### Signature Page

**COLLEGE OF MARIN**

**SI COUR-2011**

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### I. Team Members

<table>
<thead>
<tr>
<th>Name</th>
<th>Member Type</th>
<th>Email</th>
<th>Contact</th>
<th>Responsible for what part</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kristin Acredolo</td>
<td>Primary Team Member</td>
<td><a href="mailto:kristin.acredolo@marin.edu">kristin.acredolo@marin.edu</a></td>
<td>8226</td>
<td>all</td>
<td></td>
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</tr>
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</table>

### II. Program Review Committee

<table>
<thead>
<tr>
<th>Name</th>
<th>Committee (Chairs)</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chris Schultz</td>
<td>Curriculum Committee Chair</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Blaze Woodlief</td>
<td>Educational PLanning Committee</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Laura McCarty and Erik Dummire</td>
<td>Facilities Committee Co-Chairs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sara McKinnon</td>
<td>Planning and Resource Allocation Committee Co-Chair/Academic Senate President</td>
<td></td>
<td></td>
</tr>
<tr>
<td>N/A</td>
<td>Planning and Resource Allocation Committee Co-Chair/Instructional Equipment Committee Chair</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sara McKinnon, Yolanda Bellisimo and Anne Gearhart</td>
<td>Program Review Committee Chair and SLO Coordinators</td>
<td></td>
<td></td>
</tr>
<tr>
<td>N/A</td>
<td>Student Access and Success Committee Chair</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Michael Irvine</td>
<td>Tech Committee Chair</td>
<td></td>
<td></td>
</tr>
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</table>

### III. Vice President of Academic Affairs

<table>
<thead>
<tr>
<th>Name</th>
<th>Signature</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Nick Chang</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### IV. Board of Trustees President

<table>
<thead>
<tr>
<th>Name</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eva Long</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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College of Marin Program Review Signature Page• CG v.I February 2008
Technology Requests
Part II: Hardware for Lab and Classroom

I. Technology Requests-Hardware for Lab and Classroom or other student use

This section will be filled out by faculty and reviewed by the Department Chair, the Area Dean, the Technology Committee, IPC and Budget.

Importance:
• 'A' means that your discipline cannot teach your course(s) without the requested equipment.
• 'B' means that your course(s) would be greatly enhanced with the requested equipment.
• 'C' means that you would like this piece of equipment for your course(s) but can wait for a future academic year.

In addition, how many times have you requested this item, but you have not received it?

<table>
<thead>
<tr>
<th>Importance</th>
<th>Priority</th>
<th>To Support Annually</th>
<th>Category</th>
<th>Discipline Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>01</td>
<td>68 Classes</td>
<td>Other</td>
<td>Court Reporting</td>
</tr>
</tbody>
</table>

Description and part number for ordering:
Stenograph Corporation "Wave" Computerized Paperless Student Writer Item # 45006 Listed price, tax and handling reflects per unit cost Budget Acct. No.: 11100 23201 64000 051430

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Unit Cost:</th>
<th>Tax:</th>
<th>Shipping:</th>
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<tbody>
<tr>
<td>3</td>
<td>$1,870.00</td>
<td>$151.00</td>
<td>$33.00</td>
<td>$5,794.00</td>
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</tbody>
</table>

Type
- College-wide
- Discipline-Specific
  - Out-of-class
  - Assignments

If this is an upgrade or replacement, please briefly describe your existing equipment in terms of age and capability or lack thereof:

While we have recently acquired 5 adequate modern writers (Proteges), we still have a number of obsolete writers that should be replaced. The older writers are difficult and expensive to maintain/repair, and are not compatible with the current court reporting software.

Item to be shared with the following Department/Program: (Include any shared expenses)

N/A

Justification for Item (See Rating Rubric)
1. Is this hardware required to meet Title 5 and/or Ed Code? If so, how? (Cite code)
2. Is this software required to meet any local, state or federal Health and Safety Code? If so,
how? (Cite code)

This equipment is not required to meet Title 5 and/or Ed Code; however this equipment is required to maintain recognition by the Court Reporters Board of California under:

California Code of Regulations Title 16.

