



Board and Council Meeting

August 11, 2015

FLEAT VI

Harvard University, Cambridge, Massachusetts

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FLEAT VI Schedule of Events

Schedule Overview

Tuesday, August 11

Time	Title	Location
9:00 am - 12:00 pm	Pre-Conference Workshops (extra cost)	TBD
11:30 am - 5:00 pm	IALLT Board & Council Meeting	TBD
12:00 pm - 1:30 pm	Lunch on Own	TBD
1:30 pm - 4:30 pm	Pre-Conference Workshops (continued)	TBD
6:00 pm - 8:00 pm	FLEAT VI Opening Reception	Omni Parker House Hotel
8:00 pm - 10:30 pm	Pub Crawl	TBD

Wednesday, August 12

Time	Title	Location
7:30 am - 8:30 am	Harvard campus tours (begins at 7:30 am and 8:00 am)	Departs from Memorial Hall South Doors
8:00 am - 5:00 pm	Exhibit Hall hours	Memorial Hall - Annenberg Hall
8:00 am - 9:00 am	Continental Breakfast	Memorial Hall - Annenberg Hall
9:00 am - 10:15 am	Keynote Address	Memorial Hall - Sanders Theatre
10:15 am - 11:00 am	Exhibit Break	Memorial Hall - Annenberg Hall
11:00 am - 12:15 pm	Morning Conference Panel Discussion	TBD
11:00 am - 11:50 am	Morning Conference Sessions	TBD
12:00 pm - 12:25 pm	Afternoon Conference Sessions	TBD
12:30 pm - 2:00 pm	Regional Group Luncheon	Memorial Hall - Annenberg Hall
2:00 pm - 3:15 pm	Afternoon Conference Panel Discussion	TBD
2:00 pm - 2:50 pm	Afternoon Conference Sessions (cont. 1)	TBD
3:00 pm - 3:25 pm	Afternoon Conference Sessions (cont. 2)	TBD
3:30 pm - 4:00 pm	Exhibit Break	Memorial Hall - Annenberg Hall
4:00 pm - 4:25 pm	Afternoon Conference Sessions (cont. 3)	TBD
4:35 pm - 5:00 pm	Afternoon Conference Sessions (cont. 4)	TBD
6:15 pm - 8:00 pm	Duck Tour (extra cost)	TBD

Thursday, August 13

Time	Title	Location
7:30 am - 8:30 am	Harvard campus tours (begins at 7:30 am and 8:00 am)	Departs from Memorial Hall South Doors
8:00 am - 4:00 pm	Exhibit Hall hours	Memorial Hall - Annenberg Hall
8:00 am - 9:00 am	Continental Breakfast	Memorial Hall - Annenberg Hall
9:00 am - 10:00 am	Henderson Plenary	Memorial Hall - Sanders Theatre
10:00 am - 10:30 am	Exhibit Break	Memorial Hall - Annenberg Hall
10:30 am - 12:30 pm	Harvard campus tours (begins at 10:30 am, 11:00 am, 11:30 am, 12:00 pm)	Departs from Memorial Hall South Doors
10:30 am - 11:30 am	IALLT Annual Business Meeting	Memorial Hall - Sanders Theatre
11:30 am - 1:00 pm	Lunch on Own	
1:00 pm - 3:00 pm	IALLT Language Center Management Workshop	TBD
1:00 pm - 1:25 pm	Afternoon Conference Sessions	TBD
1:35 pm - 2:00 pm	Afternoon Conference Sessions (cont. 1)	TBD

2:10 pm - 2:35 pm	Afternoon Conference Sessions (cont. 2)	TBD
2:35 pm - 3:45 pm	Exhibit Break	Memorial Hall - Annenberg Hall
2:35 pm - 3:45 pm	Poster Sessions	TBD
3:45 pm - 5:00 pm	Afternoon Conference Panel Discussion	TBD
3:45 pm - 4:35 pm	Afternoon Conference Sessions (cont. 3)	TBD
6:00 pm - 9:00 pm	FLEAT VI Banquet & IALLT 50th Anniversary Celebration	Omni Parker House Hotel

Friday, August 14

Time	Title	Location
7:30 am - 8:30 am	Harvard campus tours (begins at 7:30 am and 8:00 am)	Departs from Memorial Hall South Doors
8:00 am - 9:00 am	Continental Breakfast	TBD
9:00 am - 9:50 am	Morning Conference Sessions	TBD
9:00 am - 11:00 am	IALLT Language Center Design Workshop	TBD
10:00 am - 10:25 am	Break	TBD
10:25 am - 10:50 am	Morning Conference Sessions (cont. 1)	TBD
11:00 am - 11:25 am	Morning Conference Sessions (cont. 2)	TBD
11:35 am - 12:00 pm	Morning Conference Sessions (cont. 3)	TBD
12:00 pm - 1:25 pm	Lunch on Own	TBD
10:30 am - 12:30 pm	Harvard campus tours (begins at 10:30 am, 11:00 am, 11:30 am, 12:00 pm)	Departs from Memorial Hall South Doors
1:25 pm - 1:50 pm	Afternoon Conference Sessions	TBD
2:00 pm - 2:50 pm	Afternoon Conference Sessions (cont. 1)	TBD
3:00 pm - 3:25 pm	Afternoon Conference Sessions (cont. 2)	TBD
3:35 pm - 4:00 pm	Afternoon Conference Sessions (cont. 3)	TBD
4:00 pm - 4:15 pm	Break	TBD
4:15 pm - 5:00 pm	FLEAT Closing Plenary: 50 Years of Language Learning and Technology	TBD
6:00 pm - 9:00 pm	FLEAT VI Closing Event (extra cost)	TBD

Saturday, August 15

Time	Title	Location
8:00 am - 12:00 pm	IALLT Board Meeting	Omni Parker House Hotel
9:00 am - 12:00 pm	Post-Conference Workshops (extra cost)	TBD

IALLT Board and Council Meeting Agenda

IALLT Board and Council Meeting, August 11, 2015
FLEAT VI, Harvard University

AGENDA

- 12:00 - 12:30 pm Catered Lunch provided for all attendees
- 12:30 – 12:45 Call to Order; Welcome by President
Summary greetings from the other Board members:
President-Elect
Programs Director
Treasurer
Secretary

Business topics to be taken up by the full Board and Council:

- 12:45 – 1:00 FLEAT VI report: Thom Hammond
- 1:00 – 1:15 Conference Coordinator Report: Stacey Powell
• Conference Planning Guide and Agreement Document
• With Ron Balko, announce the 2017 conference
- 1:15 – 1:30 CALICO-IALLT Liaison Report: Marc Siskin
• CALICO with IALLT 2016
• Revision of 1999 Statement on Scholarship
- 1:30 – 1:45 IALLT Journal Managing Editor Report: Dan Soneson
• New Managing Editor nominations
- 1:45 – 2:00 IALLT LCD Editor Report: Felix Kronenberg
• New direction for the publication
• New editor nominations & transition period
- 2:00 – 2:15 IALLT Management Manual Editor nominations
- 2:15 – 2:30 Break
- 2:30 – 3:00 IALLT Website Discussion: Harold Hendricks
• Committee report
• Current state and progress
- 3:00 – 3:15 IALLT Assessment Toolkit: Edwige Simon
- 3:15 – 3:30 IALLT Webinar Team Discussion

- 3:30 – 3:45 Affiliate Organizations and Open Representative Positions;
Other open Council position nominations
- 3:45 – 4:45 **Breakout Sessions:**
Publicity and Social Media (Sharon Scinicariello)
Membership (Kristy Britt)
Regional Groups (Sangeetha Gopalakrishnan)
- 4:45 – 5:00 Wrap-up; Adjournment

Reports of the Board and Council

IALLT President's Report

Harold Hendricks Harold_hendricks@byu.edu

Welcome to the 2015 IALLT Board and Council Meeting. We are being wonderfully hosted by Thom Hammond and the Harvard University staff. Our thanks to Thom and all who have helped make this possible. We are meeting this year in conjunction with the FLEAT VI conference and look forward to joining with our friends from The Japan Association for Language Education and Technology.

As this Board and Council Meeting marks the completion of one Board's term of service and the beginning of a new one, I would like to thank everyone who has served so diligently through various means over the past two years to move the work of IALLT forward. It takes a great effort by many volunteers to accomplish the tasks we have to do. I certainly have been honored to serve with so many dedicated people.

One starts a term of service with high hopes and new ideas. Reality often tempers some of those. My goals for the past two years were:

1. Resolve the IALLT website dilemma.
2. Develop an IALLT Language Center Assessment team with guiding documents.
3. Improve the relationship with IALLT regional groups and other affiliates, including international connections.
4. Increase IALLT membership.
5. Improve membership benefits through the webinars and continue the good work of the IALLT Journal.

I am pleased to report that in spite of some difficulties, most of these goals have been accomplished or are in process. We will discuss these and other goals during our Board and Council meeting.

Once again I wish to thank everyone who has contributed to IALLT publications, programs, and progress over the past two years. Enjoy the associations of old and new friends here at Harvard as we celebrate our 50th anniversary with a spectacular FLEAT VI conference.

