

COLLEGE OF

MARIN

**Court Reporting Advisory
Committee Meeting**

JUNE 16, 2022



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

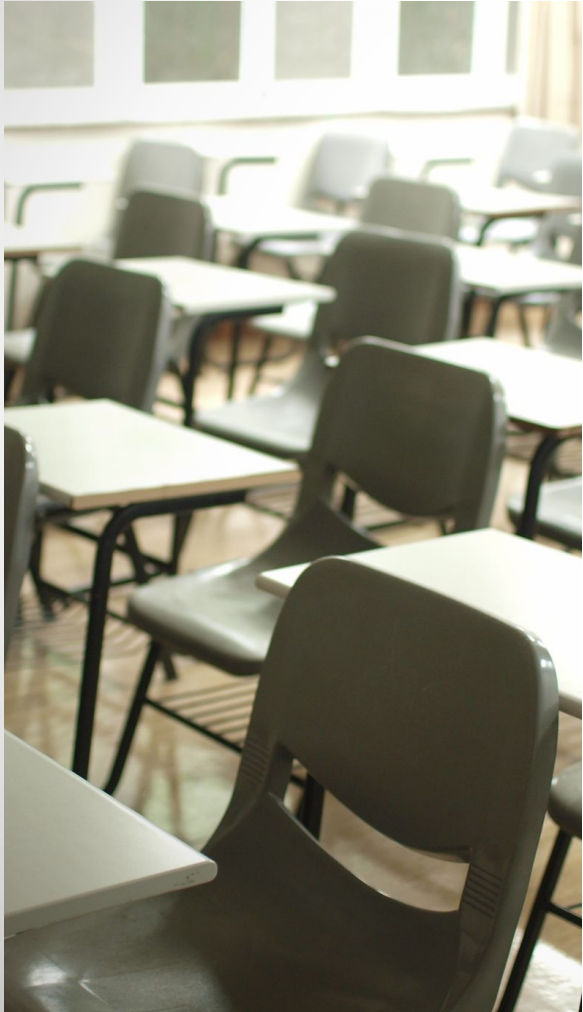
- **Ladder and Bridge to Basic Skills, Work, and Credit**

2.1 million students at 116 colleges

[HTTPS://WWW.CCCCO.EDU/ABOUT-US/CHANCELLORS-OFFICE/DIVISIONS/WORKFORCE-AND-ECONOMIC-DEVELOPMENT](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.

