

Advisory Committee Fall 2021 Minutes
Court Reporting
5:30 pm – November 17, 2021 – Microsoft TEAMS

Members present:

Ellen Heckle,
Leslie Ryan-Hash,
Cayce Coskey,
Allison Hall,
Paige Bailey, a proxy for Scott Essary,
Xochitl Pruitt,

Vernon College staff:

Tina Duke
Christina Feldman
Shana Drury

Members not present:

Joanna Beverage

Shana Drury began the meeting by thanking all committee members for their participation in the advisory committee. opened the floor for nominations or volunteers for vice-chair and recorder.

Chair: Leslie Ryan-Hash
Vice-Chair: Ellen Heckle
Recorder: Xochitl Pruitt

Since there was no old business to discuss from the fall meeting, Leslie Ryan-Hash began with the new business.

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

Leslie Ryan-Hash asked Christina Feldman to review the program outcomes with the committee. Christina reviewed the program outcomes listed below that were discussed in the fall meeting.

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 of transcripts. (needs to be rewritten)
7. Perform skills necessary for successful interview processes, resume writing, and communication skills to self-market for employment.

❖ **Approve program outcomes**

The committee talked about revising program outcome #6 to state: Apply English, legal terminology, medical terminology, and courtroom deposition procedures.

Leslie Ryan-Hash asked the committee for a motion to approve the program outcomes as amended or revised.

Ellen Heckle made a motion to approve the program outcomes as revised.

Cayce Coskey seconded the motion.

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

❖ **Approve assessment methods and results**

Leslie Ryan-Hash asked Christina Feldman to explain in more detail the assessment methods and results. Christina Feldman review the information listed below.

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/CVR 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 or RVR 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.

Leslie Ryan-Hash asked the committee for a motion to table the assessment methods and results.

Allison Hall made a motion to table the assessment methods and results.

Xochitl Pruitt seconded the motion.

The assessment methods and results have been tabled.

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

Leslie Ryan-Hash asked Christina Feldman to tell the committee about the competency and how the students have performed on the competency.

TCRA Texas Court Reporters Association
CSR exam

Leslie Ryan-Hash asked the committee for a motion to approve the workplace competency as presented.

Ellen Heckle made a motion to approve the workplace competency as presented.

Cayce Coskey seconded the motion.

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

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

Not applicable

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

Leslie Ryan-Hash asked Christina Feldman to discuss with the committee on the program's curriculum and degree plans for 2022-2023.

Christina Feldman reviewed the tables below and the course descriptions.

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

First 11-Weeks

CRTR 1001	Introduction to Captioning	110 Class Hours
LEAD 1000	Workforce Development with Critical Thinking	32 Class Hours

Second 11-Weeks

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

CRTR 2041	Court Reporting Technology III	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
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Total Credit Hours: 758 hours

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

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

Leslie Ryan-Hash asked the committee for a motion to approve the program revisions as presented.

Ellen Heckle made a motion to approve the program revisions as presented.

Casey Coskey seconded the motion.

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

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

Leslie Ryan-Hash asked the faculty to discuss the matrices with the committee.

Christina Feldman reviewed the matrices with the committee.

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
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	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, 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, 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.

*Leslie Ryan-Hash asked for a motion to approve the matrices as presented.
 Xochitl Pruitt made a motion to approve the matrices as presented.
 Ellen Heckle seconded the motion.
 The motion passed and the committee approved the matrices as presented.*

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

Christina Feldman reviewed program statistics:

13 students started the program

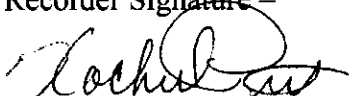
Fall 2021: 11 students

Spring 2022: 8 students

Leslie Ryan-Has asked the committee if they had any more discussion.

Adjourned

Leslie adjourned the meeting at 7:02 pm

Recorder Signature – 	Date- 2022 - March 8, 2022	Next Meeting: Spring 2022
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