President-Elect Report

Sangeetha Gopalakrishnan email: sangeetha@wayne.edu

According to the IALLT Policy and Procedures Manual (PPM), the IALLT President-Elect is responsible for liaising with the leaders of the eight regional groups, editors of the IALLT Journal, Language Learning Technology International listserv (LLTI), the Learning Center Management Manual (ManMan) and the Learning Center Design Manual (LCDM), and the Publicity Committee which is comprised of the Social Media Coordinator, the Publicity Coordinator and the Website Liaison. My focus last year (2013-2014) had been on bringing together IALLT's regional group leaders, constituting a publicity committee, and facilitating the webinar series. During the current year, while I continued to work with the regional groups, publicity committee, and webinar coordinators, I also became involved in reviewing Board and Council position descriptions, filling IALLT council vacancies, revising IALLT's Policy and Procedures Manual, facilitating FLEAT6 conference publicity, and performing a variety of other projects. This year I also endeavored to meet with the editors of the IALLT Journal, LLTI, ManMan and LCDM. In addition, I also functioned as IALLT's Interim Webinar Coordinator. Further details about some of my activities and challenges encountered are provided next.

IALLT Regional Groups – I set up periodic meetings with the eight regional groups of IALLT. (Meeting dates in 2014-2015 were: October 9th, January 23rd, and April 29th.) I helped set up and strengthen guidelines and processes for the regional groups to publicize both their own annual meetings through IALLT's publicity committee via different channels (e.g. IALLT's Facebook page, LLTI list serve, IALLT website) and IALLT's conferences, webinars, and activities through the regional groups' websites and other channels.

As a way to raise the profile of the regional groups within IALLT, I conceptualized a greater presence of the regional groups at the upcoming FLEAT6 conference. I proposed the regional group leader session and the regional luncheon, which, bundled together, were to highlight the work done by each of the regional groups, bring the groups together, and help them recruit new members at the conference.

The continued challenges faced by the regional groups include growing their membership, maintaining a member list, publicizing their events, and communicating with their membership. Some regional groups seem to be stronger than others in terms of the size and strength of their board, membership, programming, and resources. MAALLT is in somewhat of a limbo regarding its future direction, while NWALLT is trying to hold elections. Regional groups' geographical boundaries seem to be an ongoing issue with some of the regional groups, for instance, MAALLT and SEALLT and NERALLT and NEALLT.

IALLT Publicity committee – The publicity team composed of the Social Media Coordinator, the Publicity Coordinator, and the Website Liaison, which was constituted in my first year as president-elect, seemed to function well for the most part this year. They played an important

role in publicizing the IALLT webinar series, FLEAT6 conference and regional groups' activities. A publicity workflow for announcing webinars was established.

IALLT Webinars – One of the greatest challenges for the webinar team has been to recruit high-quality presenters for the monthly webinar series. We decided to add to the IALLT webinar team a 'presenter scout', i.e. person whose primary function would be to look for presenters. This person would constantly scour the environment for potential webinar topics and presenters, identify potential presenters, and engage in conversations with them so that they lead to webinar presentations. After a great deal of difficulty we found a volunteer for this position in summer 2014; however, this person could not successfully carry out this role due to personal reasons and stepped down. The fallout of these staffing situations was that there was a break in the 2014 IALLT webinar series with no webinars offered after April 2014. Since the IALLT webinars are offered as a benefit to the IALLT membership the webinars needed to be reinstated. To remedy this situation, in January 2015 I volunteered to function as an Interim Webinar Coordinator and lined up monthly webinars from January to June in 2015. We also endeavored to find a more permanent Webinar Coordinator and eventually found one person who will take over after FLEAT6.

In addition to the challenges of finding a Webinar Coordinator and presenters for the webinar series, another challenge that the IALLT webinar series faces is that of attendance. The majority of the monthly webinars in 2015 was not well attended. As an organization, we need to ascertain if we want to continue to offer the IALLT webinars and do so as a membership benefit. If we intend to continue offering the IALLT webinars as a membership benefit, then we need to figure out ways to have a greater participation at the webinars.

IALLT Publications – I was able to have Skype conversations with the editors of the IALLT Journal, ManMan and LCDM. The LLTI editor was unavailable. In discussing the opportunities and challenges associated with these positions it appears that the challenges common to the editors of the IALLT Journal and ManMan are difficulties in finding contributors, reviewers, and copy editors. There also seems to be a strong need to reevaluate the future thrust of IALLT's ManMan and LCDM. Perhaps, forming a publications subcommittee comprised of these editors would create an opportunity to meet the common challenges, ascertain IALLT's future publications thrust, and strengthen IALLT's publications as a whole.

IALLT Council vacancies – One of the biggest challenges faced by IALLT as an organization is to find amongst its membership people willing to carry out the various board and council roles. If we are to grow and thrive as an organization we need to have a steady influx of new members and have a new crop of people in leadership positions. Several of the IALLT council positions have become vacant due to various reasons. Together with other board members, I spent a considerable bit of time trying to create/refine job descriptions for some of these council positions, publicize the vacancies, and recruit people.

Another challenge associated with the vacancies is that information about roles and responsibilities pertaining to the various Board and Council positions needs to be shared in a timely manner with those taking up new positions.

Yet another associated challenge is to have an accurate roster of IALLT's Board and Council with information about current terms. We have updated the IALLT Board and Council roster, and this has helped us gain a more accurate picture about the vacancies that need to be filled.

IALLT's Policy and Procedures Manual (PPM) - A significant portion of my time this year was spent in familiarizing myself with sections of the PPM. I updated IALLT's PPM to reflect current procedures, revised some IALLT Board and Council position job descriptions contained therein and their reporting lines to meet existing needs, and created an organization chart to make reporting lines and responsibilities more transparent. Additionally, I edited the PPM to make more apparent the responsibilities of the Board positions and who reported to them. The challenge remains to ensure that the PPM is updated on an ongoing basis. It was decided that IALLT's Secretary would be responsible for making revisions to the PPM as required.

IALLT Membership Expansion – As stated, to continue to grow as an organization, IALLT needs a steady influx of new members. There needs to be amongst the council positions someone that would primarily engage in outreach functions for IALLT. We created a new council position, namely a Membership Coordinator, who would be exclusively focused on recruiting new members into IALLT. The challenge has been to find someone to fill this position!

IALLT's Google calendar – The need for an IALLT calendar that kept track of internal deadlines for tasks and publicized IALLT events and activities was established a while ago. However, we have finally taken several concrete steps in this regard this year. This intended calendar will serve both a public and private function with the latter subscribing to the former.

FLEAT6 conference sessions – I took the lead on the creation of two special IALLT sessions: 1) Securing a leadership position within IALLT's board and council: What can you do for IALLT? What is in it for you?; and 2) IALLT's Regional Groups: What are they? Highlights and Opportunities. My hope is that the first session encourages new leaders to step forward for the vacant council positions and the second raises the profile of the regional groups within the IALLT membership.

My second year as president-elect gave me more insights into IALLT's opportunities and challenges and I am hopeful that the experience gained over the past two years will help me fulfill my new responsibilities as IALLT President in the next couple of years.

Programs Director Report

Submitted by Edwige Simon email: Edwige.Simon@colorado.edu

Summary of work:

- Created a Language Center Assessment Toolkit (outcome of committee work)
- Created detailed documentation on the Programs Director's duties
- Created detailed documentation on IALLT booth management
- (Helped) fill in open positions: Shannon Spasova (webinar coordinator) and Membership Coordinator (Jon Perkins)

Issues and Concerns:

No issues, it's been a great experience.

Topics for discussion at B&C Meeting:

n/a

Treasurer Report

Submitted by Kristy Britt email: Kbritt@southalabama.edu

The Treasurer submitted her report as a separate pdf file in order to ensure accuracy and transparency of all financial data. Please see the addendum to this report.

Consultant Coordinator Report

Submitted by Jeffrey D. Samuels email: ceo@worldlanguages360.org

Summary of work:

- + Occasional addition of new consultants or updates, through the end of 2014.
- + Plans to move the consultants page to the public area of the website on hold until the website is updated.
- + Time/attention devoted to higher priority of Modular Web Ad Hoc Committee mostly during 2015.
- + Spring review of last year's B&C report for priorities.

Issues and Concerns:

No concerns now that the website future seems to be settled; need to liaise with certain B&C members such as affiliates and Publicity Coordinator to flesh out a plan to promote our consultants more broadly, in additional areas such as pedagogy, online learning, etc. in addition to existing areas of expertise.

Topics for discussion at B&C Meeting:

None at this time.

Conference Coordinator Report

Submitted by Stacey Powell email: powelst@auburn.edu

Summary of work:

Served on Program Committee for FLEAT VI and worked closely with FLEAT VI host on conference preparations. Also participated in Ad Hoc committee assigned to evaluate website options for IALLT and worked on the implementation of Wild Apricot as a membership management and conference registration website. I am pleased to report that Wild Apricot has exceeded my expectations for conference registration management. For the future, however, I believe that we need to look at ways to more closely integrate the conference websites and registration software to eliminate confusion. We currently are using iallt.org, a FLEAT site hosted by Harvard, Wild Apricot, and SCHED.

