

**CIT Face to Face Board Meeting
Portland, Oregon
October 16 – 21, 2000**

Present: Carolyn Ball, Elisa Maroney, Barbara O'Brian, Lynda Remmel, Paul Schreyer, Christine Smith, Todd Tourville, Anna Witter-Merithew

Not Present: Jeanne Wells (due to recent surgery)

October 16

9:00 a.m.

The Board worked from 9 a.m. to 8 p.m. without breaking. Lunch was brought in and the Board worked through lunch.

Dinner break from 8 to 9 p.m. and then the Board gathered again to work until 10:30 p.m.

Elisa left at 4 p.m.

Agenda:

Opening Session
Forum
Business Meeting
Budget
Transition to New Board
RID Office Space

I. President's Report

Christine attended a meeting of the TF. Christine reported that the TF supports our standards and SSR process. They want to be involved in the CCIE. The RID membership voted to support the Ed Standards last RID convention in Boston, 1999.

They continue to support their commitment to allowing CIT to use some of their office space in their main offices in Maryland. Perhaps sharing part-time position in office.

Christine would like to be the Liaison to the TF even though she is stepping down from the Presidency. It was stated that we must be clear about our involvement in the TF. Our process is separate from the TF and rather than be absorbed by what they do, we need to keep clear what we are doing.

This needs to go before the members because in Tucson Convention 1982 RID made big proposal to CIT to affiliate and they would allow us to use office space staffing etc. The

membership voted no 24 to 29, big controversy at the time. Thus, the membership needs to decide whether to pursue the relationship with RID.

II. Handbook of Collective Wisdom

This is in need of updating. It was suggested that the new secretary take on this task in the next term.

III. Mary Stotler Award

The Board just learned that two previous recipients did not receive their plaque or cash award. The Board has taken care of this and will make sure that these things are completed during this convention.

IV. Opening Session

A very long working session followed; whereby the Board prepared for the opening session of the convention. Goals were established that included looking back on what has been done, acknowledging and valuing it, celebrating our history and key contributions from many people and then looking forward to what our energy should be devoted toward.

The Board had been working for months on a timeline of events and key contributions and finalized it during this meeting. It was entered into a computer and designed for printing on large posters for the membership to read. The timeline includes the year and the date for each convention (13 total), the location of each convention, the Presidents, key issues at each convention and the number of attendees and workshops.

Position papers were copied for distribution.

The Bylaws were amended in 1996 at the Little Rock, AR convention and a printed copy of those changes needs to be made. Elisa has the bylaws on disk for that purpose.

An interesting item the Board found was that the Bylaws do not reflect the name Educational Standards Committee (ESC) but has a committee called the Standards Committee. Either the committee name needs to change or the Bylaws need revision.

October 17, 2000

Present: Carolyn Ball, Elisa Maroney, Barbara O'Brian, Lynda Remmel, Paul Schreyer, Christine Smith, Todd Tourville, Anna Witter-Merithew

Not Present: Jeanne Wells (due to recent surgery)

The Board worked from 9 a.m. to 6 p.m.

I. SSR

SSR proposals from specific programs were forwarded from Betsy Winston to Elisa Maroney and brought to the Board this morning.

The SSR information and related materials including rater training, process, etc. have not yet been provided to the Board.

It was identified that there are four boxes of SSR materials. Lynda requested the boxes be brought to the convention.

The materials the Board is looking for include:

1. Rater training materials
2. Rater forms and instructions
3. Application package
4. Policy and Procedures manual
5. Hard and Disk copies of these materials
6. Any policies and procedures for self study review process other than what is articulated in the accreditation manual if there are any differences

The Board received 4 boxes of materials during the convention.

II. Opening Session

The Board determined the themes to be presented as related to the timeline and people to recognize. Each part of the presentation was assigned to different Board members:

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|---------------------------------------|--------------|
| • Opening, Transitions and Close | Todd/Elisa |
| • Professional Development | Anna/Lynda |
| • Promoting High Standards | Anna/Lynda |
| • Share Information | Paul/Barbara |
| • Advocate Research | Carolyn/Paul |
| • Encouraging Collegial Relationships | Christine |
| • Challenges | Everyone |

The Board worked until 6 p.m. on the timeline handout, wall of history, presentations, and power point slides.

