**THE NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT CYPRESS COLLEGE**

**ADVISORY MEETING**

DATE: April 21, 2021

PLACE: Zoom Meeting

COMMITTEE MEMBERS: Priscilla Gwaltney, Official Reporter/CCRA Representative

Michelle McLaughlin, Stenograph Sales Manager Dixie Lynch, Deposition Reporter

Judy Moreno, Retired Reporter/Instructor @ Poway Sue Sever, Retired Court Reporting Professor

FACULTY: Carolee Freer, Department Chair Diana Constancio, Instructor Elizabeth Torres, Instructor Leonor Bravo, Instructor Sauvana Winn, Instructor

Theresa Tracy, Instructional Assistant Anna Pastor, Instructor

Kelvin Do, Instructor

# WELCOME AND INTRODUCTIONS

*Carolee Freer* welcomed everyone in attendance and began by asking everyone to have their camera on. Introductions for each member followed.

Official start of meeting was 1:16 p.m.

# PURPOSE OF AN ADVISORY COMMITTEE

*Carolee Freer* explained the purpose of the advisory meeting is to give the Court Reporting Department guidance in developing programs, learning what the current labor market looks like, what is going in the field as far as education, what is happening with technology and equipment, and should we work more closely with vendors. The purpose is to get your input and ideas.

# PROGRAM UPDATE

*Carolee Freer* reported she has been working for the last two years updating curriculum, because we are going from variable unit to solid unit. In other words, CTRP 42 will no longer be a variable unit course, it will be a solid unit; and the logic is because the state feels a student that signed up for half a unit is getting as much education as a student who signed up for two units.

They want everyone to pay the full amount. It is financially induced because a lot of students will have to take CTRP 42 again and pay the full amount again. The state feels it will be a motivation to finish faster. The other thing we are doing is exploring our SLO’s which need to be revised and linked in with the curriculum that was sent to the Curriculum Committee. We are going to be updating the information on all the websites available to the students for practice and career exploration. *Sue* Sever will be working on that. All updates will be available in the fall.

The following programs were presented with proposed updates in order to meet the current changing market trends and the updates in technology to meet the needs of the court reporting and legal field: Legal Videography, CART, Captioning, Court Reporting, Hearing Reporting, Computer Editor, Proofreader, Court and Agency Services, and Law Office Assistant. Certificate revisions were proposed to meet the new trends. The AS Degrees in Law Office and Court Reporting were also supported and are to be continued.

# JOB OUTLOOK FOR WORKING STENOGRAPHERS

*Kelvin Do, Official Reporter,* reported about job prospects in Santa Ana. He has been working at the Santa Ana Courthouse for the past five years, and they are always hiring students who are right out of school and have just received their license. Many co-workers who have been hired in the last year who are brand new have never taken a depo job in the field.

COVID situation: Kelvin works in probate, and everything has been done remotely; although civil trials are back in person, as well as criminal trials and jury trials. The Courthouse is moving again, and the public line to enter is wrapped around the building; everything is getting back into the swing of things. For probate court, he is staying remote.

*Carolee Freer* asked if they are hiring right now.

*Kelvin Do* said they are always hiring. He finds it difficult to find a Court Reporter to cover his vacation days. They are constantly hiring. Kelvin states that it has been like this since he was hired there.

*Carolee Freer* pointed out that our Captioner is not here or the Cart Reporter, but their need is just as urgent as everybody else in the field according to them; that could be why they are not here today because they have a job.

*Carolee Freer* asked what is going on with depos, Dixie.

*Dixie Lynch* answered that depos are crazy; we get emails everyday (with Veritext) begging anybody who is off calendar to go on calendar. They would hire anybody at any time; things are

busy. COVID did not slow anything down. They are also starting to go slowly back in person. One plus for doing Zoom depos is you can take two in a day, so we will not be able to do that anymore. If you are not working as a Deposition Reporter, you can easily find work with a bigger agency. Things are good.

*Carolee Freer* asked Leonor, what is going on with you. Are you doing Cart or Captioning?

*Leonor Bravo* stated she is working as a Deposition Reporter. There have been a few in-person depos on calendar, but most depos are through Zoom.

*Carolee Freer asked* Savanna what is going on with you.

*Sauvana Winn* stated that it is busy in hearing reporting and it is still picking up. They experienced a lull in the beginning, but once they agreed on a way to move forward, things picked up. It might take a little longer before the public is allowed back into the Civil Service building in downtown L.A.

*Carolee Freer* asked *Diana Constancio* what is going on in L.A. Superior Court.