Issues and Concerns:

A major concern that has come to light recently is the specific expectations that the IALLT Board has for IALLT conference hosts and FLEAT conference hosts. It would be prudent to create a detailed written agreement that should be signed by the Board and pertinent stakeholders at the host institution. Andrew Ross, the current Chair of the Program Committee, and I are willing to begin work on this document. I propose that we give it a test run with the 2017 conference host and work closely with him to determine which aspects should be included. This would be in addition to the Conference Planning Guide that I have been compiling with timelines, templates, and checklists.

Topics for discussion at B&C Meeting:

The Board should commission the creation of a Conference Hosting Agreement to be signed by the Board and future conference hosts.

Journal Managing Editor Report

Submitted by Dan Soneson email: soneson@umn.edu

Summary of work:

I shepherded the publication of two issues of the IALLT Journal, interacting with authors and Associate Editors.

Issues and Concerns:

We continue to work with the Drupal website with its limitations, and we have investigated options for Journal web-based publication going forward. The issue is not yet completely resolved.

Topics for discussion at B&C Meeting:

I continue to be interested in discussing Journal scope going forward, and possible expansion of Journal responsibility to include copy editor(s) and a more automated reviewer distribution system.

Associate Editor of the IALLT Journal Report

Submitted by Jian Wu email: wuj4@southernct.edu

Summary of work:

Reviewed and evaluated submissions for the IALLT Journal and made editorial and publication recommendations.

Issues and Concerns:

N/A

LCD Editor; Survey Coordinator; incoming President-Elect Report

Submitted by Felix Kronenberg email: kronenbergf@rhodes.edu

Summary of work:

LCD Editor: I sent out a call for a new publication tentatively entitled: "From Language Lab to Language Center and Beyond: The Past, Present, and Future of the Language Center." There was a large number of submissions, and I had to reject several of them. I hope to have the book published in the the spring of 2016.

Survey Coordinator: We sent out the annual survey to all directors of language centers. The results will be sent to the board before the FLEAT conference

Incoming President-Elect: nothing to report except that I am excited to join the board!

Issues and Concerns:

Because of my new role as the incoming president-elect, I think it would be wise to find a new survey coordinator. I'd be happy to stay in that position until a replacement is found.

As for the LCD editor, I'd be happy to stay on, but I would also be happy to transfer that responsibility to someone else. Because I am still working on the next publication, there is not urgency in this matter.

Topics for discussion at B&C Meeting:

See 5: position changes.

Minutes: [please note that the survey coordinator is currently not listed on the IALLT web site]

Survey Co-Coordinator Report

Submitted by Betsy Lavolette email: betsylavolette@gmail.com

Summary of work:

Wrote and distributed survey. I believe that Felix submitted a detailed report on our activities.

IALLT ManMan Editor Report

Submitted by Andrew Ross email: aross8@asu.edu

Summary of work:

Suggested FLEAT VI session participants for the ManMan session; spoke with S. Gopalakrishnan regarding potential successors for this position.

Issues and Concerns:

None.

Topics for discussion at B&C Meeting:

None.

Publicity Coordinator Report

Submitted by Sharon Scinicariello email: sscinicariello@gmail.com

Summary of work:

- Revised and updated all IALLT publicity handouts as needed
- Made sure that updated publicity was available to regional groups through the Regional Groups Dropbox
- Began creation of publicity for regional groups
- Distributed logos and publicity as needed
- Created ads for CALICO 2015 and FLEAT VI programs
- Collaborated with Social Media Coordinator to ensure requests for publicity were answered
- Continued reorganization of publicity materials and archives in the shared IALLT Publicity Dropbox
- As part of IALLT's 50th anniversary committee, maintained a blog, social media posts, and began to create other publicity for IALLT's 50th anniversary

Note: Although Harvard assumed responsibility for publicity for FLEAT VI/IALLT 2015, I (1) helped distribute print material, (2) integrated publicity for FLEAT into IALLT's publicity, and (3) created 'business cards' for FLEAT/IALLT publicity for distribution at a conference in Dubai.

Goals for 2015-2016

- Formalize the 'publicity task force' within IALLT's organization
- Designate 'publicity liaisons' for local, state, and regional events
- Organize the virtual storage of IALLT publicity materials (They have been and still are in a shared Dropbox, but they are also now spread through a number of Google Drive folders.)
- Create new publicity for the IALLT Journal and publications
- Begin redesign IALLT publicity on a 'We are IALLT' theme

Issues and Concerns:

- Communication with the Board continues to be an issue. In my last four reports I have noted the need for a workflow so that events, activities, and services offered by IALLT are publicized in a timely fashion. The effort of Sangeetha Gopalakrishnan last year to bring together a 'publicity task force' with a common e-mail has helped address this concern. Her creation of a Regional Groups Dropbox has also facilitated the distribution of publicity to regional representatives. Still needed is a 'publicity calendar' with reminders and contact information for foreseeable events, e.g., the annual CALICO program ad, distribution of the 'IALLT booth box', so that the necessary publicity can be created in a timely fashion.
- For several years, IALLT publicity materials have been organized in an 'IALLT Publicity' folder in Dropbox. During 2014-2015, several people began using various folders in Google Drive instead. It is now difficult to identify exactly where various materials exist and in what format. A decision should be made about platform so that materials can be consolidated and made available to all who need them.
- Not enough people are aware that there are 'official' logos and other graphics that can be used for publicity. Somewhere on the website there should be a way to download publicity materials for distribution and to request use of the logo.

Topics for discussion at B&C Meeting:

- Creation of 'publicity calendar' (see 'Issues and Concerns')
- Formalize the 'publicity task force'

Minutes: Last year I wrote that the following sentence of the job description in the PPM needs to be updated to mention that the Publicity Coordinator collaborates with other members of the 'publicity group', the Web Editor and the Social Media Coordinator. The Journal Editor and Advertising Manager should probably be deleted from this sentence. I do not know if this was done. In any case, I think that the existence of a 'publicity task force' needs to be formalized.

Current sentence: "Coordinate publicity for the organization, working in close conjunction with the President, the Programs Director, and the Journal Editor and Advertising Manager."

Interim Webinar Coordinator

Submitted by Sangeetha Gopalakrishnan email: sangeetha@wayne.edu

Summary of work:

One of the greatest challenges for the webinar team has been to recruit high-quality presenters for the monthly webinar series. We decided to add to the IALLT webinar team a 'presenter scout', i.e. person whose primary function would be to look for presenters. This person would constantly scour the environment for potential webinar topics and presenters, identify potential presenters, and engage in conversations with them so that they lead to webinar presentations. After a great deal of difficulty we found a volunteer for this position in summer 2014; however, this person could not successfully carry out this role due to personal reasons and stepped down. The fallout of these staffing situations was that there was a break in the 2014 IALLT webinar series with no webinars offered after April 2014. Since the IALLT webinars are offered as a benefit to the IALLT membership the webinars needed to be reinstated. To remedy this situation, in January 2015 I volunteered to function as an Interim Webinar Coordinator and lined up monthly webinars from January to June in 2015. We also endeavored to find a more permanent Webinar Coordinator and eventually found one person who will take over after FLEAT6.

In addition to the challenges of finding a Webinar Coordinator and presenters for the webinar series, another challenge that the IALLT webinar series faces is that of attendance. The majority of the monthly webinars in 2015 was not well attended. As an organization, we need to ascertain if we want to continue to offer the IALLT webinars and do so as a membership benefit. If we intend to continue offering the IALLT webinars as a membership benefit, then we need to figure out ways to have a greater participation at the webinars.

Webinar Coordinator Report

Submitted by Shannon Spasova email: spasova@msu.edu

Summary of work:

I will begin my term after the conference.

Issues and Concerns:

N/A

Topics for discussion at B&C Meeting:

I don't have any topics to include but want to apologize and say that I will likely have to be late because of my flight schedule.

K-12 Webinar Coordinator Report

Submitted by Lisa Podbilski email: oulisha@hotmail.com

Summary of work:

Although I have been on the webinar team, nothing happened this year and am not sure what happened to the team. There wasn't any communication. I would like to still be involved, but my role in the team is unclear moving forward.

Issues and Concerns:

Please update as follows: Lisa Podbilski. Webinar Coordinator, Louisville Collegiate School, World Language Department Chair and Mandarin Chinese Teacher, 2427 Glenmary Ave, Louisville, KY 40204

Webinar Co-Cordinator Report

Submitted by Michael Trevor Shanklin email: shanklin@mail.sdsu.edu

Summary of work:

This past year I have only assisted the online webinars at IALLT by having the Blackboard Collaborate online videos converted to .mp4 format and then put on Youtube. The direct link that is send by BC cannot be scanned, so the viewer cannot advance to any particular part of the video. Rather than being a valuable resource for research, it then becomes a cumbersome way of going through the entire original webcast. This is solved by converting the webcast to .mp4 format and uploading to Youtube, which we have done for all of the videos through March 2015. I would update the last two, but I see that the Webinars are not currently available under the Conferences link. All of the videos are linked via a private link, so that a person needs that particular link to view the video. In this way the link can be put on the members only web page. I personally would urge that the videos be made accessible to all, but that is just my opinion.

