

COLLEGE OF
MARIN

Court Reporting Advisory Meeting
Tuesday, April 6, 2021
4 to 5 pm PST

Minutes

<p>I. Welcome and Introductions (10 minutes, Heather Rahman)</p>	<p>Heather welcomed all who attended and asked each committee member to introduce themselves.</p> <p>Attended: Patricia Dowling, Todd Combs, Vycki Morgan, Yvonne Fenner, Diane Freeman, Gregory Stubbs, Sarah MacDevitt, Heather Rahman, Stephanie Stubbs, Alina Varona, Christine Leung, Eric Van Dorn, Brian O'Connor, Janis Olsen</p>
<p>II. Presentation of New Proposed Certificate program (20 minutes, Stephanie Stubbs)</p>	<p>Stephanie Stubbs reviewed the current offerings for College of Marin Court Reporting. She spoke about the existing AS degrees/certificates and explained through assessment why we haven't experienced high success with completions. We're attempting to build a clear path with stackable certificates. Upon approvals through the Advisory, BACCC regional consortium, COM Curriculum Committee, COM Board of Trustees and COCI, the new offerings should be available for Fall 2022.</p> <p>She proposed 4 certificates plans: Proofreading, Scopists, CART technicians and Court Reporting. By taking courses full-time for 5 semesters, as student will be CSR ready. This means the student will have passed the qualifier exam, met the board requirements and be ready to sit for the State level Certify Shorthand Reporter exam.</p>

	<p>Through these certificates, the transition from theory into speed building will be easier for students. By the end of the CSR track, the student will have completed all the required legal terminology hours.</p> <p>Other benefits were described in the presentation including:</p> <ul style="list-style-type: none"> • Mirroring classes • Medical terminology • Mock trial setting • Holding classes online <p><i>Please refer to the presentation slides provided.</i></p> <p>Stephanie also explained our ramped-up efforts in marketing for the Court Reporting sector.</p>
<p>III. Open discussion on proposed certificates (20 minutes; Group)</p> <ul style="list-style-type: none"> ○ Do you agree that the stackable certificates with noncredit option for speed development will address the time/cost commitment issues students may face? ○ Generally, will these certificates prepare students to be viable candidates for current employment? ○ Specifically, for when we write the curriculum, what are the most relevant skills students must gain through these programs to ensure that they remain competitive in the market today? 	<p>In an open discussion, committee members responded positively to these changes. They supported that many benefits will be created for students.</p> <p>The questions that came up included:</p> <ul style="list-style-type: none"> • Will refresher classes be available? We will add COUR 283 which would suffice as a refresher course. • Is English addressed in the curriculum? Yes. English, Medical and Legal are all aspects in the curriculum. <p>The committee responded favorably for stackable certificates with non-credit options for speed development. They did see it to be a good option for those with time/cost restraints.</p> <p>Todd explained that Court Reporting is a venue to be well rounded in terms of understanding the world and gaining an understanding. It would help if parents become aware of this. Also, CR career offers a more affordable route than the typical 4- year university path. He suggested we think about how to attract those who spend long hours playing video games, because skills are somewhat parallel and CR pays a lot.</p> <p>The most relevant skills student must gain according to the committee includes:</p> <ul style="list-style-type: none"> • English grammar, punctuation • Legal and medical terminology, • Professional practices and conductivity

<ul style="list-style-type: none"> ○ Where will our students best find employment upon completing these programs? ○ In your professional opinion, what type of wages do you think entry-level can earn for these types of jobs? 	<ul style="list-style-type: none"> • Speed • Accuracy • Ethics • Worksheet preparation <p>Sarah noted learning through Real Time Coach (application) is beneficial.</p> <p>For Proofreading jobs and Scopist type jobs, most postings are found through social media venues. These are project jobs, so they do not register well through traditional labor market analysis reports. The same goes with C.A.R.T. employment. Often there are agencies geared toward CART employment or there are CART groups within social media platforms.</p> <p>Networking is often the best way to find CSR jobs. Courthouse availability is very intense. Currently in San Francisco, there are 11 openings and there's a \$4,000 signing bonus with annual salary of \$112,000.</p> <p>Proofreaders make generally 45 cents to 1.25/page where jobs are usually around 300 pages. Scopists make about \$20 – 30/hour. CART employment is about \$30/hour and as high as \$100/hour.</p>
<p>IV. Vote on proposals (5 minutes; Group)</p>	<p>The industry attendants, 7 in total, voted unanimously for College of Marin to develop and offer the new certificate programs. No members abstained.</p>
<p>V. Conclusions (5 minutes; Stephanie Stubbs)</p>	<p>The meeting adjourned at 5:15 p.m.</p>