Professional And Vocational Regulations

Division 24. Certified Shorthand Reporters Board

Article 2. Court Reporting Schools

Section 2411. Criteria for Recognition of Court Reporting Schools.

2. How will the quality of instruction be improved for student learning and success? Is it necessary for students to succeed in a series of courses?

Use of modern, computerized stenograph writers in the labs and classrooms allows students to acquire professional-level skills and computer literacy more quickly and fluently than does use of older, obsolete equipment. Students are thus better equipped to enter the workforce. The advanced keyboard used on the Wave has been shown to enhance and accelerate students' mastery of machine shorthand due to the lightness and sensitivity of the "touch."

3. How will access for students be improved? How many students (annually) will benefit from this request? Is it required to accommodate existing students? Would it be vital to attracting new students?

Economically disadvantaged students have no access to required equipment and cannot complete program requirements if computerized stenotype machines are not provided by the program. All court reporting classes will benefit from this request. New and prospective court reporting students are interested in attending programs that are providing instruction in and access to current technology

4. What student learning or other outcomes are expected? Is it important to the achievement of student goals? How will these outcomes be measured for future planning? What data or evidence supports your request?

The Court Reporters Board of California now requires recognized schools to provide a minimum of 60 hours of instruction in court reporting related technology, an increase of 35 hours over prior requirements. This equipment will enable the program to easily provide that instruction to all students. Use of the Wave writer in the classrooms and labs will enhance the student's understanding and application of the concepts of litigation support, Communication Access Realtime Translation, realtime writing, interactive realtime and captioning, as required by the Board. Representatives from the Board perform periodic site visits to verify continued compliance with state regulations.
5. Additional Justification for this item:

N/A

I. Technology Requests-Hardware for Lab and Classroom or other student use

This section will be filled out by faculty and reviewed by the Department Chair, the Area Dean, the Technology Committee, IPC and Budget.

Importance:
• ‘A’ means that your discipline cannot teach your course(s) without the requested equipment.
• ‘B’ means that your course(s) would be greatly enhanced with the requested equipment.
• ‘C’ means that you would like this piece of equipment for your course(s) but can wait for a future academic year.

In addition, how many times have you requested this item, but you have not received it?

<table>
<thead>
<tr>
<th>Importance</th>
<th>Priority</th>
<th>To Support Annually</th>
<th>Category</th>
<th>Discipline Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>02</td>
<td>68 Classes</td>
<td>Computer</td>
<td>Court Reporting</td>
</tr>
</tbody>
</table>

Description and part number for ordering:
Lenovo ThinkPad Edge E425 laptop computer with AMD Accelerated Processor E2-3000M, 14-inch screen, 4GB total memory, 500 GB hard drive. Costs listed are per unit. Budget Acct. No.: 11100 23201 64000 051430

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Unit Cost:</th>
<th>Tax:</th>
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<tr>
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<td>$529.00</td>
<td>$42.32</td>
<td>$0.00</td>
<td>$1,629.32</td>
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</table>

Type  College-wide  Discipline-Specific
New    None          Classroom use

If this is an upgrade or replacement, please briefly describe your existing equipment in terms of age and capability or lack thereof:

We are listing this as a new request, as our primary intended use is that these computers will interface with the requested Wave writers, but they will also replace existing computers that, while they are currently in use, we anticipate the need to replace as they age.

Item to be shared with the following Department/Program: (Include any shared expenses)

n/a

Justification for Item (See Rating Rubric)
1. Is this hardware required to meet Title 5 and/or Ed Code? If so, how? (Cite code)
Is this software required to meet any local, state or federal Health and Safety Code? If so, how? (Cite code)

This equipment is not required to meet Title 5 and/or Ed Code; however this equipment is required to maintain recognition by the Court Reporters Board of California under:

California Code of Regulations Title 16.
Professional And Vocational Regulations
Division 24. Certified Shorthand Reporters Board
Article 2. Court Reporting Schools
Section 2411. Criteria for Recognition of Court Reporting Schools.

2. How will the quality of instruction be improved for student learning and success? Is it necessary for students to succeed in a series of courses?

