

Advisory Committee Spring 2022 Agenda Court Reporting

Members present:

Leslie Ryan-Hash
Scott Essary
Xochitl Pruitt
Paige Bailey
Ellen Heckle
Cayce Coskey

Members not present:

Joanna Beverage
Allison Hall

Vernon College staff:

Tina Duke
Andrea Sanchez

Andrea Sanchez began the meeting by thanking all committee members for their participation in the advisory committee.

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 Ellen Heckle to review the program outcomes with the committee. Ellen reviewed the program outcomes listed below that were discussed in the fall meeting.

Program outcomes

1. Develop a shorthand recording 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.
7. Perform skills necessary for successful interview processes, resume writing, and communication skills to self-market for employment.

Recommendations for Program outcomes

Change #6 to: 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.

❖ Approve program outcomes

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

Cayce Coskey made a motion to approve the program outcomes as revised.

Scott Essary seconded the motion.

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

❖ **Approve assessment methods and results**

Leslie Ryan-Hash asked Ellen Heckle to explain in more detail the assessment methods and results. Ellen 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, and 225 testimony with no more than 3.75 hours of 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.
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.*

Recommendations for Assessment methods for review:

Strike CVR from #2 and RVR from #3

Add a disclaimer:

******** 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.***

Leslie Ryan-Hash asked the committee for a motion to approve the assessment methods and results as discussed and revised.

Scott Essary made a motion to approve the assessment methods and results as revised.

Xochitl Pruitt seconded the motion.

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

❖ **Local Demand**

Leslie Ryan-Hash asked the committee members about local demand.

Ellen Heckle stated she wanted to reiterate that there is a statewide and nationwide shortage in court reports, there is always a need for reporters.

Leslie Ryan-Hash stated that News Channel 6 at 10 pm on April 27, 2022, was interviewing Ellen Heckle in person and that she was on a phone interview with them as well. Channel 6 is interested in the demand for Court Reporters and the program Vernon College is offering. Leslie also that the great need for court reporters. She knows of many retired reporters that are coming back into the field due to the fact there is a shortage and fills in the gap.

Leslie Ryan-Hash asked if there was any further discussion, hearing none, she moved on to the evaluation of facilities, equipment, and technology.

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

Leslie Ryan-Hash stated that if you have not seen the lab facilities, the faculty would be happy to show you the lab after the meeting.

Tina Duke shared with the committee that there has been no new technology or equipment for this program.

Leslie asked the committee if there was any discussion or recommendations, hearing none, she moved to external learning experiences.

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

Faculty: “Vernon College offers a job board on the website. Businesses can contact Chelsey Henry, Coordinator of Career Services, chenry@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 Judy Ditmore, jditmore@vernoncollege.edu.”

None this is a new program.

❖ **Professional development of faculty and recommendations**

Tina Duke took advantage of internal professional development activities.

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

Leslie Ryan-Hash asked the committee to please take time to review the promotion and publicity opportunities.

Continuing Education uses the Vernon College Website, FaceBook, fliers, and marquee as well as attends events such as:
January 28, 2022 – Leslie & Cayce had a presentation at WFISD CEC
March 10, 2022 – expo event at Vernon Boys' & Girls' Club – Adulting Day
The instructors will host a hands-on A to Z class.
CEC program presentation coming up on May 6th.

We need to discuss the next program start date to start marketing effectively.

*Leslie asked the committee if there was any discussion or recommendations.
Leslie stated she does know of 2 students in Archer City that whom she will be discussing Court Reporting. She has also thought about having a community-wide information session to show the community the need for Court Reporting and hopes to receive more students interested. Leslie along with Ellen Heckle are in talks about hosting an A-Z program in the fall to get the students ready for the program. This is a 6-8 week program that meets once a week for 2 hours.
Cayce Coskey has had a few potential students she has been talking with about the program.
Tina Duke has kept a list of potential students and as soon as information comes out for the A-Z program she will be letting these students know.*

❖ **Serving students from special populations:**

Leslie Ryan-Hash asked the committee to please note the federal definitions of special populations below. Would the faculty member, Tina Duke, like to discuss the services below for students who qualify?

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; **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).


Xochitl Pruitt asked Scott Essary if Court Reporting is on the Jobs on Demand List the target occupation list?

Scott replied yes there are 3 customers who were approved in the first cohort with Workforce Solutions.

Leslie Ryan-Hash asked the committee if there was any further discussion, hearing nothing she moved on the adjourn the meeting.

Leslie thanked the committee for their attendance

Leslie adjourned the meeting at 6:32 pm.

Recorder Signature: Xochitl Pruitt 	Date: 6/23/22	Next Meeting: Fall 2022
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