

## Student Academic Achievement Committee (SAAC) Standardized Report Form

### INTRODUCTION

Program /Discipline Title: Court Reporting Certificate

Time Period: Summer 2005 – Summer 2006

Program goals, objectives, and/or mission: The Court Reporting Certificate at CNM will prepare students to enter the court reporting profession in court, freelance firms, closed captioning and CART reporting.(Communication Access Real-time Translation)

#### Exit Competencies:

1. Write literary material at a speed of 180 wpm for five minutes on unfamiliar material.
2. Write jury charge material accurately at a speed of 200 wpm for five minutes on unfamiliar material.
3. Write testimony accurately at a speed of 225 wpm for five minutes on unfamiliar material.
4. Transcribe notes with at least 95 percent accuracy.
5. Develop vocabulary writing including legal and medical terminology, word usage and spelling.
6. Use correct punctuation, capitalization, numbers and other grammatical concerns.
7. Knowledge of speaker identification for court proceedings and hearings.
8. Demonstrate Proper format as shown in the New Mexico Forms Manual.

#### Core Competencies:

No Core Competencies are measured at this time in the Certificate Programs.

**RESULTS**

Introduction and discussion of assessment efforts:

For the period of Summer 2005 – Summer 2006, students in Machine Shorthand V (CR2213) were evaluated on program competencies.

Assessment Plan (Who, what, when and how assessment took place):

Students in CR2213, Machine Shorthand V, who have successfully passed a 200 wpm testimony during Summer 2005, Fall 2005, Spring 2006, and Summer 2006 terms are assessed through CR 298, Court Reporting Internship. The internship is not a requirement of the certificate at this time, but will be listed as a requirement in the 2007-08 catalog. Three of the six graduates in this reporting period were assessed through the internship.

The internship evaluates the following: quality of work, quantity of work, attitude, attendance and punctuality, organization, reliability, ability to learn, problem solving, ethics, and ability to communicate.

Exit Competency Results:

1. Write literary material at a speed of 180 wpm for five minutes on unfamiliar material.  
**Students must pass two, five-minute tests at 180 wpm with a minimum of 95% accuracy.**
2. Write jury charge material accurately at a speed of 200 wpm for five minutes on unfamiliar material.  
**Students must pass two, five-minute tests at 200 wpm with a minimum of 95% accuracy.**
3. Write testimony accurately at a speed of 225 wpm for five minutes on unfamiliar material.  
**Students must pass three, five-minute tests at 225 wpm with a minimum of 95% accuracy.**
4. Transcribe notes with at least 95 percent accuracy.  
**All tests for evaluation must be passed with a minimum of 95% accuracy.**
5. Develop vocabulary writing including legal and medical terminology, word usage and spelling.  
**All tests are graded for the above items as well as for speed and accuracy.**
6. Use correct punctuation, capitalization, numbers and other grammatical concerns.  
**All tests are graded for the above items as well as for speed and accuracy.**

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7. Knowledge of speaker identification for court proceedings and hearings.  
**Students are evaluated in Computer-aided Transcription classes through 4-voice dictation video testing.**

8. Demonstrate Proper format as shown in the New Mexico Forms Manual.  
**Students are evaluated on proper court and deposition formats to include title pages, indexing, reporter certificates and exhibit parentheticals.**

Discussion of changes in support of student learning for PAST year based upon your assessment results:  
**Specialized classes were offered in an effort to improve the writing and translation of proper names, medical and legal terms. Greater emphasis placed on internet research to ensure proper spelling and word usage. Deadlines placed on all transcript preparation. Fast-track class added for additional test preparation for the New Mexico State and National testing through NCRA (National Court Reporters Association).**

Discussion of proposed changes in support of student learning for COMING year based upon your assessment results:  
**All academics will be requirements of the certificate rather than electives. Tape labs will be a part of class requirements to allow more practice time.**

**DATA**

What tools did you use to measure the Exit Competencies?