These laptop computers can interface with the requested Wave writers, as well as with our existing Protege writers and/or student-owned machines, to provide instruction and experience in realtime writing, interactive realtime writing, communication access for the Deaf, and captioning. This experience will enhance students’ employability as well as meet Court Reporters Board of California requirements. SLOs for our skillbased class repetitions include steady increase of mastery of realtime translation rates; this equipment will ensure that economically disadvantaged students will have access to the necessary equipment to achieve the SLOs.

3. How will access for students be improved? How many students (annually) will benefit from this request? Is it required to accommodate existing students? Would it be vital to attracting new students?

New mandates recently promulgated by the Court Reporters Board of California require that all students gain experience in writing realtime during class hours; provision of these computers will allow economically disadvantaged students to participate in this crucial learning activity. In addition, the Board now requires that before students are qualified to take the state licensing exam, they must demonstrate the ability to set up and connect the hardware components to provide interactive (output to third party) realtime. These computers are necessary in order to efficiently provide that instruction. All court reporting classes would benefit. Prospective court reporting students are looking for programs which provide instruction using current technology.

4. What student learning or other outcomes are expected? Is it important to the achievement of student goals? How will these outcomes be measured for future planning? What data or evidence supports your request?

Court reporting students’ primary goal is to qualify to take the state licensing exam. They must become proficient and comfortable with the hardware setup necessary to provide interactive realtime, troubleshooting the setup, and using the system. Exam candidates use computerized writers and laptop computers during the dictation portion of the exam. These computers will greatly enhance the program’s ability to provide skills that will facilitate success on the licensing exam and in the workplace. Outcomes can be measured
through students' success on the licensing exam, as well as demonstrated increased realtime translation rates.

5. Additional Justification for this item:

N/A
II. Miscellaneous Instructional Materials Account

This section will be filled out by faculty and reviewed by the Department Chair, the Area Dean, the Technology Committee, PRAC.

Note: This is for things to help faculty teach - not necessarily used directly by students, such as supplemental materials, audio/visuals/maps, subscriptions, etc.

<table>
<thead>
<tr>
<th>Annual Cost</th>
<th>Previous Cost</th>
<th>Discipline Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>500.0</td>
<td>500.0</td>
<td>Court Reporting</td>
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</table>

What kind of things do you generally use this money for?

Budget Acct. No. 111000 23201 45000 051430
Reference materials, dictionaries, textbooks.

Justification for Item (See Rating Rubric)
1. Who will use these materials? How? Will it be shared with other disciplines?

Shared by all court reporting faculty to facilitate curriculum development.

2. How will these materials benefit student learning?

Students benefit by keeping curriculum current. Court reporting students are required by the Court Reporters Board of California to remain up-to-date in legal and medical terminology, current events, and terminology associated with current events. The Board requires a five-year recency for reference books.
Program Review for Budget Requests
2011/2012

Non-Instructional Requests
Part I : Non-Instructional Equipment and Supplies
This section will be filled out by the Department Chair

COUR-2011

I. Non-Instructional Equipment and Supplies
This section will be filled out by the Department Chair, and reviewed by the Area Dean, PRAC.

<table>
<thead>
<tr>
<th>Priority</th>
<th>To Support:</th>
<th>Category</th>
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<tbody>
<tr>
<td>01</td>
<td>68 Classes</td>
<td>Office Supply Budget</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Type</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Replacement</td>
<td>Previously funded ongoing expense</td>
</tr>
</tbody>
</table>

Description and part number for ordering:

Budget acct. no: 11100 23201 45000 051432
Misc. office supply expenses, including but not limited to: printer toner, paper, file folders, labels, binders, pens, correction fluid, etc.

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Unit Cost:</th>
<th>Tax:</th>
<th>Shipping and Handling:</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>$645.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

If this is an upgrade or replacement, please briefly describe your existing equipment in terms of age and capability or lack thereof:

Typical turnover of consumable office supplies.

Item to be shared with the following Department/Program: (Include any shared expenses)

N/A

Justification for Item (See Rating Rubric)

1. Who will use these supplies or equipment?

Court reporting faculty and staff.

