

COLLEGE OF
MARIN

**COURT REPORTING
Advisory Meeting**

MINUTES

Tuesday, June 20, 2023

5 – 6 p.m.

Hosted:

Alina Varona, Dean of Career Education and Workforce Development, College of Marin
Christine Leung, Full-time Court Reporting Instructor and CR Program Coordinator, College of Marin
Heather Rahman, Program Coordinator, Career Education, College of Marin (COM)

Attended:

Yvonne Fenner, CA Court Reporters' Board, Executive Officer
Gregory Stubbs, Attorney and Court Reporting Instructor, College of Marin
Eric Van Dorn, Instructor, College of Marin
Teresa Russ, Freelance Reporter and CART Captioner
Janis Olson, Instructional Specialist, College of Marin
Marina Pitts, Attorney, Law Office of Leone and Alberts
Patricia Dowling, CSR, San Francisco Superior Court Official
Vykki Morgan, Retired Court Reporter and Teacher
Stephanie Stubbs, CSR, Court Reporting Instructor, College of Marin
Chris Dunsmore, Court Reporter at Santa Barbara Superior Court, former COM student
Chelsey Perez, COM Career Internship and Service Learning Coordinator
Josh Tagoylo, Court Reporter for San Francisco Superior Court, COM former student
Diane Freeman, CSR Freelance
Tanya Paredes, COM Career Education, Administrative Assistant

Notes:

Welcome and Introductions	
Overview of COM and Court Reporting Programs	<i>Please refer to the presentation slides. Common acronyms:</i> <ul style="list-style-type: none">• <i>Voice Writing (v/w)</i>• <i>Certified Shorthand Reporter (CSR)</i>• <i>College of Marin (COM)</i>
Check-in with Advisory members	

	<p>Much of the committee’s discussion revolved around voice writing. The committee offered the following:</p> <ul style="list-style-type: none"> • Assembly Bill 152 legislation was passed allowing voice writing in California courts. • Preparing students with voice writing (v/w) from the beginning all the way through the complete program is important. Speed builders can begin learning now. • West Valley has been teaching v/w for a couple of years and they already have a wait list for Fall 2023. • We would probably have up to 50 people interested in learning voice writing. • The full curriculum would span 2 years of courses with the other required academics. Voice writing students are the same as Court Reporting and involves the same academics. • Past frustrations with v/w included the noise involved particularly in close quarters or in close proximity of those involved in a deposition. Technology and equipment have improved vastly for courts to approve. No noise should be heard within 4 feet from a voice writer recorder. • Is there acceptance in our locally based courts? To be determined. • The job opportunities and licenses for v/w is exactly the same as Certified Shorthand Recording (CSR). • Students are more likely to pass through because there lacks a “language” barrier that steno dictation requires. • National Association for CSR reports an 80 – 90% pass rate for v/w which is much higher than CSR steno only.
<p>Labor Market Information</p>	<p><i>Please refer to the presentation slides.</i></p> <p>Note: Scopist make more money than proofreaders. Freelance positions are normally placed by word of mouth, associations, or social media groups. Our labor market information is solely gathered by feedback from our advisory</p>

	<p>meeting and any job postings shared with the Career Education office. All positions are in high demand and pay well. Some CSR employment incentives have offered such as sign-on bonuses, pet insurance coverage, student loan forgiveness, etc. CSR's often earn transcript payments on top of their salaries.</p> <p>\$30 million was awarded by California to the courts to hire more court reporters and for retention.</p>
<p>Program Updates and Discussion</p>	<p><i>Please refer to the presentation slides.</i></p> <p>Equipment mentioned for v/w included an Eclipse software component, Case Catalyst or Cap Software. Christine is in contact with Vox to find out about training for trainers. Companies may honor a license deal for the new v/w software.</p> <p>Christine is also working with Dr. Alex Jones, COM Work Experience Instructor. Our goal is to strengthen the pathways of education and employment opportunities.</p> <p>Other program expansions may include 1) Medical Terminology course embedded into the program 2) a larger pool of part-time instructors and 3) an A to Z short program offering.</p>
<p>High School Outreach/Marketing</p>	<p>We're working on a new pathway map for high school students. This should be available Fall 2023.</p>
<p>Conclusions</p>	<p><i>The meeting concluded within the allotted hour.</i></p>

