**NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**

**CYPRESS COLLEGE**

 **CTRP ADVISORY MEETING**

**DATE:**  April 13, 2022

**PLACE:** Zoom Meeting

**COMMITTEE MEMBERS:** Vykki Morgan, Retired Reporter

Teresa Russ, Captioner/Freelance Reporter/Chair of Captioning Committee of CCRA

 Matt Kennedy, Reporter/Firm Owner

 Stephanie Stubbs, Instructor, College of Marin

 Laurie Wilson, Reporter/Stenograph

Priscilla Gwaltney, Official Reporter/CCRA Representative

 Michelle McLaughlin, Stenograph Sales Manager

 Dixie Lynch, Deposition Reporter

 Judy Moreno, Retired Reporter/Instructor, Poway Adult

Education

 Andy Nation, Legal Videographer

**CYPRESS COLLEGE PERSONNEL:**

Carolee Freer, Court Reporting Department Chair

Theresa Tracy, Instructional Assistant

 Henry Hua, Business & CIS Division Dean

**WELCOME AND INTRODUCTIONS**

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

**PURPOSE OF AN ADVISORY MEETING**

***Carolee Freer*** explains that the purpose of this meeting was to explore and discuss what is going on in the field of stenography and in the workplace. The main objective of an advisory meeting is to gain input about court reporting.

**PROGRAM UPDATE**

***Carolee Freer*** reports that the CR program has switched from variable units to static units. In other words, every CTRP machine shorthand class will be two or three units now in the speedbuilding program. Speed-building classes ranging from 70-220 words per minute will now be on a “non-credit basis. These classes will now be offered free in the fall. It is believed that this will greatly enhance enrollment and help students to become motivated and excited to get through the program.

***Henry Hua, Dean, Bus/CIS***, joined the meeting at this time and made his introductions.

**TECHNOLOGY AND INNOVATIONS**

***Michelle McLaughlin*** announces that Stenograph has partnered up with vTestify. Integrating vTestify with CaseCatalyst will allow reporters in Zoom depositions to stream their realtime writing along with the questions being asked. This has been well received by reporters. Another exciting product in the works is Proof It. Proof It will be a spot checker going on behind the scenes on your transcript. It will decrease editing time by constantly checking steno entries scenes as you write.

***Carolee Freer*** asks if this will be part of the system updates and something reporters will get for free.

***Michelle McLaughlin*** answers that it will not. It will be a purchase option with an annual fee. The exact price is unknown at this time.

***Matt Kennedy*** asks if Proof It will use a similar audio engine to Yes Law.

***Michelle McLaughlin*** answers that it is a whole new speech engine designed specifically for court reporters. She explains that the engine looks for legal words, proper formatting, and is very precise on feedback, dramatically improving editing time.

***Dixie Lynch*** asks if there is some kind of ballpark estimate on the pricing for this product.

***Michelle McLaughlin*** answers that she has no idea yet about pricing. She reassures us that this is in no way going to replace a court reporter’s work. It is simply going to assist in areas that don’t attract stenographic talent and assist current reporters in being able to spend less time editing and more time taking jobs.

**JOB OUTLOOK FOR STENOGRAPHERS**

***Dixie Lynch*** announces that she is still taking 98 percent Zoom depos. She reports that she is extremely busy, so there is a demand for new reporters.

***Matt Kenned*y** agrees with Dixie. Most depositions are still being taken over Zoom. At the same time, there are attorneys who want the in-person feel, so there is a high demand for reporters willing to work in person. He emphasizes that reporters can make good money taking in-person depositions due to the lack of reporters taking these jobs.

***Stephanie Stubbs*** reports that her firm is still doing Zoom depos, but slowly going back to in-person. She gets contacts every week from different counties saying how desperately they need reporters and the countless job opportunities available.

***Carolee Freer*** asks Judy Moreno what is going on in court down in San Diego.

***Judy Moreno*** reports that they are desperate for reporters with 100 percent job placement going on. They aren’t able to get people out of school quick enough to meet their needs. San Diego Superior Court has had an open job position for the last year and a half. Reporters are definitely needed both in court and in depositions.

***Carolee Freer*** asks Matt Kennedy if Orange County is taking reporters right out of school.

***Matt Kennedy*** says yes. His firm has lost about half of their freelance reporters to the court system. They need freelance workers and are willing to hire as long as they have their CSR license. He also emphasizes the benefits of working freelance: picking your own schedule, dictating your own rates, etc.