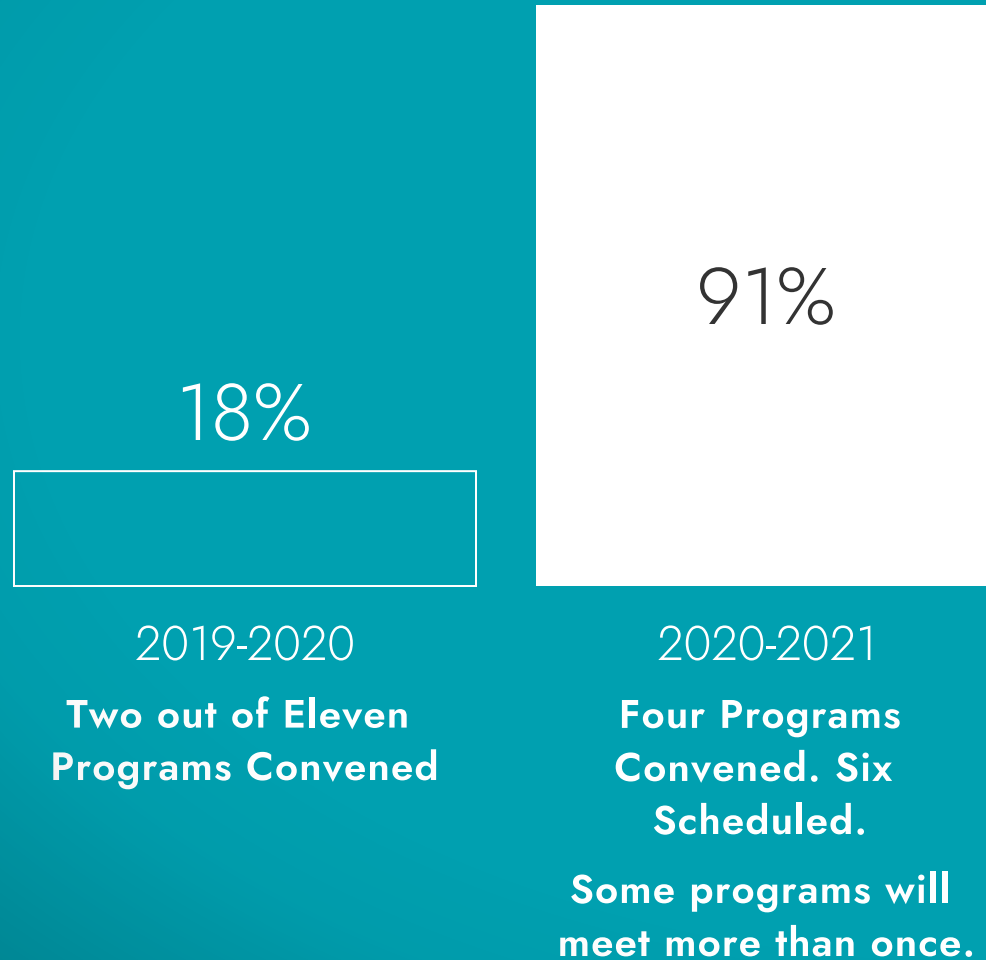
Committee Members

- 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]).

Meaningful Advisory Committee Participation



35% increase in advisory member participation to date



Court Reporting Revitalization Outcomes

- Revitalize and Update the Program
 - Hire full-time instructor/coordinator
 - Update the curriculum and ensure alignment with CRB requirements
 - Consider adding “voice writing”
 - Re-work 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
 - Explore Non Credit
- Examine and Remedy Curricular Gaps
- Increase Marketing
- Increase Employer and Community Partnerships

Program Outcomes

Court Reporting

2018 - 2021

Persistence - First Time Students Fall to Spring

- Female: **100%**
- Male: **100%**

Program Persistence Overall:

100%

Higher than College persistence rate:
73% average

Course **Retention** by Gender (%)

- Female: **93%**
- Male: **94%**

Program Retention Overall:

93.5%

Higher than College average at
85%

Program Success - Awards

Fall 2018 - Spring 2021

- Certificates: **8**
- Degrees: **3**

Course Success -

Overall course success rate is:

