

Advisory Committee Fall 2022 Minutes
Court Reporting
4:00 pm – October 10, 2022 – Microsoft TEAMS

Members present:

Joanna Beverage,
Brandie Carlson,
Allison Hall,
Leslie Ryan-Hash,
Ellen Heckle,
Xochitl Pruitt

Vernon College staff:

Shana Drury
Tina Duke
Bettye Hutchins
Andrea Sanchez

Members not present:

Cayce Coskey

Andrea Sanchez began the meeting by thanking all committee members for their participation in the advisory committee. Bettye Hutchins opened the floor for volunteers for vice-chair and recorder.

Vice-Chair: Joanna Beverage
Recorder: Leslie Ryan-Hash

Since there was no old business to discuss from the spring meeting, Ellen Heckle began with the new business at 4:05pm.

❖ **Review program outcomes, assessment methods/results, and workplace competency**

Ellen Heckle asked committee to review the program outcomes and mention these outcomes were thoroughly discussed in the previous meetings.

Program outcomes

1. Develop a shorthand reporting speed on five minutes of unfamiliar dictation with at least 95 percent accuracy.
2. Write a dictated list with 95 percent accuracy using advanced shorthand theory, special abbreviations, and phrasing principles.
3. Perform readback and analysis of shorthand notes, proper transcription, and various other functions using the computer.
4. Translate two-voice and multi-voice testimony.
5. Analyze and describe various aspects of the technology of court reporting and captioning.
6. Apply the rules of grammar, spelling, punctuation, and capitalization for use in legal transcripts, which have been taught in the following academics: English, legal terminology, medical terminology as well as courtroom and deposition procedures.
7. Perform skills necessary for successful interview processes, resume writing, and communication skills to self-market for employment.

❖ **Approve program outcomes**

Ellen Heckle asked the committee for a motion to approve the program outcomes as presented.

Xochitl Pruitt made a motion to approve the program outcomes as presented.

Joanna Beverage seconded the motion.

The motion passed and the committee approved the program outcomes as presented.

❖ **Approve assessment methods and results**

Ellen Heckle asked the committee to review the assessment methods and results.

Assessment methods to review:

1. 9 5-minute dictation tests with unfamiliar material at 95% accuracy in these areas:
 - 3 - 180 literary tests
 - 3 – 200 jury charge tests
 - 3 – 225 two-voice testimony tests
2. Transcribe simulated CSR/RPR skills tests at 180 literary, 200 jury charge, 225 testimony with no more than 3.75 hours transcription time. (75 minutes per test)
3. Transcribe a simulated CRR test at 180-200 words per minute for five minutes.
4. Produce a ten-page, first-pass transcript with 95% translation within 2 hours using CAT software.
5. DISCLAIMER: Although exit speed levels of proficiency written accurately are expected to complete this program, speed-building is accomplished on an individualized basis and to some extent self-paced and proven by how many practice hours are performed and, therefore, may not be attained in 18 months.

Ellen Heckle asked the committee for a motion to approve the assessment methods and results as presented.

Leslie Ryan-Hash made a motion to approve the assessment methods and results as presented.

Allison Hall seconded the motion.

The motion passed and the committee approved the assessment methods and results as presented.

❖ **Approval of workplace competency (course or exam)**

TCRA Texas Court Reporters Association
CSR exam

Ellen Heckle shared from out first cohort of students 1 student was at 160 wpm and 2 students are a lower rate but they all have progressed.

Ellen Heckle asked the committee for a motion to approve the workplace competency as presented.

Joanna Beverage made a motion to approve the workplace competency as presented.

Xochitl Pruitt seconded the motion.

The motion passed and the committee approved the workplace competency as presented.

❖ **Program Specific Accreditation Information and Requirements (if applicable)**

N/A

❖ **Review program curriculum/courses/degree plans**

Ellen Heckle asked committee to review the program's 2022-2023 curriculum presented. There are no recommended changes for the 2023-2024 year.

There was some discussion about the Workforce Development with Critical Thinking course but no changes were made to the THECB approved program. The first cohort of students did not take the Workforce course because the program began in January 2021 and the course was implemented in fall of 2021.