*Diana Constancio* reported that in person trials are picking up again, but jury selection for the Court Reporter is very challenging right now because of the interaction with many potential jurors and the need for social distancing and mask wearing. She stated it is taking three to four times as long to select a jury. *Diana Constancio* is currently working in a dependency court, and they are working remotely, and it may remain in a virtual platform for the most part. Civil and criminal trials are picking up.

*Carolee Freer* asked how do they handle the jury selection with the social distancing.

*Diana Constancio* replied that’s what takes so long because they only allow a certain number of jurors in at a time, so the process must be repeated several times. A jury pool is 35 people.

*Carolee Freer* asked if they sit around the courtroom or how is it arranged.

*Diana Constancio* explained they are spaced out 6 feet, and the remaining prospective jurors remain outside in the hallway until people are excused or accepted. *Diana Constancio* said that

L.A. Court has an ongoing posting for Court Reporters with a flexible work week for those who don’t want a full-time work commitment.

*Carolee Freer* asked do they have to take a test.

*Diana Constancio* answered no. They are not requiring the normal experience of deposition reporting, but they do have an extensive interview process.

*Carolee Freer* talked about the job market and how it is looking for reporters, and the schools are trying to compensate. She heard yesterday that another school is closing here in California.

*Carolee Freer* asked Michelle to share with us technology and innovation. What is going on?

# TECHNOLOGY AND INNOVATIONS

*Michelle McLaughlin* reported that Stenograph has launched Ascend platform which is an online training platform for Case CATalyst users. There are several webinars given live and then stored in a recorded version so they can be accessed by anyone. The first 30 days are free and thereafter $20 a month. Another platform called Apex is an all-in-one platform that connects agencies and reporters. From within Case CATalyst, you will be notified of a pending job.

There is a calendar to manage your jobs; you produce your jobs from Case CATalyst; it streamlines everything between the reporter and the agency. It is free for the reporter.

*Carolee Freer* asked how is that communicated to the Case CATalyst users; are they informed of all that?

*Michelle McLaughlin* explained it is in the process of launching. They have sent out emails, but it is not actively being used yet. They are sending information out to let people know it is coming.

*Carolee Freer* received a notice about the NCRA convention to be held in Las Vegas at the end of July beginning of August.

*Michelle McLaughlin* reported the DRA is having their convention in person in September; it looks like things are slowly going back to in-person events. Stenograph made a $50,000 donation to Project Steno, which, of course, helps to bring students into Court Reporting programs. Stenograph is doing everything they can to get more students. Michelle expressed a need for us to accept a shared space with technology, since there are not enough reporters to cover all the jobs; and we are going to see other methods to capture the record, but not to worry because the steno reporter will always be the Gold standard.

*Dixie Lynch* replied even though there are digital reporters out there, the attorneys hate it and prefer a steno reporter present.

*Savauna Winn* stated we train our students to be the Gold standard.

# ENROLLMENT TRENDS: RECRUITMENT AND IDEAS

*Carolee Freer* mentioned the enrollment is way up and presumes the program will receive an additional 30-50 students after the Open House this May and July. *Carolee Freer* talked about the current dilemma of deciding when to return to campus and what to do with students who are not in the area, but still wish to remain in class. Carolee asked Judy what is happening with her program.

*Judy Moreno* explained they are online and will stay online. Poway Adult School is like a satellite location for Mark Kislingbury’s program. It’s working out to have this program live online. She does not record her sessions, so they must attend class. She is sending all CART and captioning students to the Cypress College program.

*Carolee Freer* mentioned that Cypress College is way up in numbers where other schools are suffering across the state.

*Priscilla Gwaltney* asked what Carolee Freer credits for the enrollment increase.

*Carolee Freer* expressed it is a collaborative effort with our counselors doing outreach and the Dean producing videos on YouTube. She also works with high school counselors on outreach to recruit students. There is also the A to Z program, which is an exploratory program for students to learn the keyboard, and Cypress College also has a lot of guest speakers to encourage people to enroll.

# CURRICULUM SUGGESTIONS

*Priscilla Gwaltney* asked are you teaching Cart and how does the segment work.

*Carolee Freer* explained that the Cart Certificate focuses on certification in the program, because every class in the system must be linked to a certificate. We link it to the Cart Certificate, and the Cart Certificate involves 50-60 hours of internship shadowing a Cart Reporter. She also talked about two new certificates: Legal Careers, which is a joint certificate with the law department and the Legal Videographer. She explained that the state wants to see people finish with either a certificate or a degree.