COLLEGE OF

MARIN

**Court Reporting Advisory
Committee Meeting**

JUNE, 2023

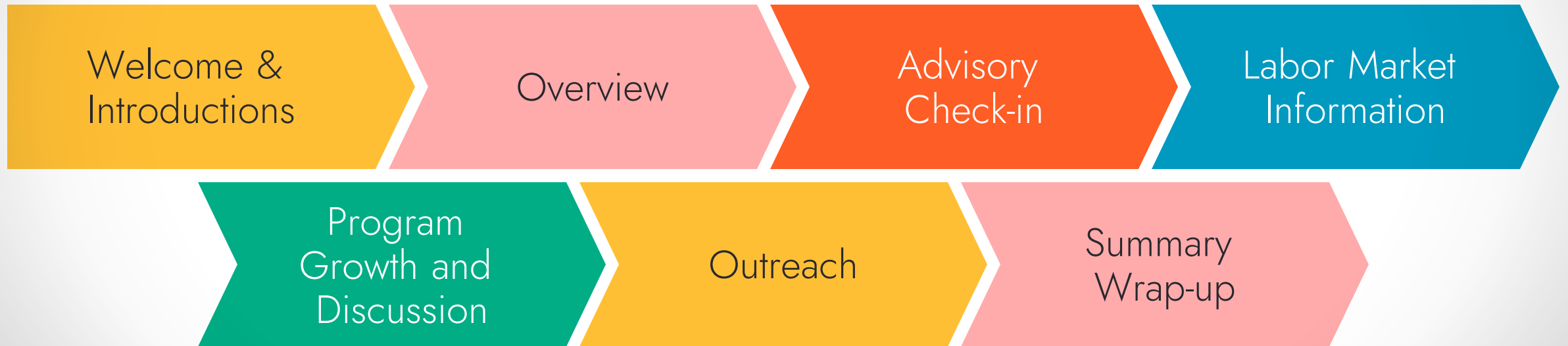


Hello!

Please share your name, role, organization.

AGENDA

Where We Are. Where We're Going.





Overview

Alina Varona, Dean of Career Education and Workforce Development

Overview of Career Education and Workforce Development

Prepare students with skills for 21st century jobs, careers, and the future of work

Degrees and Certificates

- **Create Pathways & Support Momentum**

Short Term Training and Workforce Development

- **Respond In-Time to Labor Market Needs and Connect to Employment**

Non Credit Education

- **Ladder and Bridge to Basic Skills, Work, and Credit**

2.1 million students at **116** colleges

<https://www.cccco.edu/About-Us/Chancellors-Office/Divisions/Workforce-and-Economic-Development>

Career Education: Programs

<https://cte.marin.edu>



- Administration of Justice
- Auto & Industrial
Auto Collision Repair; Auto Technology; Electronics; Machine & Metals
- Computers & Multimedia
Computer Information Systems; Graphic Design; 3D, Video, Game Dev; Web Design and Development; MS Office Certification; Cyber Security
- **Court Reporting**
Proofreading, CSR Ready, Scopists, CART
- Health Sciences
Dental Assisting; Emergency Medical Technician Training; Medical Assisting
- Organic Farming
- Education 2 Career (E2C)
Construction Program
- Summer Career Academies
- Short-Term Career Training Programs (12 Weeks)
Business Start-Up; Small Business Management; Office Technology: online selling, accounting, office applications, social media marketing

WHY ADVISORY COMMITTEES?

Centering the Community in Community College Practice and Programs

Title 5: §55601[1]

- The governing board of each community college district participating in a vocational education program shall appoint a vocational education advisory committee
- Committee will develop recommendations on the program and be a liaison between the district and potential employers.

Committee Members

- Shall have one or more representatives of the general public
- Must be knowledgeable about the educational needs of disadvantaged populations
- Students, teachers, business, industry, the college administration, and the field office of the Employment Development Department

Funding Requirements

- Extensive business and industry involvement
- Evidenced by not less than one annual business and industry advisory committee meeting
- (Section 135(b) of Perkins IV[2]).