Court Reporting, Certificate of Achievement

Continuing Education

CIP 22.0303

Instructional Location – Vernon Campus, Century City Center (online)

Probable Completion Time – 18 months

First Year

LEAD 1000	Workforce Development with Critical Thinking	32 Class Hours
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First 11-Weeks

CRTR 1001	Introduction to Captioning	110 Class Hours
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Second 11-Weeks

CRTR 2013	Court Reporting Technology II	110 Class Hours
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Third 11-Weeks

CRTR 2013	Court Reporting Technology II	110 Class Hours
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Forth 11-Weeks

CRTR 1008	Realtime Court Reporting I	132 Class Hours
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Second Year

Fifth 11-Weeks

CRTR 1010	Realtime Course Reporting II	132 Class Hours
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Sixth 11-Weeks

CRTR 2013	Court Reporter Certification Preparation	132 Class Hours
	Total Credit Hours:	758 hours

Course descriptions and learning outcomes are provided as a separate document.

❖ **Approve program revisions (if applicable)**

N/A no revisions.

Ellen Heckle asked the committee for a motion to approve the program as presented.

Brandie Carlson initiated discussion stating her clients mentioned they wanted more real world application. Leslie Ryan-Hash, Ellen Heckle and Allison Hall all commented on the amount of coverage incorporated for courtroom expectations and the policy and procedures in a courtroom.

Brandie Carlson made a motion to approve the program as presented.

Leslie Ryan-Hash seconded the motion.

The motion passed and the committee approved the program as presented.

❖ **Approve SCANS, General Education, Program Outcomes, and Institutional Outcome Matrices**

Ellen Heckle asked Tina Duke to comment on the matrices with the committee. Tina Duke stated we needed to include Basic Use of Computers (box 8) for the LEAD 1000 Workforce course because on the SCANS matrix since it is an online course and all matrices are accurate.

Bettye Hutchins reminded everyone that the college works under three umbrellas: 1. Local or Vernon College, 2. State or THECB-Texas Higher Education Coordinating Board, and 3. Federal. To ensure the Program is following all rules and regulations, we use matrices to map the requirements back to the courses.

SCANS Matrix: The SCANS (Secretary's Commission on Achieving Necessary Skills) Matrix represents the 8 Federal requirements that must be taught. The matrix shows how we are mapping them back to each of the courses in the program.

Program: Court Reporting		Credential: Certificate of Achievement								
Award: Court Reporting Certificate of Achievement										
Cip: 22.0303										
LIST OF ALL COURSES REQUIRED AND IDENTIFIED CORE OBJECTIVES										
SCANS COMPETENCIES	Course Number	Course Title								
<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; text-align: center;">1</td> <td style="width: 20px; text-align: center;">2</td> <td style="width: 20px; text-align: center;">3</td> <td style="width: 20px; text-align: center;">4</td> <td style="width: 20px; text-align: center;">5</td> <td style="width: 20px; text-align: center;">6</td> <td style="width: 20px; text-align: center;">7</td> <td style="width: 20px; text-align: center;">8</td> </tr> </table>	1	2	3	4	5	6	7	8		
1	2	3	4	5	6	7	8			

X	X		X	X	X	X	X	CRTR 1001	Introduction to Captioning
X	X		X	X	X	X		LEAD 1000	Workforce Development with Critical Thinking
X	X		X	X	X	X	X	CRTR 2013	Court Reporting Technology II
X	X		X	X	X	X	X	CRTR 2041	Court Reporting Technology III
X	X		X	X	X	X	X	CRTR 1008	Realtime Court Reporting I
X	X		X	X	X	X	X	CRTR 1010	Realtime Course Reporting II
X	X		X	X	X	X	X	CRTR 2031	Court Reporter Certification Preparation
								8. BASIC USE OF COMPUTERS	
								7. WORKPLACE COMPETENCIES	
								6. PERSONAL QUALITIES	
								5. THINKING SKILLS	
								4. SPEAKING AND LISTENING	
								3. ARITHMETIC OR MATHEMATICS	
								2. WRITING	
								1. READING	

General Education Matrix: The General Education Matrix is state-mandated. You will see the 6 requirements that the college is tasked with teaching and how they map back to the courses.