***Stephanie Stubbs***makes a comment about students who haven’t been able to pass the CSR, taking the RPR, and being able to take Zoom depositions out of state. Washington, in particular, is accepting students at a lower speed.

***Carolee Freer*** asks Henry Hua if he knew about this.

***Henry Hua*** asks what the average amount of time a student takes in school in order to pass the CSR. He wonders what mechanisms can be used to shorten the time so that we can meet the demand going on in the field.

***Stephanie Stubbs*** answers that the average time is 4¾ years. Some students are coming back for a second career and have other responsibilities that can slow down the time. It took Stephanie 3½ years without learning Realtime, so she can understand how it would be quite the journey.

***Carolee Freer*** asks if Judy Moreno would like to comment.

***Judy Moreno*** reports that her school has only been open for 18 months, but she has one student who has applied for the written knowledge portion of the RPR and hopes to take the CSR by the fall. She has two other students just a hair behind her, hoping to have 3 or 4 students taking the CSR in the fall.

***Carolee Freer*** asks Teresa Russ to update what is going on with Cart and Captioning.

***Teresa Russ*** announces that she is extremely busy. The CCRA board has amended their laws and approved captioners getting a full membership, just like the CSR. She’s hoping to take this to the CCRA convention in June and have members vote on it. She is also working on getting captioners licensed, but that is on hold at the moment. She says captioners are needed in classroom environments, meetings, doctor’s appointments, etc., especially since the pandemic, captioners have been very busy.

***Carolee Freer*** updates on the legal videographers. They are also very busy.

**ENROLLMENT TRENDS - RECRUITMENT IDEAS**

***Carolee Freer*** shares the enrollment trends for Cypress College. The enrollment during the fall was high. However, enrollment has been affected in a negative way due to the vaccine mandate and the requirement to wear a mask on campus.

***Stephanie Stubbs*** says they have the same issue. On her campus, they have to be vaccinated, boosted, and wear specific medical masks. There have been students who have been adamant about not getting vaccinated.

***Carolee Freer*** responds that she’s not sure if the issue is not wanting to get vaccinated or the fear of getting Covid. A couple students have disappeared, and she is unsure of their reasoning. She asks Judy if she has anything to add.

***Judy Moreno*** explains their program is completely online so she doesn’t have that issue. Some students have had Covid, but they are able to lay in bed and listen to class. She adds that high schools have started doing career fairs again. She has been to four of them and encourages everyone to go to one and represent the industry and their school, if possible. Try to get prospective students to sign up for A to Z or Project Steno to see if they are interested could increase enrollment trends.

***Carolee Freer*** reports that a representative on campus set up a video shoot for the CR program. The video will be distributed widely and also put on YouTube. Hopefully, this will help increase enrollment. Also, Covid restrictions may relax in the fall, so she is hoping that the 10 percent of students that dropped may come back.

***Judy Moreno*** asks if Cypress still has to wear masks on campus.

***Carolee Freer*** answers that, yes, they do. She does not because it is hard to dictate. Students also have to pick up a wristband each week to be on campus.

**CURRICULUM SUGGESTIONS**

***Carolee Freer*** reports that Cypress College has gotten rid of the Court Reporting Technology Certificate, which is upsetting. She considered it a vital certificate because it goes deeper into the ins and outs of technology. She asks if anybody has any thoughts on whether that should be brought back.

***Judy Moreno*** asks if this certificate is to help students if they wanted to be a scopist.

***Carolee Freer*** answers that it was an advanced certificate where students learned beginning and advanced CaseCatalyst, beginning and advanced Eclipse, along with some classes in the computer department. She asks Matt Kennedy if there have been any situations where reporters were not up to speed on technology.

***Matt Kennedy*** answers, yes, every day. He feels it would help immensely if students knew more about their technology straight out of school. Things like Easy Text and Macros in CaseCatalyst save hours of time of editing. He isn’t sure if this is a requirement for passage, but could be extremely helpful.

***Carolee Freer*** suggests setting up seminars and having Laurie Wilson or Michelle McLaughlin going over things that can’t be covered at school. She asks Michelle if she wants to add to that.

***Michelle McLaughlin*** adds that many reporters are scared of the basics, such as troubleshooting their computer if things go wrong. She says that her and Laurie might not be the best to train students but could have a trainer come in to do that training.