(I have submitted the Excel sheet with the links for all of the archived webinars to Gus Leonard.)

Issues and Concerns:

Going back to discussions that the LARC board had with ACTFL members, there was agreement there that a good use of the webinars would be to add some quiz questions that could be answered after viewing to confirm that the webinars were accessed. These could then be incorporated into courses. This would make an even more valuable resource out of the IALLT webinars, but especially if the recorded webinars were freely available. It would also be appropriate to have brief summaries.

Issues have been around recruitment. I also believe this is a task of the IALLT board. If the recorded webinars were viewed as potential research material, then I believe individuals would be more attracted to presenting. Maybe IALLT members could approach presenters who impressed them at a conference? What I am trying to say, is that there should not be one 'webinar coordinator in charge of recruitment.' It should be shared across the board and integrated with overall IALLT policy. It could also be linked to the regional groups. Why not do the same, pick the best presentations and have them recorded via a webinar.

Topics for discussion at B&C Meeting:

(i) Overall policy for archived webinars

(ii) Recruitment of presenters as part of overall IALLT procedures, a kind of crowd sourcing that better involves the regional groups.

(iii) Perhaps a standard fee that would be an honorarium for being chosen to give a webinar (combined with a certificate)

(iv) coordination of webpage maintenance and webinars.

(vi) perhaps the creation of a playlist on the LARClab youtube site with the archived IALLT webinars clearly listed, collectively.

2015 Webinars Coordinators Report

Submitted by Evan Rubin email: erubin@mail.sdsu.edu

List of 2015 Webinars and Number of Viewers

DATE	PRESENTER(S)	TITLE	# of VIEWERS
January 30	Harold Hendricks	A New Approach to Vowel Visualization	Live: 14 Offline: 6
February 13	Sharon Scinicariello, University of Richmond; Stacey Powell, Auburn University; Kristy Britt, University of South Alabama	There's an App for That: Mobile Apps to Foster Learner Engagement	Live: 10 Offline: 11
March 4	Edwige Simon CU Boulder	Teaching with authentic websites	Live: 8 Offline: 5
April 22	Talia Weltman-Cisneros, Wayne State University	Linking Interactive Technology with Professional Language Courses	Live: 8 Offline: 2
May 14	Noah Geisel	Engaging Students in Culture Study with Authentic Resources	Live: 13 Offline: 3
June 22	Cynthia Evans, Skidmore College; Dan Soneson, University of Minnesota	Let's Get CLACking: Meeting the Challenge to Support Cultures and Languages Across the Curriculum	Live: 13 Offline: 0

Summary of Activities

Sangeetha was the webinar presenter recruiter for the 2015 IALLT webinar series. She found and scheduled presenters from January-June 2015 using this [google sheet](#). Scheduling was completed well advanced compared to previous years, which made it easier and smoother in all aspects of the production, from creating registration sheets, promotion, presenter training, and general communications.

Once the event date, title, and presentation descriptions were entered into the [google sheet](#) I created a participant registration form using google forms and sent the link to Harold and/or Edwige to post on the IALLT website, along with the webinar title and description.

Approximately one month before a live webinar I would contact the presenter(s) to introduce myself and ask when they would like to meet in BbC for a training session. Some presenters were familiar with BbC or other similar products, so the online meeting was short and mainly focused on the IALLT webinar procedures. Presenters who were not familiar with BbC received a more extensive training, including an introduction to the interactive BbC features so presenters could learn and decide how to interact with participants.

Approximately one week before the webinar I would email the IALLT publicity team to (re)announce the upcoming webinar.

The day before the webinar event I would send an email reminder to registered webinar participants.

The day of the live webinar event I entered the webinar room 30 minutes to 1 hour prior to the event to welcome participants and the presenter, and check the audio settings. At the moment of the live event I pressed the record button then briefly introduce the presenter(s). At the end of the webinar I turned off the recording. Normally that same day I received a link to the recording from BbC that I immediately emailed to Harold and/or Edwige to post on the IALLT website.

Issues and Concerns

All the live 2015 IALLT webinars went smoothly, but participation was a low. The number of live viewers in the table above include the moderator and presenter(s), so actual participant numbers is lower.

Also, Noah used Prezi to present, which didn't stream very well in BbC. It's better to request presenters to use PPT or Google Slides.

Suggestions

1. Find a 'big name' to launch the new round of IALLT webinars (ie. Steve Thorn, Julie Sykes, Carl Blyth, Meg Malone, Cindy Brantmier, or others...), and perhaps pay them a stipend. Open the webinar to everyone (in the world) and use the first 5 minutes to promote IALLT the organization, membership, and webinars. You could have 100+ participants. Use the momentum after the IALLT conference, and find new members Consider it an 'outreach' webinar.
2. Maybe have 2 open free webinars per year.
3. Continue scheduling webinar presenters in advance. It made everything run much easier.

4. Publicity - Try some creative announcements.. Some ideas - Digital fliers, Email Blast, Animation (Xrtanormal), Memes, Voki, any fun online tool...
5. Try other presentation styles for the webinars. ie. Expert interviews, Debate, Roundtable discussion, Participant challenges, Broadcast f2f events (it's been done before and has worked well).
6. Unrelated to webinars - Have an organizational IALLT membership option which includes 6 individual memberships, or something of the sort. I believe many organizations would pay.

LET Liaison Report

Submitted by Thomas Hammond email: thammond@fas.harvard.edu

Summary of work:

As FLEAT host, I have been in continual contact with our colleagues in Japan. I am pleased to see very substantial participation from Asia in general and Japan in particular. Andrew Ross and I have also reached out to some colleagues about the possibility of having a Japan-based faculty member spearhead the publication of Selected Proceedings from the upcoming FLEAT 6 conference.

Issues and Concerns:

When I signed on to this position back in 2011 or 2012, the status report I received from the incumbent said that no matter what IALLT says or tries to do, LET greatly prefers to liaise at the presidential level, and (the incumbent) had found it impossible to stay in the loop when LET would continually contact the IALLT president instead of the designated liaison. As a matter of fact, I think that trend has continued, and probably were I not hosting the upcoming joint conference, I would feel completely or nearly irrelevant to the LET - IALLT relationship. Another issue, of course, is that it is difficult to get an institutional funding commitment to attend LET's conferences often because of the expense of travel.

Topics for discussion at B&C Meeting:

No suggestions.

Affiliate Organization: n/a - will be attending in August

IALLT Value Added: I am hoping that we can have a smaller meeting during FLEAT with LET's representatives and perhaps one or two key IALLT board representatives to discuss the future of the relationship between IALLT and LET. As an IALLT member with deep Japan ties, I value this relationship very much and would like to see it expand in the future.

CALICO-IALLT Liaison Report

Submitted by Marc Siskin email: msiskin@andrew.cmu.edu

Summary of work:

- Scheduled coverage of the IALLT table at the CALICO 2015 conference in Boulder Colorado.
- Facilitated discussion between the IALLT President and the CALICO President on topics that concern both organizations.

Issues and Concerns:

The IALLT Programs Director should work with the Affiliate Liaisons when arranging activities at Affiliate conferences. Both last year and this year arrangements were made without my knowledge concerning IALLT's presence at the CALICO conference which I only learned of when I contacted the CALICO office.

There should be a physical copy of all IALLT publications available at any IALLT activity at conferences. This year like last year, there wasn't a copy of the IALLT Language Center Management Manual.

Topics for discussion at B&C Meeting:

During discussions between the IALLT President, the CALICO President and I, the following items were covered that should be discussed or approved by the Board and/or Council.

1. Designation of the CALICO 2016 conference as a "CALICO with IALLT" conference as was done last year. This would entail soliciting proposals from IALLT members to present in a dedicated IALLT track at the conference. Proposal vetting will be done by IALLT representatives.
2. Updating and revising of the 1999 Statement on Scholarship in CALL jointly made by IALLT, CALICO and EuroCALL. If approved, a committee should be formed to represent IALLT's interest in this document.

IALLT K-12 Coordinator Report

Submitted by Frank Kruger-Robbins email: fkruger-robbins@pinecrest.edu

Summary of work:

Member Services Annual Report

August 11-15, 2015 – Harvard University, Cambridge, Massachusetts

Board-Appointed Council Position (or specify other activity):

IALLT K-12 Coordinator

Name and email address Council Member or committee chair:

Frank J. Kruger-Robbins

fkruger-robbins@pinecrest.edu

Other Committee or Task Force members, if any:

I will continue working with our appointed IALLT K-12 Regional Representatives listed below.