October 18, 2000

Present: Carolyn Ball, Elisa Maroney, Barbara O'Brian, Lynda Rimmel, Paul Schreyer, Christine Smith, Todd Tourville, Anna Witter-Merithew

Not Present: Jeanne Wells (due to recent surgery)

The Board began working on the opening session and forum at 8:30 a.m. and continued until 2:30 p.m. Some members took a break and the whole Board reconvened at 5:00 p.m. to rehearse for the opening session.

October 19, 2000

Present: Carolyn Ball, Barbara O'Brian, Lynda Remmel, Paul Schreyer, Christine Smith, Todd Tourville, Anna Witter-Merithew

Not Present: Elisa Maroney, Jeanne Wells (due to recent surgery)

The Board convened at 9:00 a.m. to prepare for both the Forum and Business Meeting

I. Business Meeting Agenda

An agenda for the business meeting was discussed and determined to be as follows:

- I. Call to Order
- II. Roll Call – Credentials committee
 - A. In memoriam
 - B. Motion to Accept Standing Rules
 - C. Motion to Accept Agenda for Business Meeting
- III. Minutes from last meeting – accepted by committee
- IV. Officers' Report
 - A. President
 - B. VP
 - C. Treasurer
- V. Committee Reports
 - A. Editorial
 - B. PDC
 - C. ESC
 - D. Nominations
 - E. Bylaws
 - F. Convention
- VI. Old Business
- VII. New Business
 - A. Elections of New Officers
 - B. Motions from Committee
 - C. Resolutions from Committee
 - D. Motions from floor
 - E. Resolutions from floor

II. Forum

The Board discussed how the forum would be conducted. The time will be divided between the two topics of accreditation and collaboration with ASLTA. The format of the forum is as follows:

ACCREDITATION FORUM

Moderators for the Accreditation portion of the forum will be Todd Tourville and Elisa Maroney.

10:15 AM - 11:30 AM (The first 35 minutes will be for background and a status report and the remaining 40 minutes will be for membership discussion.)

1. Overview of Goals
2. Forum Norms (definition of turn taking and discussion of ground rules)
3. Historical Perspective (this will be done by way of a timeline chart that highlights major events and decisions/motions related to the ESC)
4. Discussion of the proposal to the Board of Directors by the Educational Standards Committee dated March 16, 1999
5. Status report regarding actions that have been taken to date and our progress in reconciling the VISION with the REALITIES of our association. This will include discussion of the contract position we have authorized for guiding current SSR applicants through the process, investigation of 501 (c) 3 status, investigation of home office space and staff, recruitment of new ESC members, progress relating to rater training/recruitment
6. Discussion of challenges related to SSR/Accreditation
7. Discussion of the challenges related to people resources, organizational structure, and finances

Board recommendations for membership consideration:

1. Plan B of the ESC proposal- with modifications recommended by the board
2. Establish a Task Force empowered to secure partnerships with key sister organizations for the purpose of jointly establishing an accreditation organization. Board representation on the Task Force will work to complete the 501 (c) 3 application process and acquisition of home office and staff
3. Put a cap on the CIT seed money to get the process started
4. Seek administrative, procedural, and fiscal commitment from other stakeholders

The forum would then break into small groups for discussion:

Small groups can organize based on topics they would like to address. Recorders will document themes and comments. Reports will be posted for review and continued discussion after the forum.

The board will have two copies of a resource notebook with all publications, correspondence, and board meeting minutes relating to the ESC and SSR/Accreditation process available for membership review at the convention.