***Carolee Freer*** says that a whole semester class may not be necessary, but maybe a one-day seminar. She asks how much you really absorb in that time though, unless the handouts are good.

***Vykki Morgan*** adds that as a certificate in court reporting technology is an enhancement to a future reporter’s work and would be an advantage to them having taken extra courses. She feels that it is a good idea.

***Carolee Freer***says she will talk to Henry Hua about it. He is pretty open and very supportive of the program. She emphasizes how the program is such a fluid thing. Students go through the program without a clear goal when they start and as they go through the program, they decide what it is they want to do. Carolee gives a couple examples of students who ended up being a legal secretary, being a videographer, being a hearing reporter, etc. She asks if anyone has any input.

***Teresa Russ***: answers that it’s wonderful how Cypress offers all these certificates. She thinks it’s very beneficial how students are learning about all the different avenues of the profession, instead of just court or depositions.

***Carolee Freer***: says the point of the program is to try to get everyone into a viable career, no matter which avenue. She has found that you can never judge who’s going to make it through the program or not. You can’t predict any student’s future because she has had many students who have surprised her in their progress through the program.

***Matt Kennedy and Teresa Russ*** would like the court reporting technology certificate reinstated. The committee agreed.

***Carolee*** went over the Legal Videographer Certificate as revised.

***Matt Kennedy*** says they are using videographers more and more in Zoom depos.

***The Advisory Committee*** was favorable in offering a new revised Legal Videographer Certificate based on the demands in the marketplace, including court and the deposition area. Discussion followed. The Advisory Committee recommended the continuation of offering a Legal Videographer program through the Court Reporting Department.

**ASSOCIATION NEWS**

***Carolee Freer*** introduces Priscilla Gwaltney from the CCRA, who will join the meeting later. She then announces that the CSR is being given on Realtime Coach. Carolee says that she and Stephanie Stubbs would like to see them do at least one on-ground test a year. She asks if anyone else has any ideas on that.

***Dixie Lynch*** answers that she doesn’t have an idea on how to solve it, but she shares her experience of doing a deposition that would have been horrible had it been done on Zoom, due to it already being a nightmare in person. She talks about how computers can glitch or Internet can go a little faster or slower. She says she can’t imagine the nerves of having those concerns on top of taking the test itself and finds it insane that they can’t try to offer it in person.

***Carolee Freer*** responds that the head of the board blamed the students, saying they were unfamiliar with their software. She heard about a student from South Coast who took the test and they allowed her to retake it because there were so many glitches.

***Stephanie Stubbs*** shares that the Executive of the Board has an attitude that it costs a lot. When it came up if it could be held at schools, she said there would be complaints from students saying that it would be an unfair advantage to any student who attended that school. It was also mentioned that the test could be given in another area of the campus where students wouldn’t feel overly comfortable.

***Carolee Freer*** says that all schools would have to agree. She says South Coast already agrees. Carolee asked Judy Moreno what she thought.

***Judy Moreno*** answers that she’s on board for in-person testing.

***Stephanie Stubbs*** emphasizes that so many students have been having problems with the technology. She feels everyone is not getting equal access.

***Carolee Freer*** says that students have recommended having the students advocate. She then asked what the cost is that could be causing this issue.

***Stephanie Stubbs*** answers that if they are having to rent a hotel and reserve area and rooms, it could be pretty costly.

***Matt Kennedy***offered the amount of state buildings that are 90 perrcent vacant that could be used. It would just be about exchanging hands with the state.

***Dixie Lynch*** responded saying that telling students to up their Internet plan or getting a better computer might help them be more successful when it’s time to take the test.

***Carolee Freer*** says another problem is the proctor not showing up or showing up late. She asks Teresa Russ if she has a comment.

***Teresa Russ*** responds to students writing letters. She feels students have more power than they think. She doesn’t want to stir the pot, but it has been helpful in the past to hear from students.

***Priscilla Gwaltney*** joined the meeting and made her introductions.

***Priscilla Gwaltney*** went over the enrollment trends from earlier. She says a big goal of the association is to get students in and out of school because there’s such a shortage. She recommends reporters going out and providing demonstrations, handing out flyers, going to job fairs, and introducing the A to Z program to elementary schools. She asks Carolee what theory is being taught at her school.