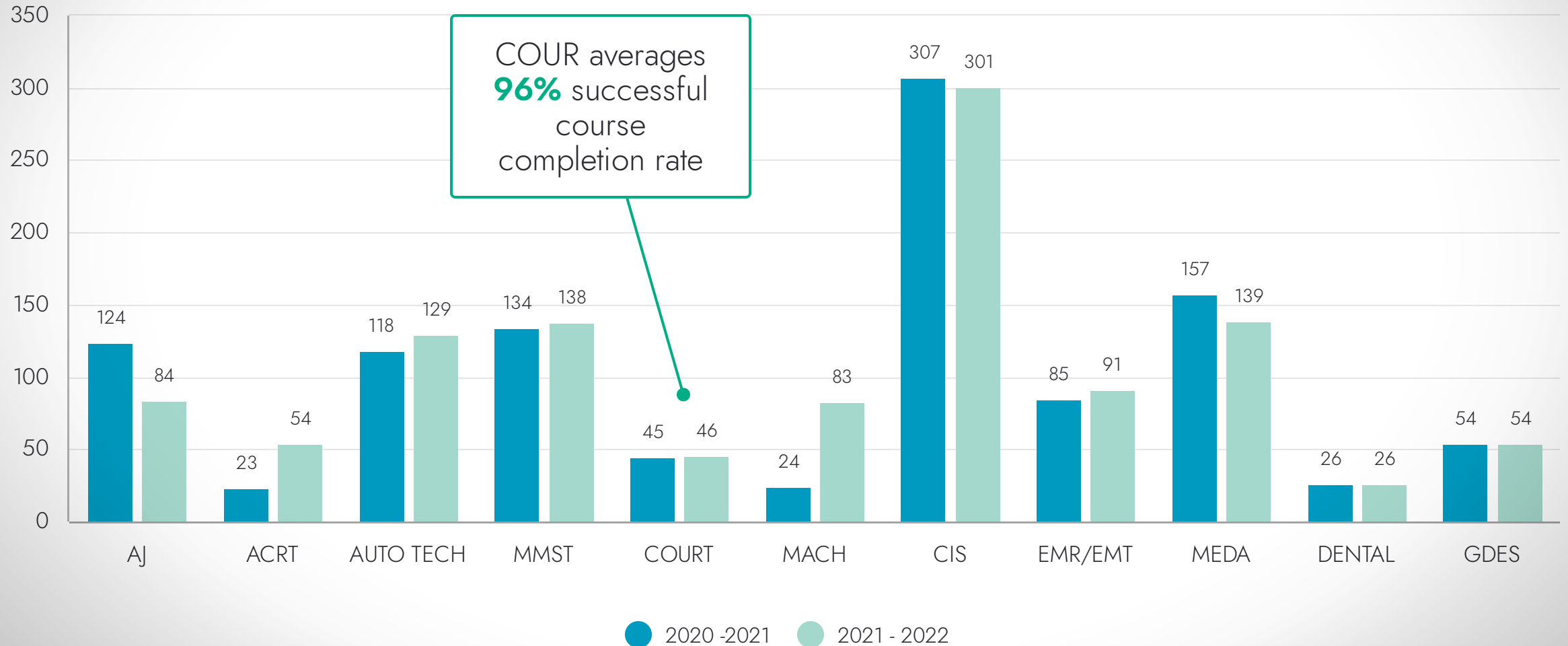
Court Reporting Revitalization Outcomes

Implemented Fall 2022

- Revitalized and Updated the Program
 - Hire full-time instructor/coordinator
 - Updated the curriculum and ensure alignment with CRB requirements
 - Re-worked the curriculum and see if any concessions can be made to limit classes to benefit the school, still serve the students, and meet all CRB requirements
 - Added Non Credit
- Examined and Remedy Curricular Gaps
- Increased Marketing
- Increased Employer and Community Partnerships

