

**Listserv Summary - Producing College Materials in Other Languages - June/July, 2010**  
**Compiled by Amy Diaz from Rock Valley College**

<u>College</u>	<u>Other Languages</u>	<u>Documents</u>	<u>Translator</u>	<u>Other Notes</u>
Black Hawk	Spanish	College Goal Sunday for FA office	In-house	
CLC	Spanish	Discover CLC, CLC honors Program, Welcome to CLC, Financial Aid and Scholarships, Transfer information (two publications) and What CLC Offers. We also have a number of our web pages translated to Spanish.	In-house and with bilingual newspaper "Reflejos"	
Elgin	Spanish	Specific materials related to ESL Courses including requirements and recruitment materials. Spanish GED materials. ECC Recruitment materials directed to families and parent materials. College Readiness materials. A good "Rule of Thumb" is if the information is directed to parents, guardians, or the community, it should be available in Spanish. A specific newsletter, "Para Ti" is available at Community Centers and inserted into Spanish language newspapers. We have a Spanish portion on our website and list student service employees' offices, names and telephone numbers who are bilingual. We also subscribe to and make available all federal financial aid forms and communications that are available in Spanish.	By a consultant through Marketing Dept.	We have been designated as an Hispanic Serving Institution (HSI) and have wrestled with meeting our community's needs and expectations while not creating the impression that all educational services are bi-lingual.
Highland	None	N/A	N/A	N/A
Illinois Central	None	N/A	N/A	N/A

ICCB	From Karen Hunter-Anderson				ICCB has been encouraging U of I to get u.select information available in Spanish. At this point, they have one of their bookmarks, "How do your credits transfer?" with the ittransfer website information on them translated into Spanish. For the bookmarks, as well as other u.select materials, please contact Dena Lawrence at 217-244-0931
Illinois Valley Joliet	Spanish Spanish	Admissions; Financial Aid; important for families Admissions; Financial Aid; important for families	In-house In-house		ISAC for FA materials Financial Aid workshops offered in Spanish
Kankakee	Spanish	Nutrition guidelines and household eligibility for child development center participants; sexual harassment posters; GED/ESL brochures; Financial aid information	College employees		EEOC and Affirmative Action statements in Spanish; phone option in Spanish also.
Kaskaskia	None	N/A	N/A		N/A
Lewis & Clark	None	N/A	N/A		N/A
Moraine Valley	Spanish; Polish	ESL brochures	In-house		Reviewed on annual basis; can be costly
Oakton	Polish; Spanish	Financial aid and transfer brochures	College employees		
Parkland	mostly Spanish	Some recruitment materials; disability services brochure	in-house		
Rend Lake	None	N/A	N/A		N/A
Rock Valley	Spanish	Basic getting started documents; enrollment form	College employees; community agencies		Reviewing practices due to OCR visit.

Sauk Valley	Spanish	Top 10 Reasons to Attend Sauk flier, ESL/GED class schedules, Special Needs brochure, Dual Credit brochure, Focusing on Career Planning Guide, and F.U.S.E.'s (Families United for a Strong Education Program) invitations, fliers, and newsletter. The Spanish section of our college website includes the following: Letter from the President, Steps to Enroll at Sauk, Financial Aid FAQs, Dual Credit/Enrollment Description, Adult Education Mission, and Cross-Cultural Services information. In the past, the Step by Step Guide for Parents: Preparing for College and some posters to promote non-traditional careers were available in Spanish and a couple Sauk commercials were also done in Spanish.	SVCC's Cross-cultural coordinator; Google translation program	The Google translation tool is very good since it allows users to search and translate web pages using many languages but words with more than one meaning are not always translated correctly and the context in which a word is being used cannot always be conveyed. The Google Translate link is provided as a tool to assist people, but we do not guarantee the accuracy of its translations.
Southeastern SWIC	None Spanish	N/A ESL course fliers	N/A Marketing staff; web-based translation program	N/A <a href="http://translation.babylon.com">http://translation.babylon.com</a>
Triton WCC	Spanish; Polish Spanish	Forms, guidelines, website Piece for parents and child care; Info. sessions conducted in Spanish	College staff Outsource to agency	Focused on ESL population Phone system has option of English or Spanish; careful with message as programs are only offered in English