*Savauna Winn* had a question about a student who was asking what kind of theory we are learning, stroke intensive or a short theory. *Carolee Freer* replied it’s not stroke intensive**.**

*Savauna Winn* replied it is in the middle, compared to some of the short writing going on in the field. Is there any thought about shortening the theory principles?

*Carolee Freer* replied it’s a possibility, and they are revising the theory book, and hopefully that will come forward in the fall semester.

*Priscilla Gwaltney* asked what theory are you teaching and for how long.

*Carolee Freer* replied RealWrite Realtime by Dr. McCormick for the past 20 years.

*Carolee Freer* stated we must get everything approved through the State. One of the things with our program is that it is a career pathway, a lot of students drop out, so the State wants to make sure they have something in hand to show they completed a course of study. One thing to do as teachers is to remind students there is money for scholarships. We give away four or five scholarships. There is also financial aid through the college.

*Judy Moreno* said they are not on financial aid yet. They are looking into that through the EDD Board. I appreciate all of these different certificates you offer. I am constantly referring our students to Cypress College.

One of the things we are doing in the summer is we are moving qualifiers back on campus. I haven’t been able to get anybody qualified because the Zoom doesn’t work well, but every single

one of them have hung in there and have not dropped. They are determined they are going to get out of school and start working.

*Priscilla Gwaltney* informed us that CCRA voted to have Cart Reporters licensed in the future.

*Carolee Freer* asked what speed are they looking for.

*Priscilla Gwaltney* replied that I believe the CART test will be same as NCRA Literary at 180 wpm. We are going to start providing that exam soon through CCRA, but that is something the schools need to be aware of and in the future it will require a license.

*Carolee Freer* asked what is the accuracy leve. *Priscilla Gwaltney* replied she will find out and let us know.

*Carolee Freer* asked if it is a licensing program or certificate. *Priscilla Gwaltney* explained it will be a license because it was voted on and passed.

*Michelle McLaughlin asked* if they are not requiring a license from the CSR Board, but talking about a certificate program through CCRA.

*Priscilla Gwaltney* replied we would like to have the Board license Cart Reporters.

*Michelle McLaughlin* asked if the Board is in the process of working on this, or is it an initiative you are bringing.

*Priscilla Gwaltney* replied it is an issue we are bringing.

*Carolee Freer* asked *Priscilla* to share the Association news about SOS. Can you explain that to the group?

# ASSOCIATION NEWS

*Priscilla Gwaltney* reported that CCRA has several committees, and SOS is one of them, which she will chair next year. There are four people on that committee, and the CCRA is always looking for ways to support our students. In a recent meeting, they started a refresher course for the CSR takers who are going to take it or have taken it several times. The SOS Committee will consist of three areas: English, mental health, and speed building, and it will be held three to four times a year. Priscilla states that she will be in touch with instructors a couple of times a year to see how enrollment is doing, and if there is anything CCRA can do to help. She wants to work with instructors and make connections that can help everyone. She is hoping to get as many teachers as possible on the next Zoom meeting on May 6.

*Priscilla* also reported about an upcoming essay. There is a $1,000 Essay Scholarship available for one winning student. Priscilla mentioned that only two students wrote an essay last year, and she is hoping for more participation in the coming months. Priscilla oversees the Mentor Program and provides mentors to students once they contact CCRA. Priscilla stated that CCRA always know what is going on regarding Bills, and they are always trying to help the profession as much as they can.

*Carolee Freer* mentioned that she appreciates everything they are doing and points out their enrollment has doubled in the last two years. She feels meeting with all the school administrators would be productive.

*Liz Torres* asked, do you have to be a member of CCRA to take advantage of the Mentor service.

*Priscilla Gwaltney* answered they do have to be a member, but it is inexpensive at $30 a year. Priscilla has brought a motion to reduce the instructor membership fee to $30 instead of $75 to encourage instructors to be on board with CCRA. She can also find a reporter who is willing to sponsor a student if the $30 fee is too much for a student.

*Michelle McLaughlin ask*ed if the convention is going to continue on a virtual platform or revert to normal.

*Priscilla answered* it is going to be virtual as of now, but you never know. Priscilla mentioned that Contra Costa County posted Court Reporter position openings.

# ADJOURNMENT

Meeting adjourned at 2:22

Minutes approved by:

Carolee Freer, Department Chair Henry Hua, Dean

Court Reporting Program Business & CIS Division

Minutes taken by:

Leonor Bravo