**Daily testing and feedback. Court reporting internship (CR2298) results, reports from employers of provisional license students.**

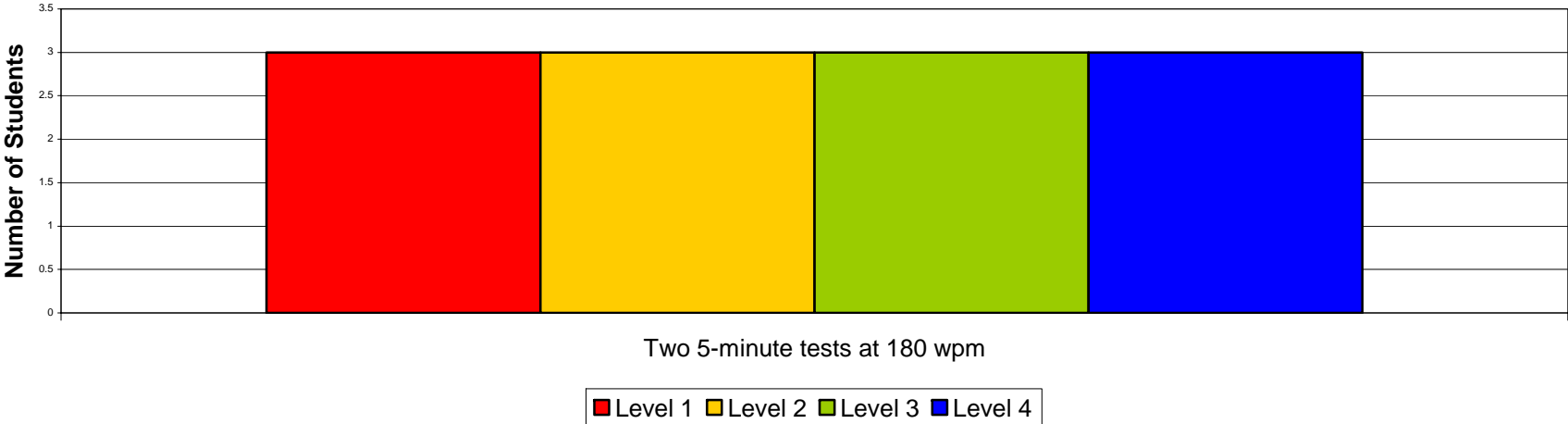
Please attach Core Competency Rubrics if modified.

Additional assessment results:

**Tests graded at the last New Mexico state test (11/4/06) showed a significant improvement in quality over past years.**

Histograms of Exit Competency Results:

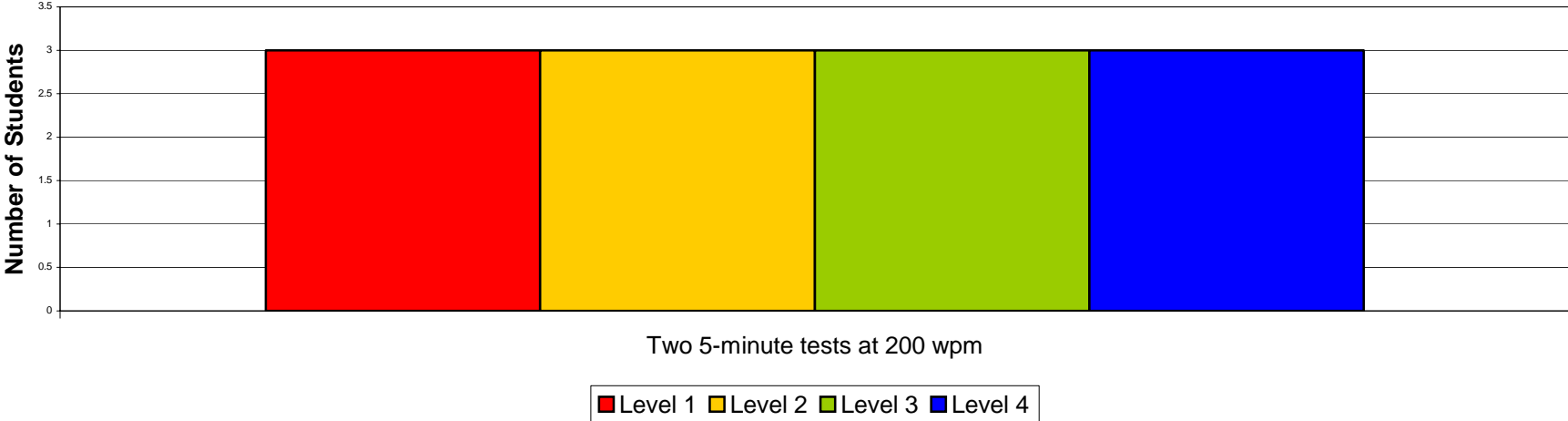
Write literary material at 180 wpm



Two 5-minute tests at 180 wpm

Level 1 Level 2 Level 3 Level 4

Write Jury Charge Material at 200 wpm

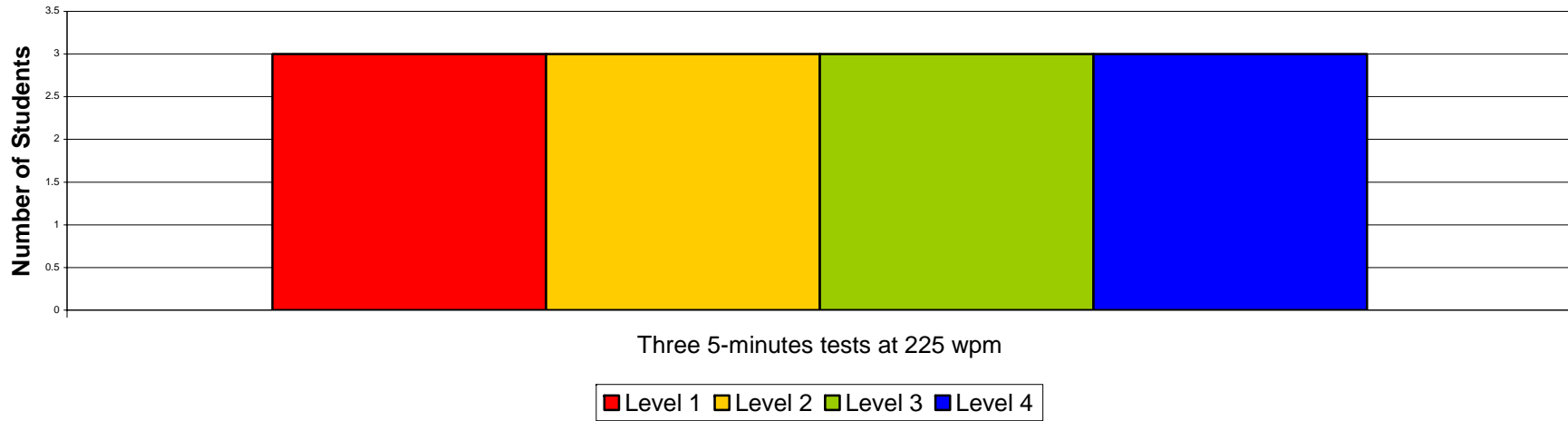