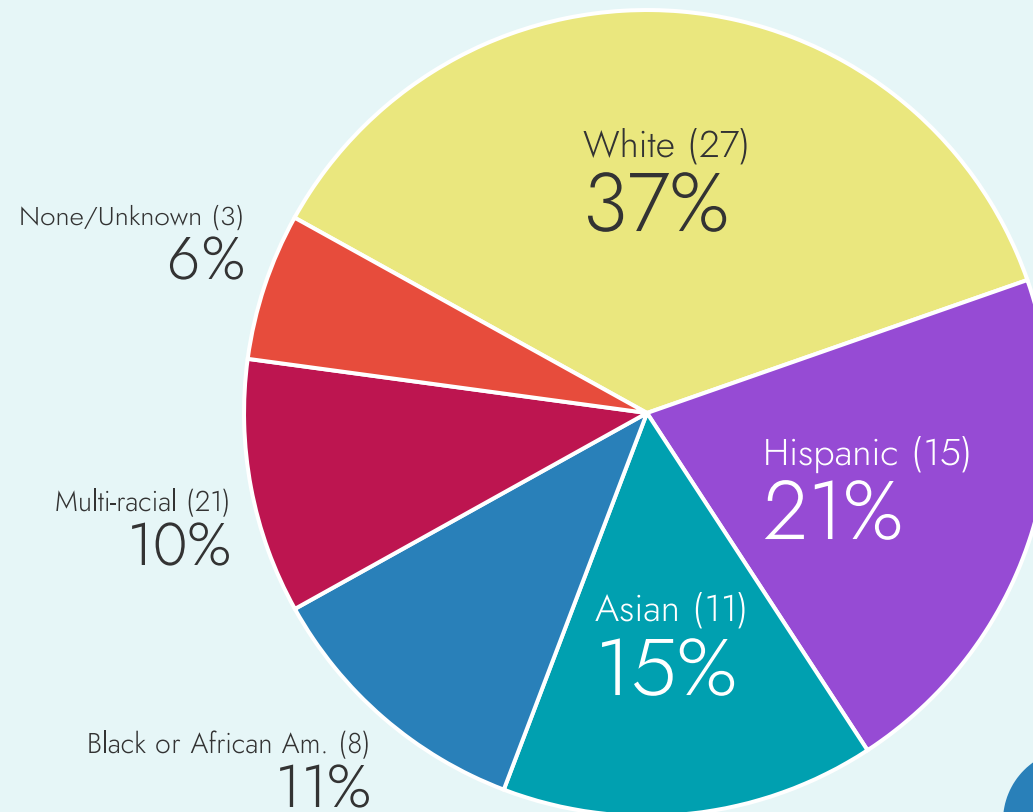
91%

Higher than College average at **77%**
for 2019-20

Average Student Demographics

Court Reporting

2018 - 2021



COLLEGE OF MARIN CREDIT STUDENT CHARACTERISTICS

Gender: Male 39% Female 60%;
Median Age: 23
Race/Ethnicity:
Asian: 487 (7%)
Black/African American: 207 (3%)
Hispanic: 1,985 (30%)
Multi-racial: 408 (6%)
Native American: 14 (0.2%)
Native Hawaiian/Pacific Islander: 13 (0.2%)
White: 3,211 (48%)

Avg. number/semester
count in parenthesis

EMPLOYMENT DATA

18 months after college completion-

85% Goal



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



Reported job is not closely related to their field.

206 Student respondents

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, Workforce Specialist

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
Proofreading	Copy Editor, Proofer, Proofreader, Typesetter	Freelance: Approx. \$375 per job assignment; 55,000+ annual salary	7% growth, est. 1500 employees and 200 annual job openings
Scopists		\$20 - \$30/Hour	
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
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



Court Reporting Program Updates

Christine Leung, Coordinator and Instructor

Program Updates, Technology Needs, Hiring Needs, New Developments

New!!
Beginning
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



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, 45.5 units
- **CSR:** 6 semesters, 54.5 units

Program **GROWTH**

✓ **Steno Writers**

Machines are becoming obsolete. Getting supplies or obtaining software updates will become more challenging. Students keep machines for up to a year.

What are your thoughts? Do you recommend we upgrade the equipment to a newer model?

✓ **Gratitude for Students**

How can we express praise or thanks to our students? **Thoughts?**

✓ **Realtime Coach**

Do we get value for continuing with it? How helpful is this service? Is it really needed? We plan to poll the students soon.
Thoughts?



