



AMERICAN SIGN LANGUAGE TEACHERS ASSOCIATION

**ASLTA Board Special Meeting
Saturday, February 22, 2020
Time: 2:30 PM [EST]**

1. Roll Call

Janice Smith-Warshaw, President
James Wilson, Vice President

Jason E. Zinza, Treasurer
David Martin, Communications Director
Beatrice Pfaff, Chapter Affiliation Director
Amy June Rowley, Evaluation and Certification Director
Lorraine Flores, Professional Development Director

Absence(s):

Rhonda Jennings-Arey, Secretary
Christine Sharkey, ASLHS Coordinator

2. Meeting started at 2:30 pm EST

3. President's Agenda

- a. President called this meeting to discuss a serious situation that emerged, directly affecting the Evaluation program.

Evaluation:

Evaluation assistant Tony Ellis abruptly resigned his position, citing a lack of support and appreciation for his work. Currently, the Evaluation and Certification Director is already overwhelmed as it is, so the resignation is a serious setback.

Discussed the pros and cons of hiring an immediate replacement. Board decided that it is better to examine structural issues in the program contributing to the workload and identify areas for improvement before hiring a replacement.

Evaluation Director has stated repeatedly that the amount of work needed to sustain the certification program has become a significant drain on time and resources. The most significant issue is that each individual going through the certification process - whether before applying, during the process, or after - requires a lot of one-on-one individual attention. Whether clarifying concerns, explaining processes, giving personal support, the Evaluation Director has been completely overwhelmed by the need.

The Evaluation assistant provided support by fielding questions, setting up the digital portfolios, assigning evaluators to review portfolios, and tracking all certifications. The concern now is how to proceed forward.

The Evaluation Director opposed putting a moratorium on new certification applications. Without a moratorium, other solutions were put in place:

- a) The Professional Development Director will take over sending certificates to individuals.
- b) The Treasurer will monitor the evaluationoffice@aslta.org in-box. Treasurer will go through records to identify any individuals who might have fallen through the cracks for one reason or another. Treasurer and Evaluation Director will collaborate to develop an FAQ for the website. Treasurer will update certification information on the website to streamline procedures. Treasurer will review all outstanding invoices and submit to Amy June for approval. Treasurer will develop a tracking system to monitor all applicants through the evaluation system, from payment to final notice.
- c) Longer term: Evaluation program needs more evaluators to increase productivity. This will require outreach and training. More ideas to come.
- d) President will contact Tony Ellis and request all ASLTA property be returned to ASLTA (laptop, files, etc.).
- e) Amy June will contact Tony Ellis to obtain critical materials (certification database is on an offline spreadsheet, so cannot be accessed currently), passwords, etc., and see if he is willing to provide training on evaluation support protocols.

Meeting adjourned at 3:45 pm EST.

Special Meeting Minutes respectfully taken by Jason E. Zinza.