Department Chair Comments
COUR-2010

1. Please make any comments on the Five Pathways, Student Access and Success, Facilities, Curriculum and SLO sections.

The Court Reporting program has clearly represented three of the Five Pathways and found two of the Five Pathways to be non applicable. 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 on 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.

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. Please comment on the faculty and staff sections.

The Court Reporting program is a demanding program. There are specific requirements which need to be followed for maintaining state licensing and accreditation. It is important to have a full time instructor to submit all data to the state licensing board.

4. Other comments

Currently the Court Reporting program is staffed with one full time instructor teaching a full load and 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.
Area Directors and Deans Comments
COUR-2010

1. Please make any comments on the Five Pathways, Student Access and Success, Facilities, Curriculum and SLO sections.

2. Please comment on 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.

3. Please comment on the faculty and staff sections.

4. Please itemize expenses currently covered by external funds that may revert back to general funds.

5. Other comments

   The only full-time faculty member in this program retired May 2010. Just before that retirement, this program was recommended for revitalization. Due to the lack of full-time faculty to respond to the program revitalization recommendation, the representatives of the Academic Senate on PRAC agreed to delay the revitalization process for one year. The dean has worked with the program coordinator to institute changes in course and scheduling.

   This program moved into the new IVC bldg in January 2011. The part-time faculty have taken full responsibility for the program, and are committed to revitalizing the program. As the dean, I am requesting that a full-time position be considered when the revitalization plan is implemented and proven to succeed.