Enrollments by Program

Unduplicated headcount by program across 2 academic years

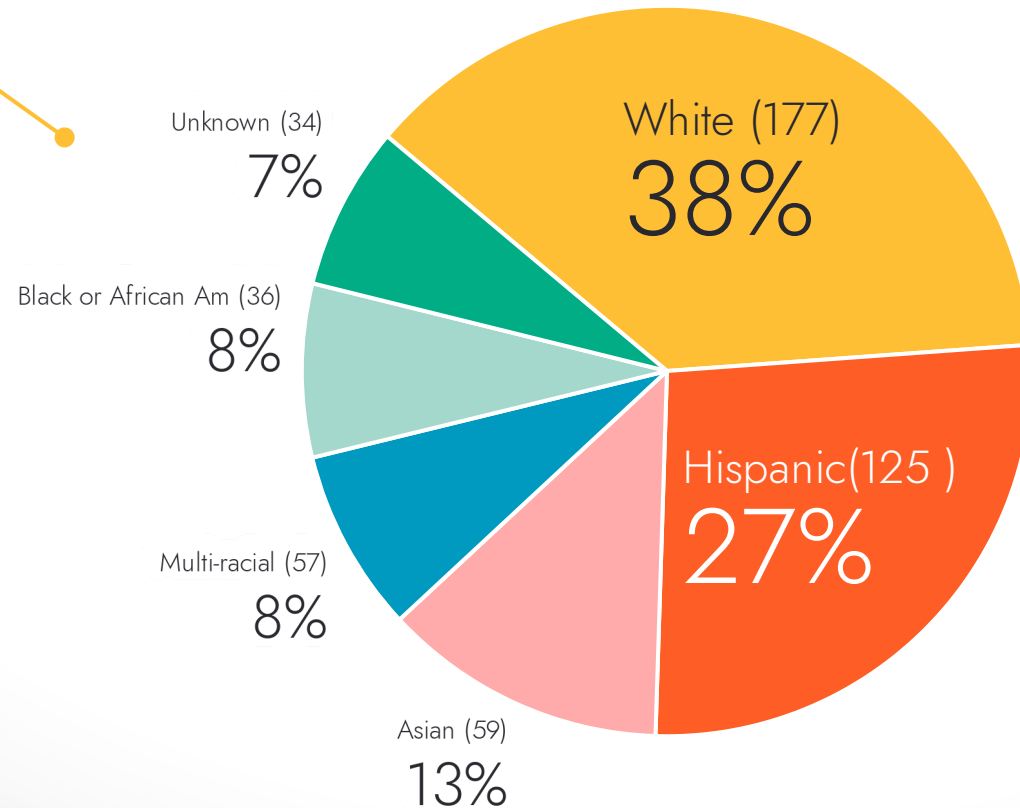


Average Student Demographics

Court Reporting (COUR)

2019 - 2022

91% Female
9% Male



COLLEGE OF MARIN CREDIT STUDENT CHARACTERISTICS

**Gender: Male 39% Female 60%;
Median Age: 23
Race/Ethnicity:
Asian: 538 (8%)
Black/African American: 219 (3%)
Hispanic: 2,170 (31%)
Multi-racial: 445 (6%)
Native American: 15 (0.2%)
Native Hawaiian/Pacific Islander: 13 (0.2%)
White: 3,377 (49%)**

Awards Earned



2019-2020 through 2021-2022
Academic Years



- **1** - AS Degree, COUR: Legal Transcription Tech
- **5** - Certificates, COUR: Legal Transcription Tech
- **3** - Certificates, Certified Shorthand Reporter
- **9** - Awards Total

EMPLOYMENT DATA

18 months after college completion-

85% Goal

77%



Found a job very closely or closely related to their field.

23%



Reported job is not closely related to their field.

Advisory Check-In

Group Discussion

PRIORITIES AND CURRENT LANDSCAPE

Advisory Member Share Outs & Discussion

What has this last year looked like for your field?



Staffing and Recruiting

- Where do you find your candidates?
- What wages can be expected for entry level positions?



Needs and Priorities

- What are your current priorities and needs for hiring?



Training & Professional Development

- Any emerging technology skills that should be considered?



Other Key Items?

- What should we be aware of to support our future students?
- Potential technology, training, or emerging sectors?



Community Partnership & Impacts

- How should we best prepare our students to be qualified and competitive?

Labor Market Information Overview

Heather Rahman, Program Coordinator, Career Education

Regional Labor Market Information

O*Net Online: onetonline.net

COUR COM Offerings/Occupations	Job Titles	Est. Earnings	Annual Job Openings projected through 2028 in CA	Per Job Postings for Many CA Counties
Proofreading	Copy Editor, Proofer, Proofreader, Typesetter	Freelance: Approx. \$375 per job assignment; \$55,000+ for an annual salary	7% growth, est. 1500 employees and 200 annual job openings	
Scopists		\$20 - \$30/Hour (potential of \$41,600/year or more)		
C.A.R.T.	Bundled with CSR in Labor Market Information	\$30 - \$100/Hour; Avg. \$125,310 annual salary + additional pay for transcript orders	140 job openings/year	Upto \$51/hour part time at UC and CSU
CSR	Certified Shorthand Reporter, Court Monitor, Court Reporter, Court Stenographer, Deposition Report, Realtime Court Reporter	Avg. \$125,310 annual salary per O*Net Online + additional signing bonuses and benefits	140 job openings/year	\$121,000 ave. + sign on bonuses and full benefits if fulltime



Court Reporting Program Updates

Christine Leung, Coordinator and Instructor

New!!
Began Fall
2022

Program Announcements



New Certificates - Fully Approved!