Program: Court Reporting							Credential: Certificate of Achievement
Award: Court Reporting Certificate of Achievement							
Cip: 22.0303							
LIST OF ALL COURSES REQUIRED AND IDENTIFIED CORE OBJECTIVES							
GENERAL EDUCATION CORE OBJECTIVES						Course Number	Course Title
1	2	3	4	5	6		
X	X		X	X	X	CRTR 1001	Introduction to Captioning
X	X		X	X	X	LEAD 1000	Workforce Development with Critical Thinking
X	X		X	X	X	CRTR 2013	Court Reporting Technology II
X	X		X	X	X	CRTR 2041	Court Reporting Technology III
X	X		X	X	X	CRTR 1008	Realtime Court Reporting I
X	X		X	X	X	CRTR 1010	Realtime Course Reporting II
X	X		X	X	X	CRTR 2031	Court Reporter Certification Preparation
							6. Personal Responsibility
							5. Social Responsibility
							4. Teamwork
							3. Empirical and Quantitative Skills
							2. Communication Skills
							1. Critical Thinking Skills

Program Outcomes Matrix: The Outcomes Matrix represents the Vernon College mandated requirements. They are the Program outcomes just approved and how they map back to the courses.

Program: Court Reporting								Credential: Certificate of Achievement
Award: Court Reporting Certificate of Achievement								
Cip: 22.0303								
LIST OF ALL COURSES REQUIRED AND IDENTIFIED CORE OBJECTIVES								
Program Outcomes							Course Number	Course Title
1	2	3	4	5	6	7		
		X					CRTR 1001	Introduction to Captioning
						X	LEAD 1000	Workforce Development with Critical Thinking
		X					CRTR 2013	Court Reporting Technology II
		X	X	X			CRTR 2041	Court Reporting Technology III
X	X	X	X	X	X		CRTR 1008	Realtime Court Reporting I
X	X	X	X	X	X		CRTR 1010	Realtime Course Reporting II
X	X	X	X	X	X	X	CRTR 2031	Court Reporter Certification Preparation
							7. Perform skills necessary for successful interview processes, resume writing, and communication skills to self-market for employment.	
							6. Apply the rules of grammar, spelling, and punctuation, and capitalization of transcripts.	
							5. Analyze and describe various aspects of the technology of court reporting and captioning.	
							4. Translate two-voice and multi-voice testimony.	
							3. Perform readback and analysis of shorthand notes, proper transcription, and various other functions using the computer.	
							2. Write a dictated list with 95 percent accuracy using advanced shorthand theory, special abbreviations, and phrasing principles.	
							1. Develop a shorthand reporting speed on five minutes of unfamiliar dictation with at least 95 percent accuracy.	

Institutional Outcomes Matrix: The Institutional Outcomes Matrix represents the Vernon College mandated requirements. This matrix represents how the program outcomes map back to the institutional outcomes/general education outcomes.

Program: Court Reporting							Credential: Certificate of Achievement
Award: Court Reporting Certificate of Achievement							
Cip: 22.0303							
LIST OF ALL COURSES REQUIRED AND IDENTIFIED CORE OBJECTIVES							
Program Outcomes							General Education Outcomes
1	2	3	4	5	6	7	
X	X	X	X	X	X	X	Critical Thinking Skills
X	X	X	X	X	X	X	Communication Skills
							Empirical and Quantitative Skills
X	X	X	X	X	X	X	Teamwork
X	X	X	X	X	X	X	Social Responsibility
X	X	X	X	X	X	X	Personal Responsibility
							7. Perform skills necessary for successful interview processes, resume writing, and communication skills to self-market for employment.
							6. Apply the rules of grammar, spelling, and punctuation, and capitalization of transcripts.
							5. Analyze and describe various aspects of the technology of court reporting and captioning
							4. Translate two-voice and multi-voice testimony.
							3. Perform readback and analysis of shorthand notes, proper transcription, and various other functions using the computer.
							2. Write a dictated list with 95 percent accuracy using advanced shorthand theory, special abbreviations, and phrasing principles.
							1. Develop a shorthand recording speed on five minutes of unfamiliar dictation with at least 95 percent accuracy.

Ellen Heckle asked for a motion to approve the matrices with the one update discussed and the rest as presented.

Xochitl Pruitt made a motion to approve the matrices with update discussed and the rest as presented.

Joanna Beverage seconded the motion.

The motion passed and the committee approved the matrices with the one update discussed and the rest as presented.