Summary and status of activities undertaken in the past year:

The following list reflects our K-12 Regional Representatives that have been recruited since our IALLT Board and Council Meeting at Georgia State University in 2010:

NWALL – Janae Hodge - jhodge@bham.wednet.edu
SEALLT – Elizabeth Rivera - ERivera@CARROLLTON.ORG
SEALLT – Linda Markley - lindamarkley@bellsouth.net
SOCALLT – Anna Love - alove@fortsmithschools.org
SWALLT – Norman Leonard - nleonard@projects.SDSU.edu
Nicole Naditz - NNaditz@sanjuan.edu

Two important additions as IALLT K-12 Regional Representatives are Norman Leonard (Past-President of the California Language Teachers' Association – CLTA) and Linda Markley (2011 President of the Florida Foreign Language Association – FFLA). These two appointments took place prior to the 2011 IALLT Conference at the University of California Irvine. Nicole Naditz was also added as K-12 SWALLT Representative during our 2011 IALLT Conference at the University of California Irvine. Nicole Naditz is currently the ACTFL Teacher of the Year.

<http://www.clta.net/>

<http://ffla.us/>

http://www.sanjuan.edu/staff_directory.cfm?location=43

<http://www.sanjuan.edu/webpages/nnaditz/>

Having hosted the IALLT 2012 Summer Leadership Meeting and IALLT 2013 Conference in Florida, it was important to connect directly with the Florida Foreign Language Association. A number of FFLA Board Members and the FFLA Executive Director were in attendance for our 2013 IALLT Conference. Frank Kruger-Robbins continues his fifth year on the FFLA Board. He is the 2015 FFLA President and also serves as FFLA Independent School Liaison.

<http://www.ffla.us/>

<http://www.ffla.us/2015-FFLA-Conference>

<http://www.ffla.us/page-1372157>

Regular informational updates and an online article connecting IALLT, SEALLT, and FFLA are located at the following link:

http://www.iallt.org/sig/k_12

For the 2014 FFLA Conference, I presented three sessions with Pine Crest students (Brooke Bekoff, Jordanna Brody, Esther Gelman, Gabrielle Izhakoff, Eric Kosches, Catherine Lott, Kyle Ockerman, Lindsay Sack, Rachel Stollman, and Brett Weiss) titled “Dare to Take your Student Beyond the Classroom – Teachers Teaching Students . . . Students Teaching Teachers!” During this conference we also had a complimentary IALLT Booth and Tech Corner represented. Thomas Hammond and I have already agreed to continue our FFLA – IALLT partnership in exchanging complimentary full-page ads within the 2014 FFLA Conference Program and the FLEAT VI / IALLT Conference Program.

<http://www.ffla.us/page-1767298>

<http://www.ffla.us/2014-Conference-Photos>

<http://flead6.fas.harvard.edu/icb/icb.do>

For the 2014 ACTFL Annual Convention and World Language Expo in San Antonio, Texas, I presented with two Pine Crest students (Alexis Kesselman and Lindsay Sack) a session titled “Go Global! – Teachers Teaching Students . . . Students Teaching Teachers!”

<http://www.actfl.org/conventions/2014-annual-convention-and-world-languages-expo>

At our 2014 SCOLT / FLAG / SEALLT Conference in Atlanta, Georgia, we were able to secure an IALLT / SEALLT Exhibit Booth.

<http://www.scolt.org/index.php/conferences/previous-conferences>

I presented with two Grade 12 Pine Crest Students (Brooke Bekoff and Elia Kosches), as well as giving a half-day workshop.

<http://www.scolt.org/>

I will present with Grade 12 Pine Crest Student Alana Udwin and via Skype with Grade 12 Pine Crest Student Molly Rose Malaney and 2015 Alumni Kyle Ockerman (Duke University) at the 2015 FLEAT VI / IALLT Conference:

<http://fleadvi2015a.sched.org/event/c78dd1bc9be4e682543e535e312bc12a>

I continue to work as Co-Chair of the ACTFL Award for Excellence in Foreign Language Instruction Using Technology with IALLT (K-12)

Previous Recipients:

2014: Catherine Ousselin, Mount Vernon High School; 2013: Linda Zins-Adams, Moeller High School

<http://www.actfl.org/about-the-american-council-the-teaching-foreign-languages/awards/other-awards/actfl-award-excellence>

Issues and Concerns:

Are you able to communicate and work well with your team members, if any? Please explain.

Solid and constructive communication has begun with our appointed IALLT K-12 Regional Representatives. Research has begun to create a separate K-12 private group area to collaborate with IALLT K-12 Regional Representatives on the IALLT Website.

Are you able to get the direction or support you need from the IALLT Board?

The IALLT Board has been absolutely fabulous with regard to K-12 Outreach! The Board is to be commended from my position as the IALLT K-12 Coordinator for guiding IALLT members in reaching out to K-12 constituents.

Topics for discussion at B&C Meeting:

I would appreciate Board and Council input on K-12 Outreach.

Official Delegate, JNCL Report

Submitted by Betty Rose Facer email: bfacer@odu.edu

Summary of work:

- One page policy paper on the uses of technology in the teaching of languages (CALICO & IALLT) to the White House, Office of Public Engagement
- 2015 JNCL-NCLIS Delegate Assembly 2015 panel expert, "The Intersection of Language and Technology: A Roundtable"
- Completed first term on the Board of Directors for JNCL (elected)
- Presentations made on JNCL-NCLIS
- Representative for CALICO as well

Issues and Concerns:

I'm grateful for the support and timely response of IALLT members to contribute to the one page policy paper for the White House as requested by Bill Rivers, Executive Director of JNCL-NCLIS.

Topics for discussion at B&C Meeting:

None at this time.

Affiliate Organization: JNCL-NCLIS

Meeting Themes: N/A

Dates: May 7-9, 2015

IALLT Members: 1

IALLT Sessions: N/A

IALLT Sessions: N/A

Titles: N/A

Booth Activity: N/A

Problems encountered: Good idea to have brochures for JNCL-NCLIS members and legislative leaders on Capitol Hill as a "leave behind" as well as online version.

IALLT Value Added: The value of IALLT's affiliation with JNCL continues to be critical to supporting world languages and advocating on Capitol Hill with national leaders and policymakers, representing the interests of education associations and language companies, advancing our field of language learning technology and raising awareness of CALICO and IALLT, supporting language programs, and requesting funding. I am very appreciative of your support and honored to represent IALLT at JNCL! Thank you.

Copyright/Intellectual Property Committee Chair Report

Submitted by Julie Evershed email: evershed@umich.edu

Summary of work:

I have just submitted my first article for the IALLT Journal related to issues of copyright. I will be giving a session on copyright and the language lab for beginners at FLEAT, as well as participating in the panel presentation on IALLT Language Center Management.

Issues and Concerns:

My workload has been exceptionally heavy this past year, so I was unable to implement some of the initiatives I had been contemplating for the role of Copyright Officer.

Topics for discussion at B&C Meeting:

Nothing in particular

Membership Coordinator Report

Submitted by Marlene Johnshoy email: johnshoy@umn.edu

Summary of work:

Served on the Web Committee which recommended Wild Apricot for membership and event registration functions of the website. It can also take the static webpages and put some behind a "members only" area.

Put the membership functions together in WildApricot (worked with Stacey for the crossovers between conference registration and membership)

Have watched and worked with WildApricot to be sure that it is functioning correctly

Tweaked WildApricot as needed for membership functions

We are still thinking about how the regional groups can function in WildApricot

Served as temporary webmaster with WildApricot for voting process and other necessary updates

Worked with Sangeetha to split the functions of the Membership Coordinator - into Post-Secondary Outreach and Database Manager to form part of the Membership Committee

Jonathan Perkins volunteered to take over the Membership Coordinator position which became Post-Secondary outreach and the Database Manager position - he would like to see those two positions combined again, since Wild Apricot is doing most of the membership functions all by itself

Have been working with Jonathan to give him an overview of the (new) position duties with WildApricot, and we have worked through some database clean-up and other issues with the transfer

Jonathan and I have a couple more things to look into as far as how they work (or not) in WildApricot

Issues and Concerns:

Working with others on the Council:

Sangeetha on the Membership Coordinator role split, and ideas for the Membership Committee or "working group"

Stacey on the workings of WildApricot and the crossover between conference registration and membership

Kristy on figuring out how WildApricot impacts her role as Treasurer with the Membership income and questions about that

Harold on linking parts of the old website to the new WildApricot pages during the transfer to WildApricot and trying to figure out how to shut down the parts of the old website that WildApricot was now doing

All of these people have been very quick to respond, helpful, willing to jump in and figure things out, and are great to work with!

Jonathan will be an excellent person to take over the Membership Coordinator position(s) - very thorough and detail-oriented.

Topics for discussion at B&C Meeting:

Continued management of WildApricot to make sure that it does what we need it to in all areas

We have discovered a possible problem with emails from WildApricot - it seems that some institutions have flagged WildApricot-sent emails as spam, so that some members are not getting emails about membership expiration, invoices, etc.

The contact email for all of Wild Apricot (our account, basically) needs to change from me to someone else - the new webmaster, President-Elect?

Should the URL for the B&C now be pointing to the WildApricot Board & Council page? Is that accurate? and who is in charge of these updates?