- **Proofreading**
- **Scopist**
- **C.A.R.T.**
- **CSR Ready**



1 Degree to Offer

We're discontinuing the old degree and keeping it to the one that counts!
**Associates of Science,
Court Reporting**



Theory Classes

- split into 2 semesters now
- speed building - not for credit
- less expense for student
- speed build at own pace



Current Certificate Requirements

	Proofreading	Units	Scopist	Units	C.A.R.T.	Units	CSR-Ready	Units	
TERM 1	COUR 110A - Theory of Machine Shorthand	6	COUR 110A - Theory of Machine Shorthand	6	COUR 110A - Theory of Machine Shorthand	6	COUR 110A - Theory of Machine Shorthand	6	
	COUR 167 - Procedures and Ethics for the Court Reporter/Deposition/CART Reporter	1	COUR 167 - Procedures and Ethics for the Court Reporter/Deposition/CART Reporter	1	COUR 167 - Procedures and Ethics for the Court Reporter/Deposition/CART Reporter	1	COUR 167 - Procedures and Ethics for the Court Reporter/Deposition/CART Reporter	1	
	COUR 168A - Spelling and Vocabulary for the Court Reporter	1	COUR 168A - Spelling and Vocabulary for the Court Reporter	1	COUR 168A - Spelling and Vocabulary for the Court Reporter	1	COUR 168A - Spelling and Vocabulary for the Court Reporter	1	
	COUR 168C - Grammar/Punctuation/Proofreading for the Court Reporter Part II	2	COUR 168C - Grammar/Punctuation/Proofreading for the Court Reporter Part II	2	COUR 168C - Grammar/Punctuation/Proofreading for the Court Reporter Part II	2	COUR 168C - Grammar/Punctuation/Proofreading for the Court Reporter Part II	2	
	MEDA 165 - Medical Terminology I	2	MEDA 165 - Medical Terminology I	2	MEDA 165 - Medical Terminology I	2	MEDA 165 - Medical Terminology I	2	
		12		12		12		12	
TERM 2			COUR110B - Theory of Machine Shorthand II	4	COUR 110B - Theory of Machine Shorthand II	4	COUR 110B - Theory of Machine Shorthand II	4	
			COUR100 - Skill Development I	2	COUR 100 - Skill Development I	2	COUR 100 - Skill Development I	2	
			COUR166 - Legal Terminology and CSR Law	2	COUR 166 - Legal Terminology and CSR Law	2	COUR 166 - Legal Terminology and CSR Law	2	
			COUR169A - Computer-Aided Transcription	2	COUR169A - Computer-Aided Transcription	2	COUR169A - Computer-Aided Transcription	2	
			MEDA166 - Medical Terminology II	2	MEDA 166 - Medical Terminology II	2	MEDA 166 - Medical Terminology II	2	
			COUR168B - Grammar/Punctuation/Proofreading for the Court Reporter Part I	2	COUR 168B - Grammar/Punctuation/Proofreading for the Court Reporter Part I	2	COUR 168B - Grammar/Punctuation/Proofreading for the Court Reporter Part I	2	
			14		14		14		
TERM 3					COUR 120 - Skill Development II	4	COUR 120 - Skill Development II	4	
					COUR 140 - Skill Development III	4	COUR 140 - Skill Development III	4	
					COUR169B - Computer-Aided Transcription II	2	COUR169B - Computer-Aided Transcription II	2	
					10		10		
TERM 4					COUR 160 - Skill Development IV	4	COUR 160 - Skill Development IV	4	
					COUR 180 - Skill Development V	4	COUR 180 - Skill Development V	4	
					WE 297B - Work Experience Seminar: Applying Worksite Skills	1.5	WE 297B - Work Experience Seminar: Applying Worksite Skills	1.5	
					9.5		9.5		
TERM 5							COUR 200 - Skill Development VI	4	
							COUR 220 - Skill Development VII	4	
							COUR 283 - CS/RPR Written Exam Preparation	1	
							9		
		Total	12	Total	26	Total	45.5	Total	54.5

- **Proofreading:** 1 semester, 12 units
- **Scopist:** 2 semesters, 26 units
- **C.A.R.T.:** 5 semesters, 43.5 - 45.5 units
- **CSR-Ready:** 6 semesters, 52.5 - 54.5 units

Student Feedback



✓ **Non-credit classes**

They have been very well received. The students appreciate the flexibility and opportunity of continuing to build speed with these classes

✓ **Students Feedback on Theory Classes**

Good feedback regarding offering the classes over two semesters. Theory is an important base for students and having the time to complete the course is helpful.



