

**THE ADVISORY BOARD FOR INTERPRETERS BETWEEN HEARING INDIVIDUALS
AND INDIVIDUALS WHO ARE DEAF, DEAFBLIND, HARD OF HEARING, OR ORAL
DEAF**

**MINUTES OF THE
NOVEMBER 4, 2016 MEETING
TECHNOLOGY SUBCOMMITTEE**

COMMITTEE MEMBERS PRESENT

Jami Hollingsworth, Co-Chair

J.R. Courtright, Co-Chair

Brad Sims, Technology Specialist, UALR College of Education and Health Professions

GUESTS PRESENT

Elizabeth Harris, ADH General Counsel

Bethany McLaughlin, ADH Legal

John West, Interpreter

Linda Stauffer, Interpreter

Will Gorum, transcriptionist

J.R. Courtright called the meeting to order at approximately 1:00 p.m. After taking roll, Mr. Courtright turned the meeting over to Ms. Hollingsworth. Ms. Hollingsworth recapped the last meeting of the Technology Subcommittee. She stated that at the last meeting questions about the videoing were resolved. Ms. Hollingsworth also stated that since that meeting, she and Mr. Sims had met with UALR staff to discuss financing the video. Mr. Sims stated that his team leader is checking with the Dean to determine the best way to pay for the video. He discussed some potential options of how to pay for the video.

Ms. Hollingsworth stated that no bid would be needed for two reasons. One, the total cost of the project was under \$10,000; and two, the contract was going to be with UALR. Ms. Hollingsworth stated that there would be three people featured in the videos and that total recording time should be less than one hour. Ms. Hollingsworth stated that the Subcommittee would need to know how UALR was going to proceed before they could formulate a budget.

Ms. Hollingsworth then brought up who should be brought into sign in the videos. She first asked how much they should pay each individual. Some discussion ensued about how to pay them.

Mr. Sims estimated that it should only take about 3-4 takes to film the video. Since these were five minute videos, it should not take more than 20 minutes to record the video. Ms. Hollingsworth stated they could get some direction from the Board about what should be on the video.

Mr. Sims asked the Subcommittee to think about what type of content it wanted on the video, for example, did they want to use PowerPoint, a written script, etc. Ms.

Hollingsworth asked about captioning the video. Mr. Courtright asked about putting a voice over on the video.

Ms. Hollingsworth stated that the content of the video should be what is on the website, for example, how to fill out the complaint form. Mr. Courtright explained that it can be captioned from the written script and the signed in ASL and that those two messages should match each other pretty well. Mr. Sims would need help with matching the ASL with the text file so that those two messages will match.

Ms. Hollingsworth asked about who should be in the videos. Mr. Courtright suggested picking three individuals to recommend to the Board. Mr. Courtright suggested Nathan Burleson. Ms. Hollingsworth suggested Cheryl Thomas. Ms. Hollingsworth suggested naming three individuals to recommend to the Board and letting the Board decide.

There is only one Certified Deaf Interpreter (CDI), so that person will be the only one recommended. Discussion ensued about who to recommend from the Deaf Community and the Interpreter Community. From the Deaf Community, the Subcommittee decided to recommend Nathan Burleson, Linda Glenn, and Ernest Northup. From the Interpreting Community, the Subcommittee decided to recommend Cheryl Thomas, Will Gorum, and Jamie Harrell.

Ms. Hollingsworth discussed what to use in the background and it was decided that with the captioning and the signing, it would be best to have a simple background.

The meeting was adjourned at approximately 1:26 p.m.

Jami Hollingsworth, Secretary

Approved on _____