Jonathan would like to combine the two positions I asked for - and he will take them both on as Membership Coordinator

Social Media Coordinator Report

Submitted by Deanne Cobb-Zygadlo email: cobbzyga@gmail.com

Summary of work:

- 1) Release of IALLT Facebook page.
- 2) Monitoring of IALLT Facebook group to include only members (and former members, especially retirees); checking new requests to join against current membership list; responding to those who are not yet members encouraging them to consider membership and suggesting our page as an alternative if not committed to membership at this time. (Sharon and I worked together to draft this correspondence.)
- 3) Approving IALLT LinkedIn Group membership for IALLT members only (and responding to those not approved with encouragement to consider joining IALLT and following our Facebook page).
- 4) Re-establishing a Twitter presence for IALLT (including seeking out the login information for a previously created account that was dormant).
- 5) Establishing the hashtags #flea6, #forwardthinkingfridays and #IALLTwebinar
- 6) Promoting IALLT webinars through Facebook, LinkedIn, Twitter, and LLTI. Occasionally also promoting some through other group organizations; however, this was not done all the time as these are membership benefits and continuously sending messages regarding IALLT only events could cause our posts to be seen as "spam" and blocked in the future, so I selectively chose which may be appropriate to share to other organization's social media.
- 7) Promoting FLEAT VI not only on our social media (and listserv) but also key announcements (e.g., Call for Papers, Registration, Early Registration Reminder, Hotel Information, Limited Hotel Space, Conference Schedule, etc) on other organization's and similar social media pages (e.g., AsiaCALL, CALICO, FLTEACH, TESOL, etc.) to raise our profile internationally and nationally with educators who were not yet IALLT members.
- 8) Promoting regional group conferences, webinars and events when requested at publicity@iallt.org.
- 9) Monitoring Social Media for questions that would need to be addressed by other members of the Council, members of the Board or members of the FLEAT VI committee
- 10) Responding to emails and conducting meetings with IALLT Council and Board members as needed
- 11) Attempted to establish a team of current social media enthusiasts (and bloggers) who could assist with social media postings during FLEAT VI to ensure that there is a strong Social Media presence and chatter during the conference.
- 12) Promoted IALLT & FLEAT VI through networking and special IALLT / FLEAT VI business cards (thanks to Sharon S. for developing!) at the TESOL Arabia conference this past Spring.
- 13) Managing the Google apps accounts including resetting email accounts (when Google accounts were compromised by hacking) and managing forwarding addresses to new members of committees, council, etc.

14) Began using the publicity@iallt.org Google Drive to share drafted communications and store finalized communications regarding social media releases (e.g., text of messages sent to those requesting access to Facebook group or LinkedIn)

Issues and Concerns:

1) We finally managed to make sure that the Publicity Coordinator and the Social Media Coordinator maintained control over group approvals and IALLT page postings (so as to ensure that a certain level of protocol and cognizance of the professional reputation of the organization be maintained). However, we did have a couple of hiccups when announcements were sent to me to be released (e.g., elections) which hadn't been properly vetted through the Board/Council and so wording was corrected after the announcement was released on Social Media (loss of face issue). We will need to address a list of "announcement types" that the Coordinator should confirm have been vetted thoroughly before release.

2) Miscommunication occurred regarding my wish to bring on a person / people to assist with the social media around FLEAT VI. My understanding had been that while I would be the person ultimately in charge of posting / reposting to the "official" pages of IALLT (LinkedIn, Facebook, LLTI), I would be able to (and should be able to) enlist a team to assist with a less formal social media presence, but this communication was misinterpreted.

3) Because elections occur in the same time frame as conference prep and promotion and other activities such as webinars, journal editions, regional group events, and any other IALLT activities continue during this time, the eight to six months leading up to a conference can be a very busy time for this position (like other positions in IALLT). However, we have had issues this past year with some weeks being particularly heavy (upwards to 30 hours in one week spent on IALLT duties). This is unavoidable, and very little can be done to mitigate this issue other than allowing for further discussion over establishing a mini "committee" who may assist leading up to and during a conference.

4) I am still receiving information for posting to my personal email account, and not the publicity@iallt.org account. While I do sometimes respond from a personal account (since the email is forwarded and I may happen to see it there first), all communication must be - at the very least copied - to the publicity@iallt.org account. This not only assist in managing the mass of communication that I can accumulate, but is also important to maintain a history of communication in case another member may need to step into the role unexpectedly or in case of brief absence. Certainly, while I had arranged backup for some absences I had while overseas this past Spring (when I wasn't sure how reliant Internet access I would have), there were announcements that were delayed or which I had to forward because our Publicity Coordinator (who was assisting at this time) does not have access to my personal email accounts.

5) We have IALLT google apps accounts including Google @iallt.org email addresses for all Board and Council positions as well as for regional groups (e.g., SOCALLT@iallt.org); however, many of these accounts are not used at all and may not even be linked to our current membership. Each year at SLM (and whenever there is a change of individual in positions), we should recollect a list of names and their preferred forwarding email accounts for each of those Google Apps accounts.

6) We should send monthly reminders to our regional group leaders (in an email not just verbally during meetings) to send communications for release to publicity@iallt.org, as well as the hashtags that we are using as an organization to create traffic to our site.

7) We need to determine a social media strategic plan to increase discussion of language technology that can be associated to IALLT, especially in non-conference years.

Topics for discussion at B&C Meeting:

1) Social media should be used for two purposes:

- a) communication of "official" announcements
- b) promotion of IALLT as an organization, and what our members do.

We do part a) quite well, but part b) needs further attention.

I have some ideas for discussion relating to b):

i) We should re-establish an IALLT blog, but this blog should be one in which any IALLT member can be invited as a guest blogger. These blog posts, could be on topics ranging from reviews of IALLT webinars to discussions of IALLT Journal articles to follow-ups on conference sessions attended to blogging about a regional group event to trending discussions on social media, etc.

ii) I would particularly encourage the invitation of graduate students as writers of these blog posts as it will help to increase their exposure/reputation and will provide insights from new members. The hope would be to discuss how ideas they have learned through IALLT have shaped their dissertation/thesis research, their teaching plans, effects of trying new ideas with students and other insights into practical issues.

iii) When possible, we could even invite the original presenter/article author to co-author the blog post (or respond to the blog post) so that it can become a dialogue and online "coaching" tool. Of course, all posts released on the blog will have to be carefully coordinated by an IALLT Council member so that we can assure that information is well-presented (and facts are checked), and that all "coaching" is done in a professional manner so as to ensure the graduate student's experience is positive and there is no negative repercussions possible. Whenever possible, the IALLT member who is the graduate students' sponsor (when they signed up as a graduate student member) could also be invited to be part of this process (adding more level of guidance).

iv) We need to ensure the promotion of our social media presence in our publicity (conference materials, Board presentations, SLM, pamphlets, business cards, etc.) in a more intentional fashion. Now that we have established hashtags, these should be promoted by all members of the Board & Council in all communications that relates to IALLT, including live presentations, webinars, etc. These need to become fully integrated into what we do as an organization.

2) We still have great strides to make in promoting IALLT worldwide and I will say that I feel our North American membership would benefit greatly by a greater inclusion of our International membership (and more promotion internationally). I learned about some amazing technology innovations through the TESOL Arabia conference.

There are challenges associated with being an international organization in modern times, particularly around social media and also any form of synchronous communication. For instance, our webinars - in non-conference years - are our biggest membership benefit; however, these are not only scheduled so as to be more accessible (in real-time) to our North American membership, they are also promoted (through our website, etc) with only the Western Hemisphere timezones included. I have attempted to address this some when I release announcements via social media by including GMT/UTC time;

however, we as an organization need to be more conscious of this on our website and other documentation as well. Social media is also not uniform world-wide. We need to investigate whether there are other platforms internationally that would better serve potential members abroad and in our attempts to strengthen those relationships.

Next Conference Host Report

Submitted by Ron Balko email: balko@cord.edu

ACTFL Affiliate Representative Report

Submitted by Stacey Powell email: powelst@auburn.edu

Summary of work:

The ACTFL Convention took place in San Antonio in November of 2014. IALLT had a good presence as Lauren Rosen received the Cengage/IALLT award for teaching with technology and Nicole Naditz was named ACTFL's Teacher of the Year. Approximately 25 IALLT members either stopped by the IALLT booth or made contact with us during the event. I spent much of my time in the Exhibit Hall making contact with potential exhibitors for the FLEAT conference at Harvard, but we did not have any specific Exhibitor materials to distribute.

Issues and Concerns:

There were initially some misunderstandings regarding the responsibilities of the affiliate representatives, but the Programs Director, Edwige, has been working since ACTFL to create some guidelines for staffing booths at conferences, especially at large ones like ACTFL. I think this will help avoid similar misunderstandings in the future and I appreciate her efforts.

Topics for discussion at B&C Meeting:

We are in need of a second Affiliate Representative for ACTFL. I am willing to continue as long as my department will fund my trips to ACTFL, but our second representative had to step down due to a job change. ACTFL is a large convention and it is really helpful to have two representatives.

