

**CIT Face to Face Board Meeting
January 14-15, 2000
Atlanta, GA**

**January 14, 2000
10:00 am**

Present: Carolyn Ball, Robert G. Lee, Barbara O'Brian, Lynda Remmel, Christine Smith, Todd Tourville, Anna Witter-Merithew

Not Present: Paul Schreyer, Elisa Maroney

I. ACCREDITATION

The entire day was spent discussing issues related to the goal of Accreditation.

Discussion centered around collaborating with ASLTA. Collaboration with the ASLTA is foundational and unique to the goals of CIT. Both organizations consist of professionals who teach at the post-secondary level and understand the issues related to working with institutions, students, and standards. ASLTA also represents the Deaf community who we ultimately serve.

Other organizations such as the RID, NAD, AADBI, etc, are also stakeholders in this process and their involvement is critical. But the relationship we seek to develop with the ASLTA goes beyond that. It is essential that we, as a majority of hearing people, work hand in hand with those Deaf professionals who do what we do as we pursue accreditation.

The Board reviewed the history of the CIT pursuing this and developed a detailed timeline of this process. (See attached timeline.)

A. Timeline

**October 1996
CIT Convention
Little Rock**

Discussion of how to Include ASLTA.
Proposal made to run business of conventions in ASL.

**March 1998
Silver Spring
Face to Face Board Meeting**

Decision made to approach ASLTA.

June 1998
First Program files papers to begin SSR.

September 1998
Gardner-Webb College
Boiling Springs, NC
Regional ASL Conference

Anna Witter-Merithew met with Leslie Greer to extend formal invitation from CIT to come to our convention to discuss collaboration.

November 1998
CIT Convention
Salt Lake City

CIT and ASLTA Boards meet Face to Face and begin discussion of specifics for working together

ESC Report At Convention from Betsy Winston, Co-Chair reported (quoted from minutes): "We hope to have three reviewers for each program – all reviewers must be interpreter educators (1 hearing, 1 deaf and 1 person from another group)."

The committee also announced that three programs had applied and it was agreed in principle that we would give them the option to continue with SSR or as we went ahead with Accreditation that we could offer them the option of going for that also. NO PROMISE was ever made to accredit those programs. We didn't even yet have accreditation.

October to March 1998

Cathy Cogen and the ESC investigated Accreditation

March 1999
Charlotte
Face to Face Board Meeting

Cathy Cogen brought proposal for a Council of Accreditation. Board decided to hold that proposal in order to first develop a partnership with ASLTA while the ESC continued with the current SSR process.

April 1999
Boston

Anna Witter-Merithew, Jona Maiorano, & Cathy Cogen met with ASLTA Board and firmed the agreement to move forward in our collaboration.

June 1999

Reviewers receive information toward a site review for the first SSR

August 1999
Boston
RID Convention

"Dry Run" pilot of Rater Training within ESC

October 1999

Rochester

ASLTA Convention

CIT and ASLTA Boards met and agreed to work together.

Two representatives from the ASLTA board were invited to observe the upcoming site review to gain a clear idea of what CIT has been developing over 20 years. This is the same goal the ESC reported at the 1998 convention.

November 1999

Site Review "Dry Run" for first SSR

The ESC went ahead with site review without ASLTA Representatives.

Program met the criteria for that SSR. Site review was always an option.

January 2000

Atlanta

Face to Face Board Meeting

Major goal of meeting to discuss process of ASLTA Collaboration and Partnership.

B. Board Action Plan

The Board determined several areas of action to be taken:

1. Communication

- Clear communication regarding the SSR process and our goal is to move towards an accreditation body.
- Draft a letter from CIT formalizing an agreement between ASLTA and CIT for a partnership for the purpose of collaborating towards accreditation. This is a conceptual document putting into writing what we have been talking about for several years. We expect to have this agreement signed by both boards in February 2000.

2. Budget

a. Develop Fiscal Policies and Procedures

- Travel policy
- Reimbursement
- Financial responsibility and accountability
- Regular Reports

b. Determine the requirements to become a 501(c)3

- Lawyer?
- Council/commission?

3. ESC

The Board discussed several pieces of information that needed to be gathered from the ESC. Board members will be contacting ESC members to obtain this information and documents.

The Board's current understanding is that the ESC will continue working with programs going through the SSR and the future CCIE will pursue accreditation work. In the transition we will have current SSR's but will fade that out and continue with accreditation.

