

Court Reporting Advisory Committee

Meeting Minutes

Thursday May 28, 2020

11:00am

Zoom Call

1. Welcome Nina Feldman
Nina welcomes and thanks all attendees for showing support.
Attendees: Leslie Ryan-Hash, Ellen Heckle, Cayce Coskey, Nina Feldman and Allison Hall.

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. The need for support letters from local reporters in the field is discussed. Nina requests letters to take to WIOA in order to move forward with creating this program. 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. There is a 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. Many of the local reporters are getting ready to retire and are very worried about the lack of local experience and education for this profession. 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. After the last meeting, it was agreed upon that we should look into adopting this curriculum. Nina explains that after beginning to look at the hours of the program, the initial set up needed to be tweaked. The courses from WECM can remain, but the hours must be changed, and new THECB paperwork will need to be started to get the program approved. The new outline for courses and hours is presented:

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
------	------	--	------------	---	---	---	-----	------

Program Totals

0	0	0	726	72.6
---	---	---	-----	------

We do not have enough members to vote, however we will bring this to the next meeting to vote and table this discussion to push back start dates. COVID-19 has also brought on a new level of issues to deal with. Allison Hall states that we can move the entire program online, and this seems to be well received by all. The next meeting will entail voting on packet going to THECB and pushing forward for approval of the program.

- Potential start dates

It was discussed ideally to begin the program in the fall of 2020 as an evening program Monday through Wednesday. With COVID-19 issues, the program has been discussed to begin online and provide a better opportunity for students in the enter Vernon College service area. Training dates are set with Allison Hall for instructors to happen in August of 2020. 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. As the approval process takes place as well as feeling out the COVID-19 situation, Spring of 2021 may be our start date.

- Instructors interested

All instructors showed interest in teaching or becoming subs for the program. Leslie, Cayce and Ellen Heckle all confirmed they have submitted applications to VC for the instructional piece to be hired on as adjuncts for CE.

- Costs of Program

Tuition will be set at \$1200.00 per Module and depending on costs of software and rental materials for students, the total cost of the program will be approximately \$7200.00 for tuition, \$214.00 for the book, \$100.00 rental fee per month for the stenograph, and a \$150.00 software subscription.

- Additional Comments

Nina thanked everyone for their commitment to supporting this program. Much of the initial information needed was discussed today to move forward with the approval process with THECB. The next meeting will need to have enough members to vote on curriculum changes, potential syllabi, calendars, and matrix/scan information. We look forward to moving in a positive direction after approval.

- Next meeting

August 2020.

4. Adjourned at 12:05pm