2. How will access for students be improved?

Efficient organization of offices and records important to student success. Court Reporters Board requires court reporting programs to perform extensive recordkeeping in order to maintain compliance with state regulations.
Non-Instructional Requests

Part II : Other Non-Instructional Costs/Contract Services

This section will be filled out by the Department Chair

COUR-2011

<table>
<thead>
<tr>
<th>Category</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dues/Membership</td>
<td>New and will be ongoing</td>
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</tbody>
</table>

Description and part number for ordering:

National Court Reporters Association Associate Membership
Budget Acct No.: 111000 23201 53000 051430

<table>
<thead>
<tr>
<th>Annual Cost</th>
<th>Previous Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>145.0</td>
<td>0.0</td>
</tr>
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</table>

Justification

Please comment on request in terms of how it benefits your program, faculty and/or students:

Membership in the NCRA provides numerous benefits: Keeps program informed of changes and trends in the profession nationwide; includes subscription to the Journal of Court Reporting, a highly respected professional publication which we can make available to the students; provides discounts on products offered by NCRA; provides access to faculty development seminars and webinars.
Dues/Membership
Previously funded ongoing expense

Description and part number for ordering:

Annual membership dues: Reporting Association of Public Schools (RAPS)
Budget Acct No.: 11100 23201 53000 051430

<table>
<thead>
<tr>
<th>Annual Cost</th>
<th>Previous Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>100.0</td>
<td>100.0</td>
</tr>
</tbody>
</table>

Justification
Please comment on request in terms of how it benefits your program, faculty and/or students:

RAPS membership ensures that the program will stay current with curriculum trends and legislative changes for court reporting programs. The RAPS organization provides support and pre-exam warm-up dictation for licensing exam candidates.

II. Other Non-Instructional Costs

This section will be filled out by the Department Chair and reviewed by the Area Dean, FRAC.
Note: Service Contracts: maintenance, repairs, laundry, hazardous waste removal, etc.

<table>
<thead>
<tr>
<th>Category</th>
<th>Status</th>
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</thead>
<tbody>
<tr>
<td>Service Contracts</td>
<td>Previously funded ongoing expense</td>
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</tbody>
</table>

Description and part number for ordering:

Maintenance contract for Diamante stenotype machine
Budget Acct No.: 11100 23201 56200 051430

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<th>Annual Cost</th>
<th>Previous Cost</th>
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<tbody>
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<td>238.0</td>
<td>238.0</td>
</tr>
</tbody>
</table>

Justification
Please comment on request in terms of how it benefits your program, faculty and/or students:

Service contract for Diamante writer. The Diamante, a piece of equipment that costs over $4,000 new, is very expensive to service and must be maintained properly. Additionally, this contract will save the college money should the machine need repair beyond routine maintenance.
Faculty Members
COUR-2011

I. Program Faculty

Additional Teaching Unit Requests

III. FT Faculty Needs (Please fill this out ONLY if you are stating a need for new full time faculty in your area.)

1. Please indicate if there are NO FT faculty in your discipline. Please provide data regarding the length of time this discipline has been without a full time instructor.

Our program has been without a full time faculty member since Tom Holub retired after Spring 2010.

2. Non-availability of part-time instructors in a subject area. Please provide evidence demonstrating the difficulty in finding part-time instructors to teach in the subject area.

Due to the highly specialized nature of court reporting, it is difficult to find qualified instructors. The last hiring process, which occurred just prior to Fall 2010, resulted in identifying two candidates for two openings, one of whom declined the position, forcing our existing staff to scramble to cover classes.

3. New FT Faculty: How many NEW FT faculty have been hired in past 10 years? Please list each faculty name and the year of employment. If this instructor is shared with another department, please list the equivalent FTE% for your department. Please list instructional equivalencies as necessary and if faculty member was the result of retreat rights.

None.

4. Reduction in department TUs as a result of FT Faculty retirements or other significant causes? Please provide data that illustrates a change in teaching unit allocation as a direct result of FT faculty retirements within your department and how this may change in the coming year(s).