Affiliate Organization: ACTFL

Meeting Themes: Reaching Global Competence

Dates: Nov. 21-23, 2014

IALLT Members: 25

IALLT Sessions: none

IALLT Sessions: none

Titles: none

Booth Activity: see above

Problems encountered: Minor communication issues about how the materials would be returned to the Programs Director after the convention - but we were able to get those resolved.

IALLT Value Added: I believe that our relationship with ACTFL is extremely valuable. There is a new Exhibits Manager for ACTFL and we continue to receive a free booth space with furnishings and I am not aware that we are paying the affiliate fee that we supposedly should be paying. No one from ACTFL has approached me about this in quite some time, so I prefer to not worry about it and assume that our membership numbers are so low that they are not concerned with charging us the fee.

Grad Student Rep Report

Submitted by Adan Gallardo email: adan.gallardo@pomona.edu

Summary of work:

Assisted w/ grant and I believe I answered some emails from grad students

Issues and Concerns:

n/a

Topics for discussion at B&C Meeting:

n/a

Regional Groups

NERALLT President Report

Submitted by Janie L. Duncan email: jduncan@landmark.edu

Summary of work:

Work with regional board to

- Organize annual fall conference (CFP, create program, secure keynote speaker, promote, etc.)
- Coordinate/facilitate communication among board members
- Define roles of the board to improve transitions for new officers
- Organize & facilitate online board meetings
- Organize & deliver summer online members' meeting
- Survey members to determine greatest interest and how to serve them

Issues and Concerns:

I have missed one or two of the IALLT online meetings, but have generally been able to catch up by contacting Sangeetha and or reading the notes.

Health of NERALLT

- Increased attendance in the 2014 fall conference and expectations the trend will continue with Fall 2015 conference
- Enthusiastic, energetic board with fresh ideas
- Terrific social media coordinator (Alex Waid) and webmaster (Ruslan Suvorov) who respond immediately and make good suggestions

Topics for discussion at B&C Meeting:

- Work with the regional groups to present at regional conferences like our NeMLA or even national ones to get the name of IALLT and the regionals more firmly engrained in the language instructors' regular dialogues.
- Increase cross-promotion of neighboring regional activities on the social media platforms as a matter of course.

Number of Meetings: 0

Locations: 1. Brown University ; 2. Online asynchronous members'summer meeting

Themes:

- Brown Univ: " Technology for language education: Making need-based and pedagogy-driven choices"
- Online meeting: Election results; promotion of fall conference; preview of spring 2016 and suggestion of one-day conference; survey of members' interests

Dates: Oct 23 & 24th, 2014 (Brown Univ) July 2-July 1th, 2015 (online meeting)

Attendance: Brown Univ: 45-50 ?? Online meeting: Info to be tallied after July 10th, 2015

Minutes: Yes, please contact me about the notes / minutes / proceedings

MWALLT Regional Group Leader Report

Submitted by Dan Soneson email: soneson@umn.edu

Summary of work:

Assumed leadership of MWALLT at our annual meeting at Illinois Wesleyan in November 2014.

Issues and Concerns:

MWALLT is doing well. We had roughly 50 attendees at the annual meeting in November 2015, and planning is well underway to host the next meeting at Valparaiso University in October 2015.

Topics for discussion at B&C Meeting:

How might regions participate more together or as a unit in addition to annual meetings?

Number of Meetings: 0

Locations: Illinois Wesleyan University, Bloomington, IL

Themes: Traditional, Hybrid, and Online Teaching in Modern and Classical Languages: Exploring Differences, Creating Communities

Dates: November 15, 2014

Attendance: 50

Minutes: Nothing to add

MAALLT Co-Representative, Report

Submitted by Sharon Scinicariello email: sscinicariello@gmail.com

Summary of work:

MAALLT is currently experiencing a hiatus in its activities and is (1) still working through SEALLT to participate at SCOLT, and (2) beginning to work more with state foreign language organizations.

Sharon Scinicariello and several other MAALLT members participated with SEALLT at SCOLT's annual conference in Atlanta, GA.

Either Jeff Samuels or Sharon Scinicariello--sometimes both--participates in the virtual meetings of the regional group leaders. Hearing what other regional groups are doing has been very useful, and we are grateful to Sangeetha Gopalakrishnan for organizing these meetings.

Jeff Samuels continues to represent MAALLT at the meetings of the Maryland Foreign Language Association. MAALLT has become an affiliate member of the Foreign Language Association of Virginia (FLAVA). In September 2014, Stacey Powell of SEALLT and Sharon Scinicariello of MAALLT gave two workshops and staffed a MAALLT/IALLT table where names and addresses of interested teachers were gathered. There was also an attempt to hold an informal gathering, but that did not work out. The workshops, however, were extremely well received, and FLAVA welcomes MAALLT's participation. MAALLT has a FLAVA Board position and became responsible for organizing the technology sessions of FLAVA's 2015 conference. These two efforts at working with state organizations may serve as models for the revival of MAALLT in its region: sessions and workshops at state conferences; a stronger K-12 presence; MAALLT meetings in conjunction with state conferences.

Activities planned for the rest of 2015/beginning of 2016:

- We have made some progress in compiling a mailing list of (a) members and (b) potential members.
- Renewing MAALLT's virtual presence, probably starting with Facebook.
- A MAALLT organizational meeting with both face-to-face and virtual attendees, perhaps in conjunction with SCOLT in Charlotte, NC.

We also need to continue:

- Further discussions with SEALLT about collaboration.
- Further efforts to connect with state organizations.
- Decision about the structure and role of MAALLT in the future.
- Creation and implementation of a communication policy to maintain and grow participation.

Issues and Concerns:

- MAALLT needs to find a role and structure for itself. MAALLT has had its most successful meetings in conjunction with SEALLT, but those joint meetings ceased when SEALLT began meeting in conjunction with SCOLT. However, most of the MAALLT states fall into SCOLT's area as well. (Tennessee, where SCOLT met in 2014, is a MAALLT state. North Carolina, where SCOLT meets in 2016, is a MAALLT state.) MAALLT members have worked with SEALLT on presentations and workshops at SCOLT, and SEALLT has been willing to continue this cooperation. The ideal solution might be to merge the two groups under a new name, but SEALLT already has name recognition with SCOLT and should not lose that. In addition, MAALLT has a legal existence that SEALLT does not have. Once MAALLT has a way to conduct these

discussions, it needs to consider how it would like to operate, e.g., in conjunction with the state language organizations, as a SIG in SEALLT, etc. Working with the very active state organizations could give MAALLT a new identity and ensure greater participation from K-12 faculty.

- The regional groups have no clear relationship with IALLT; it is quite possible for them to operate completely autonomously. And it is quite possible for members of IALLT to have no relationship with a regional group or regional group members to have no relationship with IALLT. This is not true, for example of an organization like the AATF, where the state chapters are clear conduits for information and organization units for national activities. A closer relationship between regional groups and IALLT would certainly benefit both in terms of membership.

Topics for discussion at B&C Meeting:

*Relationship of regional groups to IALLT

Number of Meetings: 1

Locations: Williamsburg, VA, with FLAVA

Themes: none--meeting held with Foreign Language Association of Virginia

Dates: September 25 - 27, 2014

Attendance: no separate MAALLT meeting

Minutes: Nothing to add

NWALL Co-Leaders Report

Submitted by Paul Aoki & Bridget Yaden email: i5no8@u.washington.edu & byaden@plu.edu

Summary of work:

We held a meeting during the WAFLT & COFLT (Washington and Oregon states language conference). Bridget made a presentation on renovating language centers which was very well attended (about 50 attendees).

We will be holding a meeting with Rosetta Stone on 22 July 2015 at the University of Washington. We'll also hold a short board meeting after the Rosetta Stone meeting.

Issues and Concerns:

As always we have a challenging time to get people to attend (due to the long distances across the northwest region) and to step up to leadership positions. Virtually all potential attendees have had their travel budgets eliminated and not restored. We no longer have any in-service days for K-12 teachers.

Topics for discussion at B&C Meeting:

Could we have an IALLT conference on the West Coast sometime?

Number of Meetings: 0

Locations: Vancouver, WA and Seattle, WA

Themes: Re-envisioning the language lab. New directions at Rosetta Stone.

Dates: October 2014 and July 2015

Attendance: 50 and 10

Minutes: Nothing to add

SOCALLT Report

Marie Schein m.schein@tcu.edu

My SOCALLT Role:

I serve as the Past President of SOCALLT

2014-2015 Activities:

In 2015, I worked with the other executive committee members to plan our annual conference and presided over the two-day conference in Austin on April 24-25. I proposed a new initiative for our regional group, a Travel Assistance and Creativity Award to help a first-time attendee and presenter and provide a forum for the presenter to share a creative LLT project in developmental stages. At the April conference, we conducted elections and have a new slate of officers:

President, Nancy Guilloteau, Professor of French, UT Austin

President Elect, Louise Stoehr, Professor of German, Stephen F. Austin U.

Secretary, Ryan Culpepper, dual Credit Spanish Instructor & AP Teacher at the Arlington Collegiate High School at Tarrant County College Southeast.