The Board's goal is that representatives from the ESC will meet with representatives from the ASLTA by April 30, 2000 to inform them of the history and work of the ESC so they will have a working knowledge for integrating ASLTA members for collaboration toward the goal of accreditation. These representatives from ASLTA will be new members of the ESC. There is no mandate in the by laws requiring committee members to be members of CIT. We want the ASLTA to be a part of the SSR process even with the programs currently going through. ASLTA members will be included in the next rater training. The ESC will continue to work on SSR's with the programs in process.

4. CCIE

The board discussed issues related to the development of the CCIE specifically related to:

- Staff
- ASLTA Partnership
- 501(c)3
- Fundraising
- Confidentiality
- Conflict of Interests
- Other Stakeholders

Board Action toward establishing the CCIE

The Board will draft a proposed contract with deadlines and negotiate the terms with a qualified individual to accomplish the following:

1. Apply for 501(c)3 status
2. Establish the Council and recruit members as directed by the Board
3. Complete the Accreditation Manual after soliciting and collecting feedback from stakeholders
4. Raising funds
5. A monthly status report will be presented to the Board

6. This person will work for and answer to the Board
7. This person will communicate with the ESC through the Board Liaison

The ESC will continue to operate the way they are currently and report directly to the Board. The Board liaison still is the only contact for the ESC.

6:15 pm Board recesses for a working dinner

After dinner Board members met in small groups to work on some specific items in preparation for the next day.

Saturday, January 15, 2000
8:40 am

II. ACTION ITEMS PREPARED

The meeting opened with presentation of work done in small groups the night before.

A. Expense Reimbursement Policy and Procedures Remmel/O'Brian

Fiscal Policy and Procedures

All travel and meeting related expenses must be pre-approved by the Board and made in the most conscientious and cost-effective manner. In cases where the prior approval denotes a pre-authorized amount, reimbursement will not exceed this authorization unless specifically approved by the Board.

A traveler will be authorized to choose between a personal vehicle, a common carrier or private aircraft only after a careful analysis of the distance, timelines and overall costs of a trip have been considered. **Reimbursement for the most economical mode of transportation, consistent with the purpose of the travel, will be authorized.**

Requests for reimbursement must be made on the CIT Reimbursement Form with required receipts attached. Requests must be submitted within 30 days of expenditure. The CIT Treasurer will make reimbursements of approved expenses within 30 days of receipt of completed paperwork.

Airfare must be purchased at least 21 days in advance unless the Board gives prior approval. The Board must approve any additional airfare charges arising from extenuating circumstances. Airfare reimbursement can be requested at the time of purchase by sending/faxing a copy of paid itinerary to Treasurer.

Hotel rooms will be reimbursed based on double occupancy with the understanding that this may not always be possible due to odd numbers of people, gender differences, or other extenuating circumstances. Moderately priced accommodations should be used.

Meals will be reimbursed at a per diem rate of \$30 per day or \$20 per half-day including travel time. Per diem expenses can be advanced.

Any pre-paid travel expenses or advancements for activities that are later cancelled or changed must be returned to the CIT Treasurer within 30 days.

Any questions regarding travel related expenses should be directed to the relative Board liaison.

(See Motion 2000-3: Policy Approved)

B. Discussion of Confidentiality Issues Remmel/O'Brian

A draft of a confidentiality policy was prepared. The Board tabled the discussion of this.

C. Partnership with ASLTA Plan of Action Witter-Merithew

1. Professional Development

- Appoint an ASLTA program committee delegate to the CIT Convention planning committee
- Plan a Convention track for ASLTA members for Portland Convention
- Do a promotional mailing to ASLTA members for Portland Convention
- Set registration rates at the same level for both CIT and ASLTA members
- Consider ways to foster other programs of mutual benefit

2. Evaluation and Accreditation of IEP's

- Identify two ASLTA representatives to serve as members of the ESC
- Set up meeting with ESC members and ASLTA representatives to integrate them into the process
- Recruit ASLTA members (5-10) to participate in the rater training
- Integrate ASLTA raters into the SSR and Accreditation process

3. Research and Development

- Identify products/materials of mutual interest and a plan of action for promoting development
- Identify opportunities and needs for publications of mutual interests (Ex: A Model of Deaf/Hearing Organizational Collaboration)