N/A

5. Other reasons: Have there been other causes for a reduction in units in your discipline? If so, please explain and provide evidence.

Our program did experience reduction in units due to college-wide cutbacks. We consolidated some classes to eliminate 4.25 units Fall/Spring, and reduced our summer program by 10 units. Despite these reductions, we have been able to find innovative ways to continue to meet Court Reporters Board of California requirements.

6. Changes in Student Demand: Recent or forthcoming growth as a result of added sections due...
to enrollment demands. Provide evidence that illustrates the need for additional faculty due to increased student demand such as numbers of sections added and/or courses with waitlist totals showing a need for additional sections. What is the % of FTEF for this increase in units? If there has been a decline in student growth, please explain why.

There are fewer than half the court reporting program options in California than there were ten years ago. Private schools are prohibitively expensive for many students. As a result, we have seen an increase in prospective student inquiries and students transferring in from private schools.

7. Current of forthcoming changes that illustrate the immediate need of additional FT faculty within this department. Please outline all relevant circumstances that justify the priority of a FT hire in addition to those already outlined above. Consider changes in the field, changes in the job market and population shifts.

Although the program receives 3 coordinator units per semester, the responsibilities associated with coordinating the program far exceed the hours represented by the 3 units. It is difficult, if not impossible, for a part-time faculty member to adequately meet the needs of the students and the requirements of the Court Reporters Board within the allotted contractual hours of a part-time instructor. Therefore, in order to keep the program viable, the coordinator must put in many hours in excess of what would normally be expected of a part-time employee. The following is a list of Court Reporting Coordinator responsibilities prepared by Tom Holub before he retired:

For College of Marin:

Consult with Court Reporting Program instructors regarding curriculum development
Assist Human Resources with new part-time hires
Ensure substitutes are available for Court Reporting classes when needed
Orient new Court Reporting instructors/staff to Program policies
Liaison for the Court Reporting Instructional Specialist position
Update part-time instructors with changes in State Board requirements
Consult with Court Reporting Program instructors on the best times to schedules Spring, Fall, and Summer semesters (classes, staff, and rooms) and provide the information to the department chair
Project class scheduling needs (2-year blueprint) and provide recommendations to department chair
Communicate physical classroom needs
Submit COM budget requests to department chair through Program Review
Submit COM purchase order and requisition requests to department chair
Prepare and submit VTEA budget requests
Prepare and submit VTEA requisition requests
Prepare and submit VTEA quarterly reports
Prepare and submit VTEA end-of-year reports
Respond to inquiries about the Court Reporting Program
Meet with prospective students
Prepare informational flyers and brochures
Market Court Reporting Program (High Schools in 8 North Bay Counties)
Attend Career Fairs
Conduct orientation sessions for new and transfer students
Attend the Certified Shorthand Reporter licensing examination 3 times each year
Communicate equipment needs to Media Services
Maintain inventory of equipment:
  audiotape recorders/players
  digital audio recorders/players
  videotape players
  computer-compatible stenotype machines
  computers
  printers
Maintain software:
  digital audio files
  digital video files
  practice DVDs
  computer programs
Communicate computer lab needs to Lab Tech and other disciplines sharing computer lab
Maintain Court Reporting Program Web site
Prepare and submit periodic WASC accreditation materials
Prepare Program Review forms
Prepare Curriculum Review forms
Participate in various court reporting association conventions, conferences, and seminars
Maintain awareness of court reporting challenges, changes, and trends
Prepare and conduct Court Reporting Program meetings
Schedule court reporting vendor demonstrations
Participate in the Reporting Association of Public Schools (RAPS)
Track career trends in court reporting
Liaison with Department Chair and Dean
Liaison with English and Medical Assisting programs
Oversee Court Reporting Program standards and policies
Hold Court Reporting Advisory Committee meetings twice per year
Communicate reference needs to COM Library
Advise students regarding suggestions, concerns, and complaints about the Court Reporting Program standards, policies, and instructional methods
Ensure that all court reporting students are registered for the appropriate 8 units of skill-building classes each semester as required by the Court Reporters Board of California
Maintain a thorough understanding of the Business and Professions Code and California Code of Regulations governing court reporting programs in California
Maintain a thorough understanding of the recommendations of the National Court Reporters Association regarding best practices for court reporting programs