Program Goals

- Add a **Voice Writing Theory Class**
Possible to add Eclipse software component to our Case CAT software class.
- Expand **Part-time Pool of Instructors**
- Add a **Medical Class for Court Reporters** to fulfil the requirements for the Court Reporters Board

Supporting Students



Partnering with
Community Based
Organizations



- Resume Building
- Career Services
- Job Fairs



WORKFORCE ALLIANCE
OF THE NORTH BAY
DRIVING WORKFORCE TALENT

COMMUNITY ACTION MARIN

Marketing/H.S. Outreach

Overview

✓ Represent CR @ Job Fairs

✓ Ongoing Social Media Posts w/Student Testimonials

✓ Email Blasts

PLUS Future Student Tours & Demonstrations

Career Education

COLLEGE OF
MARIN

Court Reporting

FLEXIBLE JOBS
HIGH WAGES

WORKFORCE.MARIN.EDU

Court Reporting

CAREERS / ANNUAL AVERAGE INCOME

- Certified Shorthand Reporter - \$121,730
- Proofreaders - \$52,690
- Scopists - \$62,400
- CART/Captioning - \$83,200

PROGRAM OFFERINGS

- Associate in Science degree in Court Reporting, Certified Shorthand Reporter (60.0 units)
- Certificate of Achievement in Proofreading (12.0 units)
- Certificate of Achievement in Scopist (24.0 units)
- Certificate of Achievement in CART/Captioning (55 units)
- Certificate of Achievement in Court Reporting, CSR - Ready (64.0 units)

FALL CORE CLASSES

COUR 100 - Skill Development I (2 units, CSU)
COUR 110 - Theory of Machine Shorthand (6 units, CSU)
COUR 120 - Skill Development II (4 units, CSU)
COUR 140 - Skill Development III (4 units, CSU)
COUR 160 - Skill Development IV (4 units, CSU)
COUR 180 - Skill Development V (4 units, CSU)
COUR 200 - Skill Development VI (4 units, CSU)
COUR 220 - Skill Development VII (4 units, CSU)
WE 298B - Occupational Work Experience (1 unit, CSU)
MEDA 165 - Medical Terminology I (2 units, CSU)

SPRING CORE CLASSES

COUR 225 Mastery Skill Development VIII (4 units, CSU)
COUR 283 - CSR/RPR Preparation (1 unit, CSU)
MEDA 166 - Medical Terminology II (2 units, CSU)

*All course scheduling is subject to change. Courses are usually available online or at IVC campus. Please check with a counselor to determine your educational plan.

TO GET STARTED

Course Scheduling www1.marin.edu/schedule

Enrollment Services, Financial Aid and Registration es.marin.edu

High School student programs and enrollment information www1.marin.edu/high-school-programs

PROGRAM CONTACT

Christine Leung
CLEung@marin.edu
(415) 457-8811 x8200

PROGRAM ONLINE

academics.marin.edu/program/cour

COUNSELING

(415) 485-9432
ss.marin.edu/counseling

Pathway Sheet

- 1 page
- Careers Emphasized
- Core Courses Listed
- Options for Junior and Senior Years
- Resources to get started
- Assessible online

New Pathway Map

- Customized for High School Students
- Educational Path
- Leads from Junior Year to 1st Semester at COM
- Describes the field of employment

