Members Present	**Vernon College Faculty/Staff**
Ellen Heckle	Andrea Sanchez
Leslie Ryan-Hash	Tina Duke
Xochitl Pruitt	Bettye Hutchins
Jessica Griffith	Zachary Nguyen-Moore
Joanna Beverage	Holly Scheller

Members Not Present
Cayce Coskey
Allison Hall

Welcome and Introductions .... Andrea Sanchez
Andrea Sanchez welcomed the committee and invited all to introduce themselves.

Purpose of Advisory Committee ....Bettye Hutchins
Andrea Sanchez invited Bettye Hutchins to review the purpose and importance of the role of advisory committees at Vernon College.

Election of Vice Chair, and Recorder ....Bettye Hutchins
Bettye Hutchins moved on to ask for volunteers/nominations for the roles of Vice Chair and Recorder.
Volunteers/Nominations for Vice-chair – Ellen Heckle volunteered
Volunteers/Nominations for Recorder – Xochitl Pruitt volunteered

Chair…………………………………………………………………..Joanna Beverage
*Ellen Heckle read the role of Chair for this meeting.

Old Business/Continuing Business..Joanna Beverage
Ellen Heckle asked if there was any old/continuing business to discuss. With no old business, she moved on to new business.

New Business ....Joanna Beverage

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

Ellen Heckle moved on to review program outcomes.

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 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**

After review, Ellen Heckle asked for a motion to approve program outcomes as presented.
Ellen Heckle made a motion to approve.
Leslie Ryan-Hash seconded the motion.
The motion passed and the committee approved the program outcomes as presented.

❖ **Approve assessment methods and results**

Ellen Heckle moved on to review 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.*

After review, Ellen Heckle asked for a motion to approve assessment methods as presented.
Leslie Ryan-Hash made a motion to approve.
Ellen Heckle seconded the motion.
The motion passed and the committee approved the program outcomes as presented.

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

Ellen Heckle reviewed workplace competency.

    TCRA Texas Court Reporters Association
    CSR Exam

After review, Ellen Heckle asked for a motion to approve workplace competency as presented.
Leslie Ryan-Hash made a motion to approve.
Ellen Heckle 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**

With nothing to discuss regarding program specific accreditation, Ellen Heckle moved on to review the current curriculum.

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

Third 11-Weeks

CRTR 2013	Court Reporting Technology II	110 Class Hours

Forth 11-Weeks

CRTR 1008	Realtime Court Reporting I	132 Class Hours

Second Year

Fifth 11-Weeks

CRTR 1010	Realtime Course Reporting II	132 Class Hours

Sixth 11-Weeks

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

❖ <u>**Approve program revisions (if applicable)**</u>

With no changes, Ellen Heckle asked for a motion to approve curriculum as presented.
Leslie Ryan-Hall made a motion to approve.
Ellen Heckle seconded the motion.
The motion passed and the committee approved the curriculum as presented.

❖ <u>**Approve 2023-2024 SCANS, General Education, Program Outcomes, and Institutional Outcome Matrices.**</u>

Ellen Heckle invited Bettye Hutchins to review the SCANS, General Education, Program Outcomes, and Institutional Outcome Matrices.

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							
Award: Court Reporting Certificate of Achievement						Credential: 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 reporting speed on five minutes of unfamiliar dictation with at least 95 percent accuracy.							

With no changes, Ellen Heckle asked for a motion to approve the matrices as presented.
Ellen Heckle made a motion to approve.
Leslie Ryan-Hall 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**

Ellen Heckle moved on to review the program statistics.

- Program Statistics:
  - 2nd cohort started January 2023 - 9 students
    - 3 students dropped during Module 1
    - Summer 2023 - 6 students
    - Fall 2023 - 6 students (Module 4 begins October 2)
  - 1st cohort – 6 students completed the program
    - 2 students have passed written exam
    - 1 student earned voice/mask writer certification
      - (and one that didn't complete program earned this certification)

❖ **Local Demand**

Ellen Heckle invited Bettye Hutchins to review the accuracy of data in the O*NET chart below, then discuss questions from the Comprehensive Local Needs Assessment for use in compulsory reporting.

Discuss Survey questions in packet:

Occupation	National Median Wage	State Median Wage	Local Median Wage	Current /Projected Job openings (annual)	Projected Growth (annual)
Court Reporter	$33.79/hr $64,876/annual	$36,31/hr $69,710/annual	n/a	174 (state)	1.04% (state)

*Labor Market Outlook (O*NET)

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

With nothing to discuss regarding facilities, equipment, and technology, Ellen Heckle moved on to review external learning experiences, employment, and placement opportunities.

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

Faculty: "Vernon College offers a job board on the website. Businesses can contact Student Services 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]											
	2021-2022			2023-2024			2025-2027			3-Year Average		
Program	Plc	Cmp	%	Plc	Cmp	%	Plc	Cmp	%	Plc	Cmp	%
	1	6	16.7									

CHAIR: "Is there any further discussion?"

❖ **Professional development of faculty and recommendations**

With nothing to discuss regarding professional development, Ellen Heckle moved on to promotion and publicity.

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

Ellen Heckle invited Tina Duke to review promotion and publicity/recruiting methods.

Website – flyer & FAQ's
Facebook
Sign in front of Century City Center
Phone calls & emails
Offering DiscoverSteno A to Z

With no additional discussion regarding promotion and publicity, Ellen Heckle moved on to special populations.

❖ **Serving students from special populations:**

Ellen Heckle invited Tina Duke and Bettye Hutchins to review the definitions of special populations and the services available for those individuals.

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 and second 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 were any other suggestions or discussion to be had, and with none, Adjourned the meeting at 12:41pm.

Recorder Signature	Date	Next Meeting: Fall 2024
	5-22-23	