4. Information Exchange

- Establish quarterly discussions between the CIT Board Sub-Committee and ASLTA Board
- Hold an annual planning meeting between boards for the purpose of determining/reviewing plan of action (two completed to date)
- Make regular newsletter contributions to one another's newsletters

5. Social Political Activism

- Identify and develop our common agenda
- Seek ASLTA review of our comments/feedback to the NAD Committee Report

- Create a CIT Language Policy for conventions, committee meetings, and Board meetings that promotes full inclusion for Deaf participants
- Create CIT interpreting policies/protocol statement that creates full inclusion for Deaf participants

D. Contracted Position Lee/Tourville

Robert Lee and Todd Tourville prepared an outline of tasks to be negotiated with individuals qualified to contract toward the development of the CCIE. The tasks would include the following, however, this is a work in process to be negotiated.

Tasks:

1. CCIE

- Delineation of number, qualifications, and responsibilities of commission members
- Development of recruitment and solicitation strategies (with rationales)
- Recommend composition of interim Commission and final permanent Commission

2. Policies and Procedures Manual

- Dissemination of Draft Manual
- Gathering feedback from stakeholders
- Presentation of Final Draft for Board Approval

3. 501(c)3 Tax Status for the CCIE

- Obtain 501(c)3 status for the CCIE

4. Resource Development

- Investigate and develop a plan for funding of the activities beyond initial start-up

5. Accreditation Procedures

- Outline steps needed towards accreditation with timelines including but not limited to the following:
 1. Size of rater pool
 2. Rater qualifications
 3. Recruitment and training required for raters
 4. Development of policies regarding conflict of interest
 5. Confidentiality and accountability

Reporting

Monthly status reports should include status of each item, listing of time, date, and name of contacts

This contractor is hired to represent the interests of the Board at all times and reports directly to the Board. Interaction with Committees shall be conducted through the appropriate Board Liaison.

\$500 start up funds

Payment for work will be determined and clearly defined in the contract to be agreed upon.

III. MOTIONS

Motion 2000-1 (Witter-Merithew/Lee)

Move to approve and send the letter of agreement and proposed plan of action to the ASLTA Board for review, additions, and approval.

Motion Passes

Motion 2000-2 (Tourville/Witter-Merithew)

Move that the Board submit to the membership a status report addressing the progress, policies, and plans of action relevant to Self Study Review, accreditation, collaboration with ASLTA by May 1, 2000.

Motion Passes

Motion 2000-3(O'Brian/Rommel)

Move that the expense reimbursement policy be approved.

Motion Passes

Motion 2000-4(Rommel/O'Brian)

Move that a copy of the expense reimbursement policy and form be disseminated to all committee chairs and posted on the website.

Motion Passes

Motion 2000-5(Ball/Witter-Merithew)

Move that the President and her designee be authorized to recruit a consultant to perform specific duties necessary to begin the transition from SSR to Accreditation.

Motion Passes

Motion 2000-6(Witter-Merithew/O'Brian)

Move that the Board gather a copy of all materials generated for the Self Study Review process and corresponding rater training for contractual and archival purposes.

Motion Passes

Motion 2000-7(Ball/Tourville)

Move that the Board Liaison for the Educational Standards Committee be the initial contact person for general inquiry about or application for a Self Study Review.

Rationale: in order to maintain fiduciary accountability and consistency.

Motion Passes

IV. PRESIDENTIAL APPOINTMENTS

The President announced the following appointments:

Carolyn Ball	Board Liaison, Financial Committee Board Liaison, Convention Program Committee Board Liaison, Convention Planning Committee
Robert G. Lee	Board Liaison, Educational Standards Committee
Elisa Maroney	Board Liaison, Convention Committee
Barbara O'Brian	Board Liaison, Technology Committee Board Liaison, Membership Committee
Lynda Rimmel	Board Liaison, Professional Development Committee
Todd Tourville	Board Liaison, Editorial Committee Board Liaison, Convention Proceedings Editor
Anna Witter-Merithew	Board Liaison, By Laws Committee Chair, Board Subcommittee for partnership to ASLTA
Paul Schreyer	Board Liaison, Convention Interpreters Board Liaison, Nominations Committee
Jona Maiorano	Board Liaison, Fundraising Committee Historian

V. CONVENTION

1. Opening Celebration Discussion

The Board discussed the fact that CIT did NOT pay for the keynote at the last convention. The Board sent a letter expressing our great disappointment in the keynote and the fee was waived. The Board would like to do something very memorable at the convention and several ideas for the opening celebration related to the idea of CIT's 21st Anniversary and "coming of age" were discussed. The notion of a Team of one Deaf and one Hearing person to act as "co" Masters of Ceremony." These ideas will be passed on to the Program Committee.