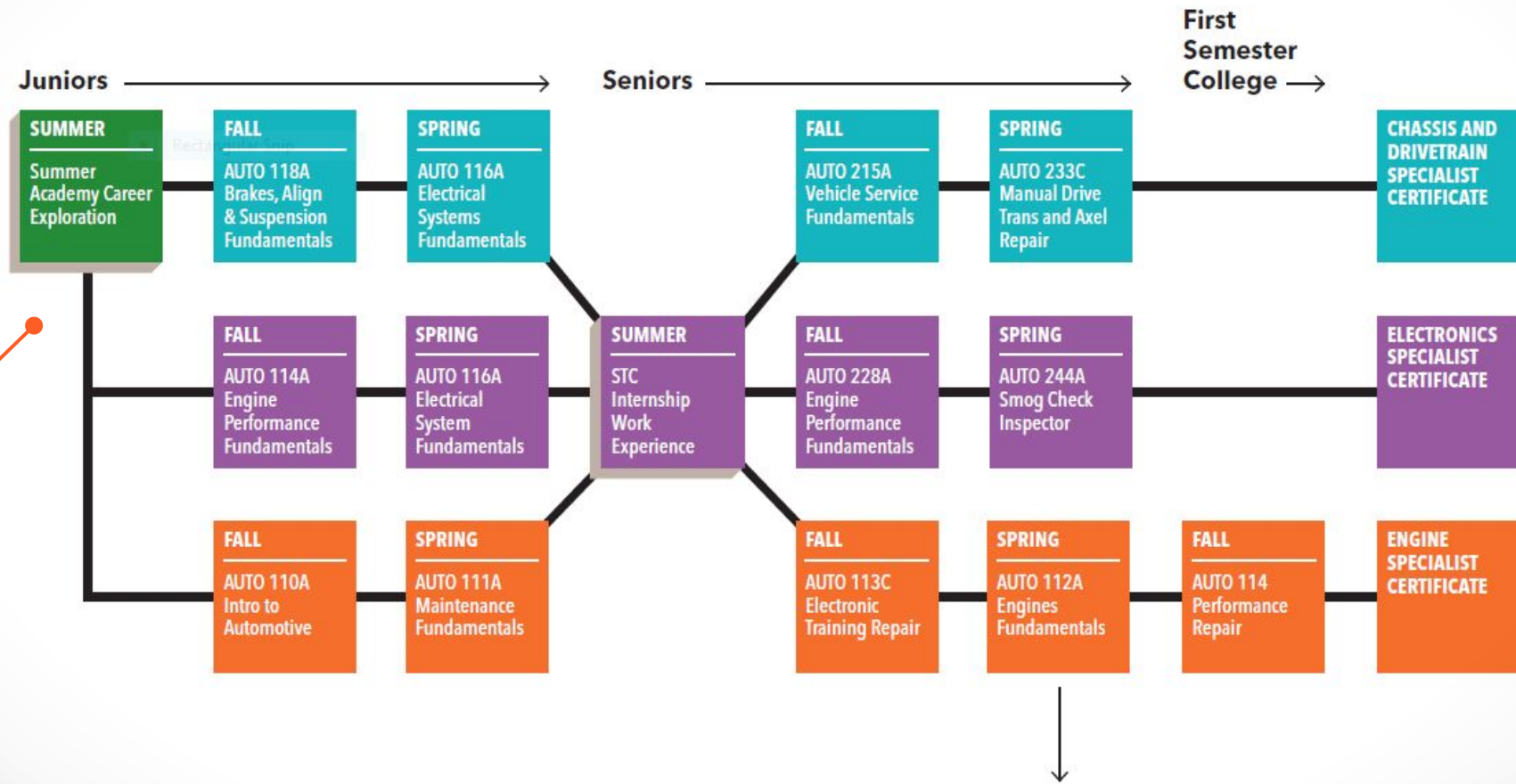
Junior Year	Summer	Senior Year Fall	Senior Year Spring	Path	1st Sem COM	COM Certificates & Degree	Description of Award
School to Career job shadow with court reporter	Entrepreneur Summer Career Academy	COM: COUR 168C	COM: COUR 168B	Proofreading	COUR 110A & 167, COM: MEDA 165, 168A,	Court Reporting, Proofreading	Proofreading court transcripts
	AND/OR School to Career Internship Work Experience, Law			Scopist	COUR 110A & 167, COM: MEDA 165 & 168A,	Court Reporting, Scopist	Software formatting of court transcripts
				CART	COUR 110A & 167, COM: MEDA 165 & 168A	Court Reporting, CART	Closed captioning
				CSR	COUR 110A & 167, COM: MEDA 165 & 168A	Court Reporting, Certified Shorthand Reporter-Ready	Prepares you for Court Reporting State Exam
		AND School to Career job shadow with court reporter					

Marin high school students grade 9 - 12 are eligible to participate in internships and job shadows.

Auto Technology

High School-to-College Career Pathway Map

academics.marin.edu/program/auto



Example of the completed design

To get first-hand knowledge of careers, join the Bright Futures Speaker Series at marinschools.org/Page/8304.



