COTSEAL

Council of Teachers of Southeast Asian Languages

2014 COTSEAL Business Meeting
Lao Laan-Xang Restaurant, Madison, WI
July 18, 2014, 7:00-9:00 pm

In attendance- Frank Smith, Jolanda Pandin (via Skype), Sheila Zamar, Carol Compton, Ellen Rafferty, Erlin Barnard, Bac Hoai Tran, Amelia Liwe, Melissa Tjong, Agustini

Minutes prepared by Sheila Zamar

Items discussed:
1. **Review/approval of report/minutes**
   a. 2014 AAS COTSEAL Meeting (Frank & Jolanda)
   b. Pre-conference COTSEAL officers informal meeting (Sheila)
2. **Update on new COTSEAL financial procedures (Frank & Sheila)**
   a. COTSEAL has new accounts (with Frank and Sheila as co-signatories) for processing membership fees collected at the annual conference and year round.
      - Paypal account with a phone app for processing credit card payments
      - UW Credit Union account for processing payments made by check, cash or credit card.
   b. The COTSEAL will periodically forward/transfer monies deposited to the UW account to the AAS CFO, Alicia Williams
   c. Reimbursements/payments for any COTSEAL expenses will be paid by submitting a formal request to the AAS CFO who will then issue reimbursement/payment checks to individuals concerned.
      - e.g., Expenses for the 2014 COTSEAL Conference, business meeting, and airport runs to pick-up/drop-off the conference keynote speaker
3. **Update on planned COTSEAL activities in 2015 (Frank)**
   a. Frank: UC-Berkeley is organizing a workshop for SEA Language teachers in September 2015. If funded, it will accept 11 participants from the UC system and 11 participants from other universities in the US.
   b. Ellen: UW-Madison has applied for funding for a SEA LRC. If funded, there will be $500 allotted for speakers during the summer. UW has also applied for funding to send participants and trainers to the planned UCB workshop.
   c. Carol: COTSEAL should also apply to AAS SEAC for small grants to partially fund the workshop and other activities.
   d. Erlin/consensus: COTSEAL membership should be required to be eligible for funding to participate in the workshop. Participants must be committed to delivering tangible output from the workshop, e.g., syllabus, materials, etc.

4. **COTSEAL at the 2015 AAS Conference (Frank)**
   a. Mary Jo Wilson (UW-Madison) is organizing a roundtable discussion: "Realities and Challenges of Distance Language Teaching"
   b. Juliana Wijaya (UCLA) is organizing a panel presentation: "Language in Politics in Southeast Asia"
      - Frank, Back, Sheila will be part of the panel
5. **COTSEAL/NCOLCTL membership cancellation**
   a. The cost of membership and conference fees are too high and there is no tangible benefit to COTSEAL
   b. The last two conferences have not been positive due to poorly attended SEA language sessions and very little attention given to SEA language teachers and issues in general
6. **Planning for the 2015 COTSEAL-SEASSI Conference (Jolanda)**
   a. Explore the possibility of remote conference attendance- SEAsia venue (one or several) to attend via conference streaming, skyping in, etc.
   b. Reach out to Study Abroad coordinators to find a conference organizer(s)/coordinator(s) in the region- VASI, COTI, CAF, GUAVA, etc.
   c. Sheila will work with Bac and Lo Pao in organizing the conference next year
   d. Matching travel grants will be available to presenters next year ($300 for mainland US and $400 for Hawaii-based participants)
7. **JSEALT Online Journal**
   a. Consensus: We should revive and continue it with no set number of issues and date of issue per year
   b. It should include sections that feature refereed and non-refereed articles: book reviews, research notes, teaching activities, peer-reviewed papers
   c. Archive submissions as they come in and publish an issue when enough articles are ready. No set timeline per year but aim to publish one per year or two years.
   d. Carol: Some members are still willing to be reviewers/referees- Carol Compton, Ellen Rafferty, Bob Bickner, John Hartmann, Erlin Barnard
   e. Sheila will collect articles and send them out to reviewers; Frank will archive and maintain the website
8. **The benefits of COTSEAL membership**
   a. Opportunity to apply for funding to attend professional meetings/conferences
   b. Get updates when new information is posted on the COTSEAL website
   c. Network with other professionals in the field
   d. Attend training opportunities (with full or partial funding)
   e. Opportunity to publish refereed or non-refereed articles in a professional journal
9. **COTSEAL standing committees**
   Members can sign up to help in various committees
      -events
      -membership
      -etc.