2. Fundraising

Ideas for fundraising were discussed including the sale of T-shirts, keychains, the Quilt raffle, etc.

3. Interpreter Coordinator

The Board would like to have a Deaf/Hearing Team coordinating interpreters; one sponsored by CIT and one sponsored by ASLTA. Anna contacted Leslie Greer of ASLTA to see if they would be interested in sponsoring a Deaf team member. The conversation was very positive.

Two individuals were interested in serving as the Hearing member of the coordination team. The Board recognized that at the last convention Gay Koenemann established an effective structure and very successfully coordinated the interpreting services of the last convention. Both Deaf and hearing interpreters worked the convention. The Board felt that Gay would bring consistency and a record of effective coordination.

The President appointed Anna as the Board contact person for the convention interpreters.

The president appointed Gay Koenemann to work along with a representative from ASLTA to coordinate the interpreters at the convention. The Board encourages the continued practice of hiring qualified interpreters from a variety of backgrounds.

4. Mary Stotler Award

The Professional Development Committee will set up a committee for this year's nomination. They will also contact the RID to find their nominations.

5. Program Committee and Convention Planning Committee

Annette Minor and Barbara Ray are the Program Committee. Carolyn Ball is the Board Liaison for the Program Committee.

The Convention Planning Committee and Convention Program Committee are two separate entities with specific duties. The planners handle the local facilities and site facilities. The Program Committee handles the Call for Papers, Interpreters, Student Rep Coordinator, Proceedings Editor, etc.

Neither committee needs to work on the Interpreter Coordinator or Student Representative Coordinator.

Carolyn Ball, as Board liaison will contact members of these committees to clarify the tasks of each.

6. Convention Appointments

Interpreter Coordinator	Gay Koenemann & ASLTA Rep
Proceedings Editor	TBA
Program Co-Chairs	Annette Miner and Barbara Ray
Student Representative Coordinator	Ari-Asha Castalia

7. Possible Future Convention Sites

The Board discussed ideas for future convention sites. Priorities are keeping the cost reasonable, easy access by air, and program support. The Board is looking for individuals and programs interested in hosting the site.

VI. PROCEEDINGS

Anna reported that almost all of the 1994 Charlotte Proceedings are sold and we are still receiving requests to purchase them. We need to decide if we are going to print more. Christine suggested we send one to Cam McDermid to investigate putting the Proceedings on CD.

Motion 2000-8(O'Brian/Tourville)

Move to give the Vice President Anna \$200 petty cash to cover the cost of shipping the Proceedings that are ordered.
Motion Passes

Motion 2000-9(Tourville/Lee)

Move to authorize the Editorial Committee to move forward to convert the past proceedings into an electronic format.
Motion Passes

VII. NOMINATIONS COMMITTEE

After several years of serving faithfully in the position, Ann Toppliff has resigned from the committee. Ann has been the committee for years. The Board needs to locate one or more members to replace her.

VIII. PRESIDENT'S COMMENTS

A. RID

RID is sponsoring Richard Laurion and Linda Stauffer to attend the CIT Convention in Portland to represent the RID.

B. CONFERENCE CALLS

The President would like to find a better way to include Deaf Board members during conference calls due to communication difficulties between auditory and visual languages via telephones. The Board discussed some ideas regarding this, however, tabled it until we could include Paul Schreyer in the discussion. (He was unable to attend the meeting at the last minute due to a death in the family.)

C. EMAIL COMMUNICATION

The President encouraged us to better prepare for our meetings ahead of time via email. It is important to pay attention to subject lines and consistently respond. She also reminded the Board members that all communication via email within the Board is confidential.

IX. TO DO LIST

The Board compiled a long "TO DO LIST" of items for individual Board members to complete specific items in the weeks and months ahead. It was disseminated at the meeting.

X. MEETING ADJOURNED

The meeting was adjourned at 5 pm.

Minutes Accepted May 22, 2000