



COTSEAL

Council of Teachers of Southeast Asian Languages

COTSEAL Business Meeting

AAS Conference 2015, March 28, 7:30-9:00 pm

Minutes prepared by Sheila Zamar, COTSEAL Secretary

In attendance:

Frank Smith (UC-Berkeley), Joanda Pandin (Cornell U.), Sheila Zamar (UWisc-Madison), Ellen Rafferty (UWisc-Madison), Juliana Wijaya, Thamora Fishel (Cornell U.), Mary Jo Wilson (UWisc-Madison), Pauli Sandjaja (UWash-Seattle)

Items discussed:

1. Financial report from the COTSEAL Secretary

- **2014 AAS Account:** starting balance \$9,406.15 ; closing **balance \$7,547.20**
- May-December 2014 Expenses: \$2,392.85
- May-December 2014 Membership fees collected: \$389.80
- January-March 25, 2015 Membership fees collected: \$253.00

2. COTSEAL Conference at SEASSI 2015: July 17-18

- Matching **travel grants for presenters** will be made available
 - Up to \$300 for US mainland-based participants
 - Up to \$400 for Hawaii & SEAsia-based participants
 - Grantees must be active members at the time of application (i.e. paid their membership dues for the year)
- **Organizing committee**
 - Members: Erlin Barnard (UW-Madison), Jolanda Pandin, Pauli Sandjaja
 - Decide the theme: ASAP
 - Invite a keynote speaker: ASAP
 - Send out call for proposals: 2nd week of April
 - Include information regarding the publication of conference proceedings in the call for proposals (JSEALT)
 - Set deadline for proposals: 4th week of May
 - Review proposals and send out acceptance letters: 2nd week of June
- Helping with **logistics and other matters**
 - Mary Jo Wilson: conference room (Ingraham 206)
 - Frank Smith: travel grants (advertise, receive applications, etc.)
 - Lopao Vang: Food/snacks (to be reconfirmed by Sheila Zamar)

3. COTSEAL Teacher Training Workshop at UC-Berkeley, September 18-19

- **Guaranteed funding**
 - For 11 California-based teachers

- For 11 teachers from other US states
- Will cover airfare, food, and shared room
- **Presenters**
 - Frank Smith on classroom management
 - Erlin Barnard on content-based materials development
 - UCLA- National Heritage Language Center
- **Commitment of support from NRCs**
 - Mary Jo Wilson will reconfirm with NRCs that have expressed commitment to provide airfare for their language lecturers/TAs
- **Participant selection considerations**
 - level of experience: aim for a mix of experienced and less experienced teachers
 - willingness to develop/foster collaboration across languages
 - commitment to participating in future COTSEAL workshops
 - representative of all SEAsian languages (max. 30 participants)
- **Participant Selection Committee**
 - **Members:** Ellen Rafferty, Han Tran (UC-Berkeley), Thamora Fishel/Abby (Cornell U.)
 - Mary Jo Wilson will provide logistical support- will have her student assistant prepare a list of all SEAsian teachers in the US
 - Send out **call for participation by the end of April**
 - Prepare an **application form** asking potential participants to provide information regarding: level of experience, teaching interest/s, support from home institution and/or request for UC-Berkeley funding
 - Set **application deadline to early June**
- **Streaming video**
 - available to participant observers/auditors
 - will not be set up for breakout sessions participation
- **Follow-up workshops**
 - **2016 at UW-Madison**
 - Mary Jo will email the minutes of the SEASSI Board meeting to NRCs and highlight the request for support for language teachers
 - Proposed theme: heritage language teaching
 - **2017 at Cornell University**
 - Still under discussion
 - To be supported by the Luce Foundation

4. Announcements/Other topics for discussion

- **“Notes from the field”** blog on the COTSEAL website
 - Contributions needed: email to Frank Smith
 - Possible content: Class activity description; Lesson plan; Classroom issues- problems and solution
 - Send a blurb to the NRCs so that they can announce/forward the information to their language teachers
- **Reviving online JSEALT**

- Start with the **proceedings of COTSEAL Conference 2015**
- Include information regarding the publication of conference proceedings in the call for proposals
- Reviewers/Referees needed- Sheila will contact Erlin Barnard, Carol Compton
- Volunteer editors: Sheila Zamar, Juliana Wijaya