Earn College Units

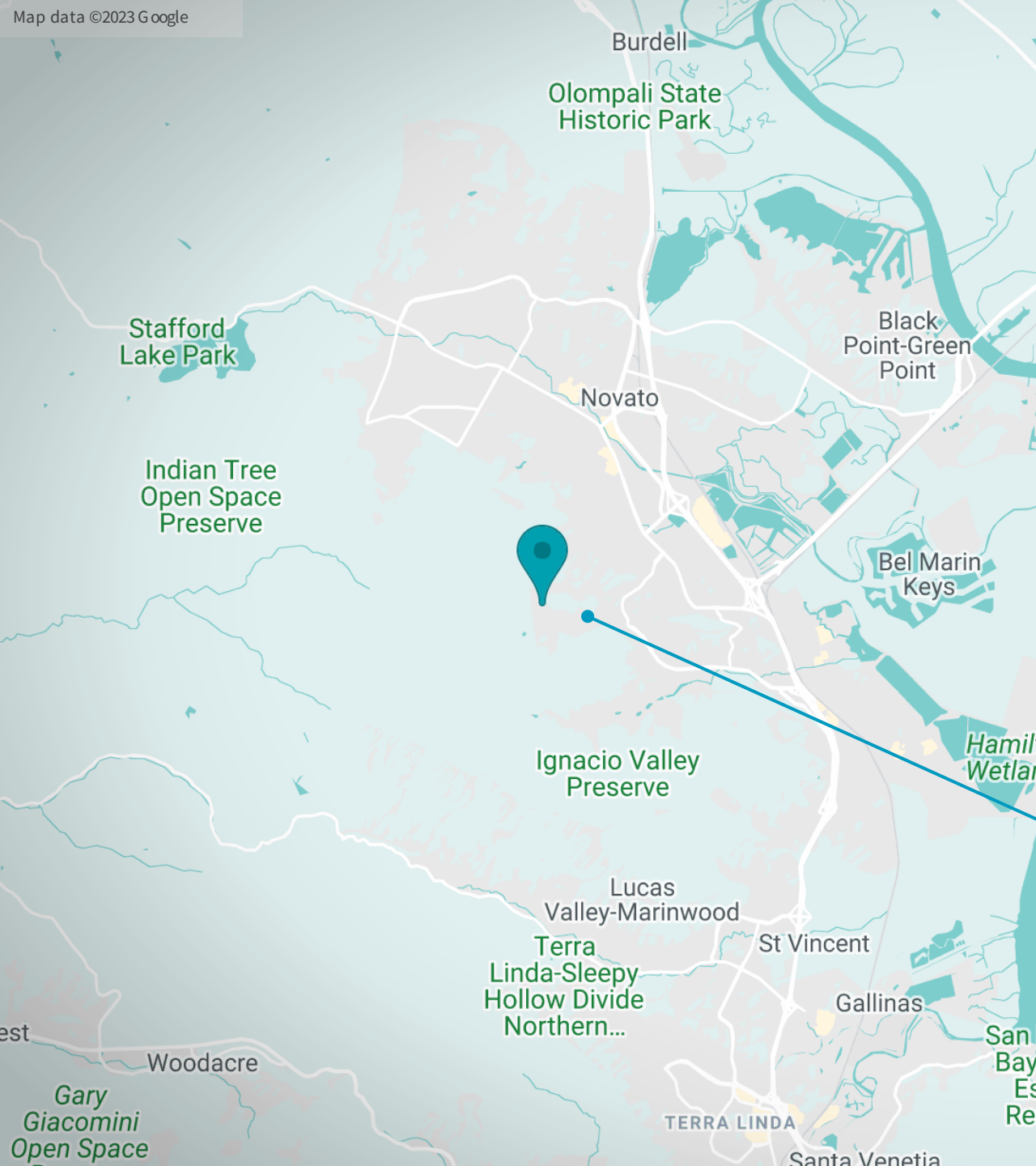
If you've come this far, you have either completed certificates in Chassis Drivetrain Specialist or Electronics Specialist. If you're on the Engine Specialist pathway, you only have one more class to go before you get to COM!

Summary/Wrap-up

Thoughts? **Questions?**

NEXT STEPS





Thank You!

1800 Ignacio Boulevard Novato, CA 94949

@ Alina Varona; arvarona@marin.edu

@ Christine Leung; cleung@marin.edu

@ Heather Rahman; hrahman@marin.edu

☎ 415-457-8811 x8200

College of Marin, Indian Valley Campus