- ◆ The ESC report given at the Salt Lake City convention
- ◆ November 7th, 1998 (published in the January 1999 issue of the CIT NEWS)
- ◆ CIT face-to-face Board meeting minutes, November 2-3, 1998 (also published in the January 1999 issue of the CIT NEWS)
- ◆ ESC report and timelines published in the January 1996 CIT NEWS
- ◆ Minutes of the face-to-face board meeting in Charlotte, February 1999, published in the July 1999 issue of the CIT NEWS
- ◆ Minutes of the face-to-face board meeting in Boston, August 1999 published in the January 2000 issue of the CIT NEWS

ASLTA COLLABORATION FORUM

Moderators: Lynda Rimmel and Paul Schreyer

11:30 a.m. - 12:15 p.m. (First 15 minutes will be for background and status report and the remaining 30 minutes for group discussion.)

Historical Perspective:

Percent of ITP's with an ASL component, role of Deaf faculty in program development, research regarding language deficiencies in interpreted performance, meeting at the Pomona Convention in 1990 regarding the role of deaf individuals in the CIT, the mission statement adopted in 1992 in Denver, the motion from Little Rock regarding the use of ASL as the conference language.

Actions to Date:

- outcome from SLC convention in 1998
- follow-up meetings between ASLTA and CIT board members in Boston and Rochester
- establishment of the three-track program
- letter of agreement with ASLTA
- use of ASL as the business language of the convention
- reciprocal sponsorship of President and Vice President to the SLC, Rochester, and Portland Conventions
- joint board meetings in Rochester and Portland
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Board Recommendations:

- A motion or resolution from the membership to officially support and recognize the collaboration.
- A motion to move forward in partnership with ASLTA to secure a commitment from other stakeholders to establish an accreditation entity.

Issues:

Should we continue in pursuit of this endeavor? Why or why not? What are CIT's values and principles that must be preserved in the process? What are our next steps? How will we measure our effectiveness? What is the role of Deaf and hard-of-hearing instructors in the SSR and accreditation process? How do we achieve meaningful and productive collaboration with Deaf and hard-of-hearing individuals in all of our endeavors? How do we create more professional development opportunities between organizations with common goals? What are the implications of collaboration to the organization's mission, structure, and finances?

A review of the July issue of the CIT NEWS (Board article), and the 1997 April and July issues of the CIT NEWS (articles by Shaw and Kraft relating to the use of ASL as Conference language) would help in preparation for the forum. Again, we will have the two resource notebooks available for membership review prior to, during, and after the forums.

Other Discussion:

It was stated that the issues of Accreditation and CIT/ASLTA Collaboration cannot be easily separated and we need to provide a wrap up of the issues jointly, because they all affect each other, and then give the membership the opportunity to comment with a 3 minute limit so as many people as possible could comment.

The Board broke for lunch at 12:00 p.m. and reconvened at 1:30 p.m.

1:30 pm

Continued Discussion:

The Board discussed at length the best way to involve the membership in expressing opinions during the forum. It was suggested that the smaller groups focus on specific things such as:

1. The Philosophy of the Organization; the Big Picture
2. The history of what has happened and what exactly is the controversy?
3. Specific Issues: the reasons for what is happening

Forum

Options:

1. Cancel ESC Discussion
2. Simultaneous Discussion
3. "Membership" Forum
4. Combo: ESC & ASLTA
5. Open Active Plan Approach

Continuation of discussion of Forum goals and focus.

What can we accomplish in 2 hours? How can we give a history of what has been happening as well as allow members to collaborate with each other to determine the future goals of the organization relating to this process.

Anna suggested we go with Todd's ideas of groups and have groups focus on different things

1. Philosophy of Org Theresa, Betty, etc BIG PICTURE. Think tank
2. History what happened? What is the controversy?
3. Specific Issues: reasons for what is happening

The purpose of the forum is to gather input from the membership.

III. ESC

At the Committee meetings tonight, Board members will meet with them and discuss the next step, which is the appointment of a new chair who will in turn appoint a new committee. We have asked the committee and no one has come forward to be Chair.

IV. CIT/ASLTA COLLABORTAION

The Board discussed strategies for collaboration between CIT and ASLTA in order to increase the involvement of Deaf individuals in our process.

The Board adjourned at 6:00 p.m.