Treasurer, Sharon Wilkes, Professor of Spanish at Central Arkansas University.

SOCALLT recognizes the incredible service and dedication to SOCALLT of Sharon Sellars, Professor of French at the University of Arkansas-Littlerock who served as Treasurer for 17 years.

SOCALLT/IALLT Relationship:

The SOCALLT board is thankful to Sharon Scinicariello for creating the regional IALLT brochures and to Otmar Foelsche for your help in posting to the listserv.

I want to thank Sangeetha Gopolak for setting the virtual meetings to connect regional leaders. I have enjoyed the discussions and have taken pages of notes on the very practical and useful information that was shared.

At the 2013 conference in Fort Worth, 78 people participated. In 2015, 43 participated. As a result, the SOCALLT board is concerned about attendance. We would like to join another regional group and schedule our 2016 conference jointly.

Options to publish our conference proceedings.

IALLT roles:

The SOCALLT slate of officers has changed, and we have a new president: Nancy Guilloteau, Professor of French at the University of Texas at Austin. nguilloteau@mail.utexas.edu

Regional Group: SOCALLT

Two virtual planning meetings and one conference

The Department of French and Italian, COERLL, and The Texas Language Center at University of Texas at Austin

Theme: The Online and Mobile Worlds of 21st Century Language Study

Dates: Planning meetings= October and February

Dates of conference: April 24-25

Attendance: 43

Notes to follow

SEALLT Report

Region: Southeast

Current Officers (incumbent/position):

President: Raegan Lemmond rlemmond@ua.edu

President-Elect: Jenny Faile

Treasurer: Stacey Powell

K-12 Membership Coordinator: Frank Kruger-Robbins

Secretary & Webmaster: Judy Shoaf

Past President: Kristy Britt

Listserv is being reinitiated to have better lines of communication with our membership.

Past year's meetings:

	Meeting 1	Meeting 2
Location	Virtually	Atlanta, GA
Theme	Board Meeting	Annual Business Meeting
Date(s)	September 18, 2014	March 6, 2015
Attendance	3	8
Meeting Notes (optional)	Agenda included the following: Upcoming SCOLT conference, Upcoming AAFLT conference, Creating a SEALLT flyer, Website, Facebook	Agenda included the following: Financial update, IALLT registration, Professional development for area language teachers, Upcoming conferences, reports on past conferences

Describe the health of your organization. Include any initiatives undertaken, issues of concern, or other things you would like to share with your colleagues.

- Jointly held a successful conference with SCOLT in Atlanta, GA in March 2015.
- Jointly held a successful conference with AAFLT in Montgomery, AL in January 2015.
- Presented a successful workshop at the MSFLA conference in Louisville, MS in October 2014. This workshop was done collaborative with MAALLT.
- Presented a successful workshop at the FLAVA conference in Williamsburg, VA in September 2014. This workshop was done collaboratively with MAALLT.

Things the region wishes IALLT would address:

SEALLT would like to more actively recruit/target/advertise the benefits of IALLT to the K-12 foreign language teacher, particularly in the Southeast where there is often so few resources for the K-12 foreign language teacher.

Absent Reports

List of Attendees

Full Name:	Email Address:
Adan Gallardo	adan.gallardo@pomona.edu
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YUMIKO ABE	y.abe.5p@it-hiroshima.ac.jp

Note: some attendees may participate via streaming media.

IALLT BOARD and COUNCIL ROSTER with current terms

Last updated: 8/7/2015

IALLT Role/Title	Name	Current Terms	Email	Institution
IALLT Board				
1. President	Harold H Hendricks	2013-2015	harold_hendricks@byu.edu	Brigham Young University
2. President-Elect	Sangeetha Gopalakrishnan	2013-2015	sangeetha@wayne.edu	Wayne State University
3. Treasurer	Kristy Britt	2015-2019	kbritt@southalabama.edu	University of South Alabama
4. Programs Director	Edwige Simon	2013-2015	Edwige.Simon@Colorado.edu	The University of Colorado at Boulder
5. Secretary	Gus Leonard	2013-2017	gleonard@csusb.edu	CSU Monterey Bay
6. Past President	Ute S Lahaie	2013-2015	ulahaie@walsh.edu	Walsh University
IALLT Council				
IALLT Council - Regional Group Leaders (Terms determined by regional groups)				
7. Northwest (NWALLT)	Paul Aoki	Open ended	i5no8@u.washington.edu	University of Washington
8. Southwest (SWALLT)	Adan Gallardo	August 2014 - August 2016	Adan.Gallardo@pomona.edu	Pomona College

9. Midwest (MWALLT)	Dan Soneson	Oct 2014 - Oct 2016	soneson@umn.edu	University of Minnesota
10. New England (NERALLT)	Janie Duncan	June 2014 - June 2016	jduncan@landmark.edu	Landmark College
11. Mid-Atlantic (MAALLT)	Jeffrey Samuels	TBD	ceo@worldlanguages360.org	
12. Mid-Atlantic (MAALLT)	Sharon Scinicariello	TBD	sscincariello@gmail.com	University of Richmond
13. Northeast (NEALLT)	Marc Neil Siskin	March 2014 - March 2016	msiskin@andrew.cmu.edu	Carnegie Mellon University
14. South Central (SOCALLT)	Marie Schein	May 2013- May 2015		Texas Christian University
15. Southeast (SEALLT)	Raegan Lemmond	January 2013 - February 2016		The University of Alabama
IALLT Council - Affiliate Representatives				
16. ACTFL Affiliate Representatives	Stacey Powell	2015-2017	powelst@auburn.edu	Auburn University
17. CALICO Affiliate Representative	Marc Siskin	2015- 2017	msiskin@andrew.cmu.edu	Carnegie Mellon University
18. AsiaCALL Affiliate Representative	Vacant	2015-2017		
19. EuroCALL Affiliate Representative	Vacant	2015-2017		
20. LET/FLEAT Liaison	Thomas Hammond	2015- 2017	thammond@fas.harvard.edu	Harvard University

21. JNCL Affiliate Representative	Betty Rose Facer	2015-2017	bfacer@odu.edu	Old Dominion University
22. Northeast Conference on the Teaching of Foreign Languages Affiliate Representative	Vacant	2015-2017		
23. Consultant Coordinator	Jeffrey Samuels	2015-2017	jeffreysamuels@yahoo.com	
24. Conference Coordinator	Stacey Powell	2015-2017	powelst@auburn.edu	
25. Graduate Student Representative	Vacant	2015-2017		
26. Intellectual Property Committee Chair	Julie Evershed	2015-2017	evershed@umich.edu	
27. K-12 Council Member	Frank Kruger-Robbins	2015-2017	frank.kruger-robbins@pinecrest.edu	
28. LLTI-Editor	Otmar Foelsche	Until 2017?		
29. Learning Center Management Manual Editor	Andrew Ross	Ends August 2015	Andrew.Ross.2@asu.edu	
30. Language Center Design Manual Editor	Felix Kronenberg	2015- Spring 2016	kronenbergf@rhodes.edu	
31. Commercial Relations Coordinator	Vacant	2015-2017		
32. Survey Coordinator	Felix Kronenberg	Ends August 2015	kronenbergf@rhodes.edu	

	Betsy Lavolette	2015-2017		
	Angelika Kraemer	2015-2017		
33. Social Media Coordinator	Deanne Cobb-Zygadlo	2015-2017	cobbzyga@gmail.com	
	Alex Waid	2015-2017	Alexander.Waid@uscga.edu	
34. Publicity Coordinator	Sharon Scinicariello	Ends 2015	sscincariello@gmail.com	
	TBD	2015-2017		
35. Website Liaison	Keah Cunningham	2015-2017	keah@ku.edu	
	Harold Hendricks	2015-TBD		
IALLT Council – IALLT Journal				
36. Managing Editor	Dan Soneson	Ends December 2015	soneson@umn.edu	
IALLT Council – IALLT Membership Committee				
37. Membership Coordinator	K-12: Frank Kruger-Robbins	2015-2017	frank.kruger-robbins@pinecrest.edu	
	Edwige Simon	2015-2017	edwige.simon@colorado.edu	
38. Membership Database Manager	Marlene Johnshoy	2013-2015	johnshoy@umn.edu	
	Jonathan Perkins	2015-2017	jperkins@ku.edu	

IALLT Board 2015-2017				
President	Sangeetha Gopalakrishnan	2015-2017	ak5246@wayne.edu	Wayne State University
President-Elect	Felix Kronenberg	2015-2017	kronenbergf@rhodes.edu	Rhodes University
Treasurer	Kristy Britt	2015-2019	kbritt@southalabama.edu	University of South Alabama
Programs Director	Sharon Scinicariello	2015-2017	sscinicariello@gmail.com	University of Richmond
Secretary-Parliamentarian	Gus Leonard	2015-2017	gleonard@csumb.edu	CSU Monterey Bay
Past President	Harold H Hendricks	2013-2015	harold_hendricks@byu.edu	Brigham Young University

Appended Reports

NEALLT Report

IALLT Webinars Download List