Supporting Students



Partnering with
Community Based
Organizations



- Resume Building
- Career Services
- Job Fairs



WORKFORCE ALLIANCE
OF THE NORTH BAY
DRIVING WORKFORCE TALENT


**COMM
UNITY
ACTION
MARIN**

Marketing/H.S. Outreach

Overview

✓ Represent CR @ Job Fairs

✓ Ongoing Social Media Posts w/Student Testimonials

✓ Email Blasts

✓ Mailer Inserted with Community Programs

PLUS Future Student Tours & Demonstrations
Fall 2022
Spring 2023

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

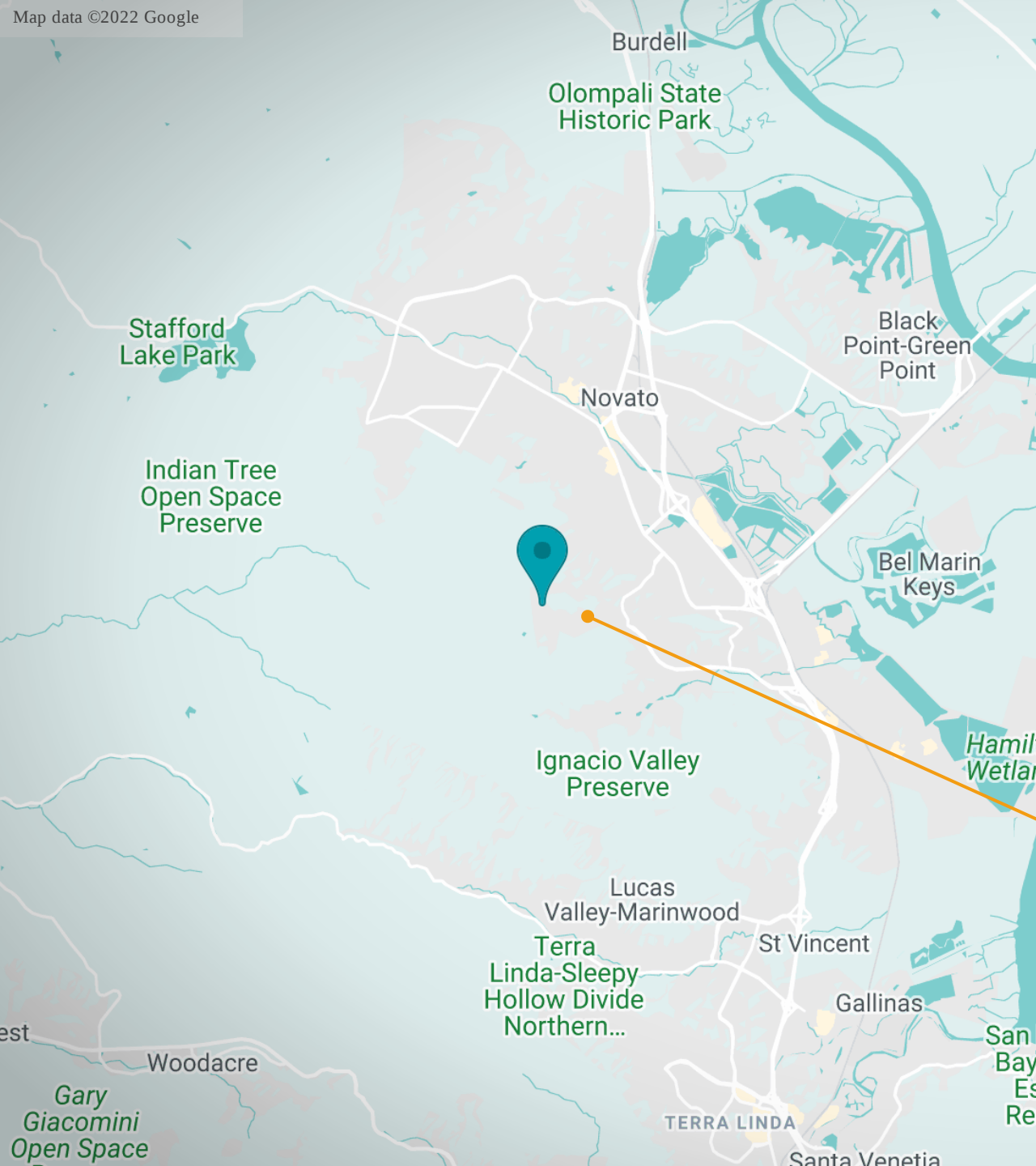
(415) 485-9432
ss.marin.edu/counseling

New Pathway Sheets

- 1 page
- Careers and Average Income
- Program Offerings
- Core Classes
- Resources to get started
- Contact info.
- Program Landing Page

Summary/Wrap-up
Thoughts? **Questions?**
NEXT STEPS





Thank You!

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College of Marin, Indian Valley Campus