

## **Court Reporting Advisory Committee**

### **Meeting Minutes**

**Monday January 6, 2020**

**5:30pm – 7:30pm**

**Board Room Century City**

1. Welcome Nina Feldman  
Nina welcomes and thanks all attendees for showing support.  
Attendees: Joanna Beverage, Carol Smith, Cayce Coskey, Leslie Ryan-Hash, Ellen, Heckle, Mary Cantrell, Nina Feldman
  
2. Old Business Nina Feldman  
None to report.
  
3. New Business Nina Feldman
  - Court Reporting local need  
Each local court reporter spoke about the current need for court reporters locally and nationally. There is a need for proofreaders, scopists, etc. Mary Cantrell has been traveling around the state due to the lack of court reporters in the state. She has also been called upon to go out of state and travel is all paid. The jobs are there and the need is there.
  - Curriculum  
Cayce Coskey and Leslie Ryan-Hash provide some information regarding the trends of court reporting. The need for more schools. It was brought up that this career is very demanding and the curriculum can be very challenging, however, the need is there. We need to attempt to begin a school in order to put people in jobs in our area and our state. See attached documents for contacts regarding support to start a school here at Vernon College. All of the members in the room have association with certification boards. The Mark Klingenberg's program is one that has been most successful with retention and testing success rates. It was agreed upon that we should look into adopting this curriculum.  
Leslie motioned to adopt the Mark Klingenberg's curriculum, and Cayce seconded. All approved. Motion passed.
  - Potential start dates  
It was discussed ideally to begin the program in the fall of 2020 as an evening program Monday through Wednesday. Nina introduced WECM to the group and

explained that we would need to map out the course under WECM courses for Vernon College. The group went through each part of the Klingenberry's curriculum and fit the curriculum to best fit our WECM courses. The following courses will be presented to utilize:

1st Year								
1st 11 Weeks								
Prefix	Number	Course Name	Course Type	Weekly Lec Hrs	Weekly Lab Hrs	Ext Hrs	Cont Hrs	CEU
CRTR	1001	Introduction to Captioning	WECM (CEU)	0	0	0	110	11.0
2nd 11 Weeks								
CRTR	2013	Court Reporting Technology II	WECM (CEU)	0	0	0	110	11.0
3rd 11 Weeks								
CRTR	2041	Court Reporting Technology III	WECM (CEU)	0	0	0	110	11.0
4th 11 Weeks								
CRTR	1008	Realtime Court Reporting I	WECM (CEU)	0	0	0	132	13.2
2nd Year								
5th 11 Weeks								
CRTR	1010	Realtime Court Reporting II	WECM (CEU)	0	0	0	132	13.2
6th 11 Weeks								
CRTR	2031	Court Reporter Certification Preparation	WECM (CEU)	0	0	0	132	13.2

<b>Program Totals</b>	0	0	0	726	72.6
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Cayce and Leslie offered to run an A to Z course in the summer of 2020 for marketing and recruiting purposes. It would be tabled to discuss and confirm dates for A to Z at the next meeting.

- **Instructors interested**

All instructors showed interest in teaching or becoming subs for the program. Leslie, Cayce and Ellen Heckle all confirmed they would put in applications as soon as possible to be hired on as adjuncts for CE.

- **Costs of Program**

Most of the cost of the program would go to the student. Tuition at this time is not set, however instructor cost has been set at \$25/hour. Books, equipment and supplies would be at the cost of the student. Tuition and other fees will be set after approval of program.

- **Additional Comments**

Nina thanked everyone for their commitment to supporting this program. Much of the initial information needed was discussed today. We look forward to moving in a positive direction after approval.

- **Next meeting**

Set for March 2020.

4. **Adjourned at 7:35pm**