For Court Reporters Board of California (CRBC):

Attend the Certified Shorthand Reporter licensing examination 3 times each year
Ensure that the Court Reporting Program meets all State Board regulations and requirements
Update part-time instructors and students with changes in State Board regulations
Distribute information from the State Board to students and staff
Maintain folders with students' transcripts, records, and evidence of State Board regulation compliance (required by State Board)
Schedule court reporters to address students quarterly (required by State Board)
Maintain record of high school completion or equivalent (required by State Board)
Maintain students' actual attendance hours for all required classes (required by State Board)
Communicate attendance record requirements to other disciplines
Maintain students' stenotype-skills-progress record (tests passed, required by State
Board)
Advise students re Court Reporting Program and State Board minimum requirements
Maintain record of annual advising sessions with students
Submit curriculum revisions to Court Reporters Board
Submit staff changes to Court Reporters Board
Submit College catalog to Court Reporters Board
Prepare and submit periodic reports to Court Reporters Board
Certify students as "qualified" to take the Certified Shorthand Reporters Examination
Prepare and submit an annual letter of compliance with regulations to the State Board
Prepare paperwork and host the periodic Court Reporters Board Review Committee in order to maintain our recognition and document compliance with the Court Reporters Board of California

8. Program Review Findings: Indicate what trends you identified in your last program review that support the need for full time faculty hires. Tie these to the department and college mission.

As noted in prior program reviews, court reporting continues to be identified as a growth industry. The Bureau of Labor Statistics predicts that demand will increase in the coming decade. Some of this growth is due to ADA requirements for equal communication access for the Deaf and hard-of-hearing communities. It is important to both the legal community and the Deaf community that well-trained reporters continue to enter the field. While we have been able to maintain our service to the students and to the public for the last year without a full-time faculty member, it is uncertain whether we can continue to be effective without at least some increase in compensated hours for the coordinator position.

9. Other considerations: Include such information as matriculation needs, changes in student demand or community and job market needs, response to legislation, or rapid growth of the discipline.

The earning potential of our graduates is significantly higher than that of the graduates of most other career education programs. We traditionally serve many single parents, minorities and re-entry students, giving these statistically economically disadvantaged students the opportunity to compete in this high cost-of-living area. One of the reasons court reporters are well-compensated is that it is a complex and difficult skill that takes a great deal of energy, focus and time to acquire -- energy, focus and time on the part of the staff as well as the students. On average, fewer than 150 new court reporters are licensed each year in the entire state of California. Our ability to serve our students and provide them with every opportunity to succeed is compromised by the lack of a full-time faculty member.

10. Shared Resources: If you have requested FT faculty that will be used by more than one department, please indicate here. Please indicate which disciplines and/or departments and the
number of combined students/faculty or classes he/she would serve. Please indicate how it will improve access or outcomes and if it is needed for health and safety concerns or required by law.

N/A
Non-Instructional Support Staff

I. Current Support Staff

II. Request for additional support staff (clerical, lab tech, IS, comp tech, tutor, etc.)

<table>
<thead>
<tr>
<th>Purpose:</th>
<th>Type</th>
<th>Approx. hours per week:</th>
<th>To support:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Other</td>
<td>Hourly</td>
<td>6</td>
<td>15 Classes</td>
</tr>
</tbody>
</table>

**Justification:** Please address the following areas as applicable. How will it be used? How will instruction be improved for student learning and success? How will access be improved? What student learning outcomes are expected? How will the outcomes be measured? What data or evidence is supplied to support your justification?

We presently have one hourly assistant, Linda Johnson, in the program to help instructors deliver 4-speaker court and deposition simulations in the classroom at dictation speeds of 200 wpm and above. These court and deposition simulations prepare our students for the state licensing examination, which includes dictation by four speakers at 200 wpm. The exam we are required to administer to students to qualify them to sit for state licensure must be given in the same format. This assistant is needed a minimum of 4 hours per week for two, 16-week semesters and a 6-week summer program; we would like to increase her weekly hours to 6. Ideally, we would like to have a second assistant. The cost per hour is $10.45.

