time, so Emy and Wanda will work to define staff and Technical Committee roles.

Emy asked the committee members to review the most recent version of the Rater Manual and let her know if they want more discussion and revisions, or if they approve the manual as is.

The other topics on the agenda were tabled and the meeting adjourned at 3:07 p.m.

Next meetings are scheduled as follows:

September 20, 2011

October 18, 2011

November 15, 2011

December 13, 2011 (*one week early due to holidays*)

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.