❖ **Program statistics: Graduates (from previous year/semester), current majors, current enrollment**

- Program Statistics:
 - 1st cohort - Spring 2021 13 students
 - Summer 2021 11 students
 - Fall 2021 10 students
 - Spring 2022 7 students
 - 6 completed

Next program to start January 2023

It was noted that we have currently have 14 in Discover Steno A to Z course and a few interested from outside the area. There was some discussion about when we could take registrations and the registration deadline. Allison Hall stated once we have information and are ready to take registrations she can promote as well.

❖ **Local Demand**

Ellen Heckle stated there are numerous job openings currently and in the future. The other reporters echoed those sentiments. If students can complete the program and meet the speed & accuracy they will get a job.

- What are the current job openings? 100%
- What are future job openings within the next year? 100%
- If you have hired a VC graduate, were they prepared for the industry? N/A

❖ **Evaluation of facilities, equipment, and technology. Recommendation for the acquisition of new equipment and technology.**

N/A

❖ **External learning experiences, employment, and placement opportunities**

N/A

Faculty: “Vernon College offers a job board on the website. Businesses can contact Chelsey Henry, Coordinator of Career Services, chenrv@vernoncollege.edu, to add jobs or you can post yourself. VC also subscribes to a service called GradCast. Within this program, over 600,000 business and industry contacts are available to the graduates to send up to 100 free resumes within a set zip code. If you would like to have your business as part of that database, please contact Bettye Hutchins at, bhutchins@vernoncollege.edu .”

Placement Rate of Program Completers by Reporting Year [1]												
Program	2021-2023			2023-2025			2025-2027			5-Year Average		
	Plc	Cmp	%	Plc	Cmp	%	Plc	Cmp	%	Plc	Cmp	%

CHAIR: “Is there any further discussion?”

❖ **Professional development of faculty and recommendations**

N/A

Bettye Hutchins stated if there are professional development opportunities specific to court reporting that would help instructors better our program bring them to us to see if the college can help fund.

❖ **Promotion and publicity (recruiting) about the program to the community and business and industry**

Ellen Heckle asked the committee to review the current promotion and publicity opportunities.

Offering DiscoverSteno A to Z
Website
Facebook
Sign in front of Century City Center
Phone calls & emails

Ellen Heckle mentioned we are working on updating the flier and FAQ sheet and asked for any recommendations. Leslie Ryan-Hash stated we need to be sure to get information to high school guidance counselors. It was discussed that the CTE Navigator, Tracy Catlin, does get information to high schools.

❖ **Serving students from special populations:**

The only point discussed was item 1.c. Ellen Heckle mentioned that this field probably only has 10% males.

Vernon College is an open-enrollment college. The Proactive Assistance for Student Services (PASS) department offers many services for documented disabilities such as but not limited to quiet testing, longer testing times, interpreters, and special equipment.

Vernon College has a program titled “New Beginnings” for students who qualify to receive transportation, childcare, and/or textbook loans. Perkins funding is also offering assistance to break down barriers such as uniform, supply, and equipment costs.

Peer to Peer mentoring, tutoring (online and in-person), resume building, student success series, and counseling are just a few of the other options/services available to students.

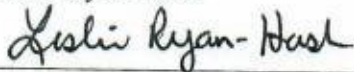
1. Special populations’ new definitions:
 - a. Individuals with disabilities;
 - b. Individuals from economically disadvantaged families, including low-income youth and adults;
 - c. Individuals preparing for nontraditional fields; male/female ratio **All females in the first cohort of students.**
 - d. Single parents, including single pregnant women;

- e. Out-of-workforce individuals;
- f. English learners;
- g. Homeless individuals described in section 725 of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a);
- h. Youth who are in, or have aged out of, the foster care system; and
- i. Youth with a parent who—
 - i. is a member of the armed forces (as such term is defined in section 101(a)(4) of title 10, United States Code);
 - ii. Is on active duty (as such term is defined in section 101(d) (1) of such title).

Ellen Heckle asked if there was any further discussion.

Leslie Ryan-Hash brought up the need to find additional instructors and some discussion followed about potential instructor(s) as well as how to break up the class so it isn't such a big commitment for any one individual.

After no further discussions were brought forth Ellen Heckle adjourned the meeting at 4:38pm.

Recorder Signature - Leslie Ryan-Hash 	Date- 2022 11/3/22	Next Meeting: Fall 2023
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