**Shared Resources:** If you have requested additional staff that will be used by more than one department, please indicate here. Please indicate which disciplines and/or departments and the number of combined students/faculty or classes he/she would serve. Please indicate how it will improve access or outcomes and if it is needed for health and safety concerns or required by law.

N\A
Program Summary
COUR-2011

Instructions: after reviewing your data and reports from all other sections of your program review, use this form to briefly summarize all of the information you have provided by closing with your concluding remarks (e.g. an executive one-page summary) for your entire program review.

I. Assessment of Previous Program Reviews:

1. What resources have you been granted from your previous program reviews?
2. Please assess how these resources have been used to improve access, learning outcomes and student success in your program?
3. What changes have you implemented based on previous program reviews?
4. What results have you found?

We have received since our last program review our top priority, 5 new Stenograph Protege writers, as well as funding that allows us to continue to update our practice library materials. The writers have allowed students who cannot afford to purchase a computerized writer to fully participate in our classes and labs, and have allowed all students the opportunity to use and become familiar with current court reporting technology.

The updated practice materials, especially in conjunction with our new "smart" classrooms, have resulted in students logging more hours practicing at school. New Court Reporters Board of California regulations state that schools must provide students with the opportunity to practice a minimum of one hour per day outside of class, using materials sanctioned by the school. The updated practice materials have allowed us to meet that regulation. Many of the newer practice materials require that students use a computerized writer to interact with the practice programs, some of which are now web-based, streaming materials; again, having the 3 Wave writers in addition to the Proteges will ensure that all students have access to the latest practice materials.

II. Requests Summary:

1. Please summarize the main requests you have made in this program review in order of your priority starting with the most important one.
2. Summarize briefly why you want each one.
3. Summarize your overall rationale.

1. Three "Wave" writer computerized stenotype machines; three laptop computers; new textbooks and reference materials. We would also like to see that our hourly assistant is funded for at least 4 hours per week, and ideally 6 hours.

2. The new writers and laptops will help us ensure that all students have access to current technology and practice materials. New texts and references are necessary for curriculum development. We must have our hourly assistant present in our classrooms at least 4 hours per week in order to deliver the minimum dictation required to qualify our students for the state exam.
3. Our over-all rationale is to provide our students with technologically current equipment and materials, and at minimum adequate staffing for court and deposition simulations, in order to meet program SLOs and Court Reporters Board regulations.

III. Other concluding remarks.

We continue to be concerned that if the District does not replace the full-time court reporting instructor position, the integrity of the program will be compromised.
Department Chair Comments
COUR-2011

1. Please rank the instructional equipment requests, technology requests and other instructional materials requests sections. Please comment especially on any specific priorities without which this program cannot function.

Career and Technical Education is the primary goal. Basic Skills and Transfer are also important in the Court Reporting program. Cultural Enrichment and Lifelong Learning are not applicable because of the specialized skill needed in Court Reporting. There is very little use of court reporting skills outside of the courtroom. The Court Reporting program understands they could attract more students in the 25 to 29 age group if they were to offer classes in the evenings. The Court Reporting program does not have enough unit allocation to offer both day and evening courses. It appears the single most important indicator of success is time on task. The Court Reporting program will move into the new main building next year. This will provide a modernized facility for instruction. The COM Court Reporting Program meets all Court Reporters Board of California requirements and regulations necessary for learners to achieve licensure. All courses have well thought out Student Learning Outcomes which prepare them for working in the field of court reporting.

2. Please comment if additional units, faculty, or staff have been requested.

It appears that the court reporting program needs to continuously update their DVD library so they can stay current. They need 3 stenotype machines to replace older machines which are no longer serviceable.

3. Other comments

acts as program coordinator. There are also four part time instructors. At the end of this year, the full time instructor will be retiring. It will be best if the district will consider replacing the retiring instructor with another full time instructor. This will keep the program running smoothly as it has in the past. The Court Reporting program is very labor intense to track number of hours students participate. This has been the job of the program coordinator.