

**Consortium for Language Access in the Courts
Teleconference Meeting of Technical Committee
April 17, 2012
Minutes**

Present: Osvaldo Aviles (PA), 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 March 2012 meeting were approved as revised.

Planning for the annual business meeting

Emy reminded members that the Technical Committee has 1.5 hours on the agenda for the annual business meeting. The members reviewed the items/topics that will be brought to the general membership:

- Technology subcommittee will describe the work that was done to move closer to a working secure web site for the membership;
- Emy will describe the test maintenance projects that Robert Joe Lee has been working on;
- Jacquie will describe the test development efforts made by California (Wanda will get the new test forms audited and out to the Technical Committee as quickly as possible);
- Wanda will briefly describe the rater calibration/training;
- Katrin will reintroduce the *working with raters* document that was developed.

It was suggested that Emy connect to the web site to show members where various items and resources live and to link to the Raters Contact list in the members' only section of the web site. It was suggested that staff add an "as of [DATE]" to the rater list so that when members open it, it clearly shows the date of last revision.

It was also suggested that when required rater training is described, members be informed that when raters are required to view the online refresher training course, they be required to print and fax (or scan and email) the certification of completion.

Reassigning raters from Approved to Approved Lead status

Members logged on to www.anymeeting.com to view the document posted by Emy. Members reviewed and discussed the document and the two issues addressed within the document: 1. Reassigning raters from Approved to Approved Lead status, and 2. Training requirements for raters. Wanda explained the revisions and suggestions made by staff and members agreed that the attached version of the document may be considered final and should be recommended to the membership at the 2012 annual meeting.

The meeting adjourned.

There are no further meetings scheduled. If appropriate, meetings will be scheduled following the annual business meeting.

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

Reassigning raters from Approved to Approved Lead

Approved raters must have rated at least fifteen (15) oral exams and have at least three (3) years of experience as a rater, have attended the face-to-face training within the past five (5) years, and must submit at least three (3) recommendations from individuals they have directly worked with:

- One recommendation from a rater supervisor;
- One recommendation from another rater; and
- One recommendation from a program manager or staff at the National Center for State Courts.

Training requirements for raters

- Inaugural training for all raters must be in-person.
- Following the initial in-person rater training, all raters must attend the online refresher training once every year.
- Based on available funds, raters (including approved lead raters) will be required to attend in-person training every five years (at a minimum), or less based on NCSC staff recommendations.
- Failure to attend required trainings (in-person or online) may result in removal from the Consortium's Approved List of Raters.
- Staff will keep an updated schedule of compliance in the members-only website and distribute or alert program managers when updates and changes are made.