***Carolee Freer*** answers **Realwrite Realtime** by Prentice Hall.

***Priscilla Gwaltney*** asks what the average time getting out of school is with that theory.

***Carolee Freer*** answer about 4 years and then some.

***Priscilla Gwaltney*** wants to do some research on different theories that have a quicker average, such as the Chase Theory and Mark Kislingbury’s Theory. She also wants to hold instructor meetings to keep updated with students and solicit more volunteers to help.

***Carolee Freer*** asks what is being done to get schools involved because there are only eight public schools, one private school, and four community colleges.

***Priscilla Gwaltney*** answers that they are trying to get a program implemented in high schools. If students can learn theory in high school and then go to college, the time in college would be much quicker.

***Carolee Freer*** says that Cypress is trying to allow two-year colleges to offer Bachelor’s programs. Mortuary Science was able to do this, so she wants to go for it at the next meeting on April 29th.

***Judy Moreno*** responds that she loves this idea. She thinks a lot of working reporters would want to come back and do that. She has checked into the program at Humphrey’s, but it is so expensive because it is a private school. It may be a great negotiating factor for working reporters if they have a Bachelor’s degree on their side.

***Carolee Freer*** asks Dixie Lynch how many units she was able to transfer into Humphrey’s. Dixie answers that she doesn’t know. However, her AA transferred over so basically about 2 years’ worth. It would be the equivalent of transferring to Cal State Fullerton. Dixie then asks about the speed classes no longer being variable units and being noncredit. She wonders if these units would still be accredited and would count towards being able to transfer somewhere like Humphrey’s.

***Carolee Freer*** answers that they are still accredited and will be for free in the fall. She says it would also be helpful to those who want to teach at a school because you need to have a degree to do that. Court reporting is considered an orphan program, one that hardly any school offers, so she feels so she has an upward advantage in getting this to happen.

***Vykki Morgan*** questions if the noncredit classes would be transferrable, since there will be no credits, no units, and only hours.

***Carolee Freer*** responds that Henry Hua was able to do something very similar with the Pharmacy Technical Program, so if anybody was able to make this happen, it would be him. She says that if you get stuck on a speed, it would help students not have to use an IP and be able to take the class multiple times. She asks if anybody has anything else to add.

***Dixie Lynch*** adds that getting elementary students involved reminded her of going to her son’s second grade class to talk about her job. She said the students loved it and she thinks it would be great to talk to elementary schools because they are fascinated by buttons and things like that and would love to talk to them about it.

**OTHER**

***Teresa Russ*** shares that there is a new certification in the CCRA. It’s offered on Realtime Coach and is called the CRG, which stands from Certified Realtime Generalist. It’s a realtime exam for captioners to become certified.

***Dixie Lynch*** asks Stephanie what the two or ten minutes slower certification was that she was talking about earlier.

***Stephanie Stubbs*** answers that it’s a new certification through the NCRA. It’s similar to the RPR, but is 20 words per minute slower. She doesn’t know much about it.

***Carolee Freer*** asks what this would be useful for.

***Stephanie Stubbs*** answers that it would be for someone who wants to be a hearing reporter or going into a court, such as bankruptcy court in San Diego, that doesn’t require a license.

***Carolee Freer*** asks if this could be used for statement reporting.

***Stephanie Stubbs*** says yes. She adds that it is not accepted in California, but if you wanted to get out-of-state work, such as Washington, it will be accepted. Other states are accepting lower requirements due to the shortage.

***Judy Moreno*** adds that she is encouraging her high-speed students to do it because it’s also a good test prep for online testing.

***Dixie Lynch*** confirms that it was called the RSR.

***Andy Nation*** joined the meeting and made his introductions.

***Carolee Freer*** asks if they are busy in the videography field.

***Andy Nation*** answers that they are so busy he can hardly keep up. He hasn’t had an in-person depo since September or October, but he does around four to six remote depos a week. He says there are several different platforms being used, and he’s very involved in training attorneys and doing exhibit sharing.

***Vykki Morgan*** asks how they do videography on Zoom.

***Andy Nation*** answers that it’s basically a Zoom recording platform as a secondary backup. He has a couple computers that he uses and then uses Zoom as the backup. He says Zoom has come a long way and offers multiple recording options, such as witness only shared screen views or just the exhibit being shown.

**ADJOURNMENT**

Meeting adjourned at 6:35 p.m.

Minutes taken by: Allison Kelly, Court Reporting Student

Minutes approved by:

Carolee Freer

Carolee Freer, Court Reporting Department Chair

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Henry Hua, Business & CIS Division Dean