Two 5-minute tests at 200 wpm

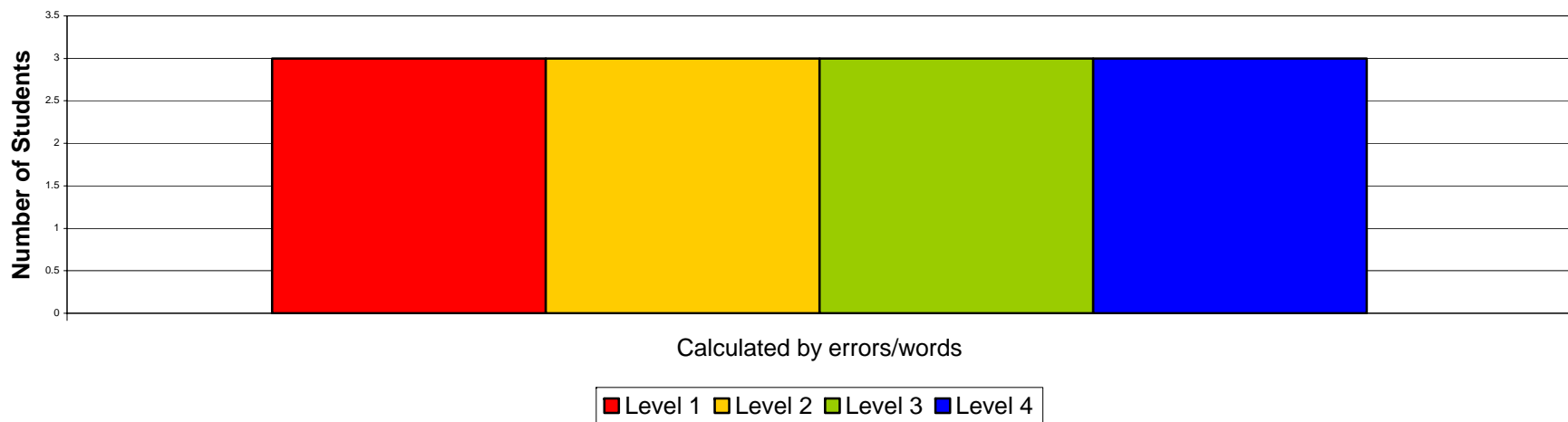
Level 1 Level 2 Level 3 Level 4

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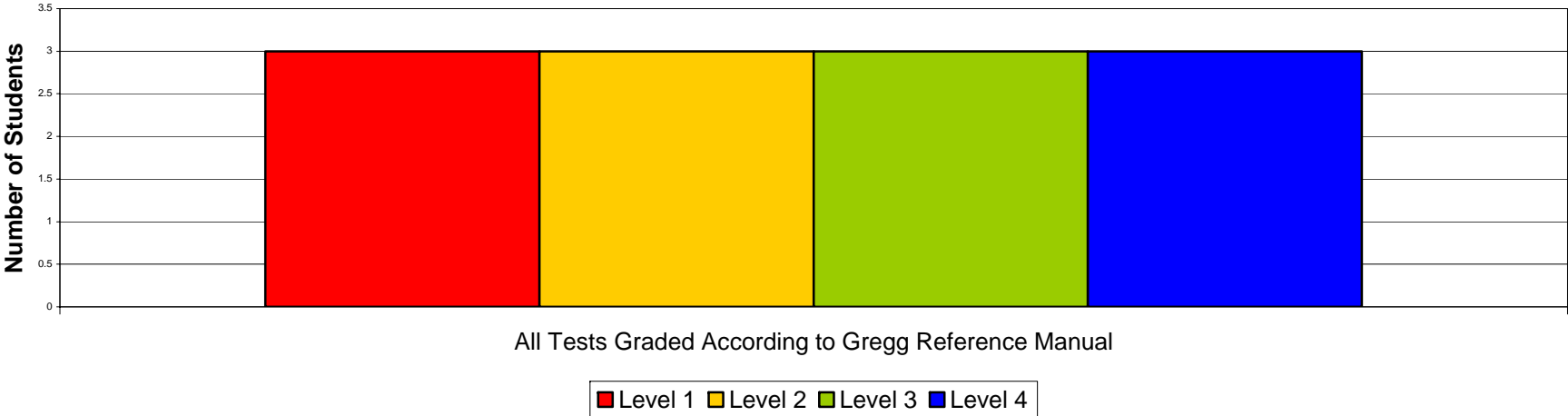
**Write Testimony at 225 wpm**



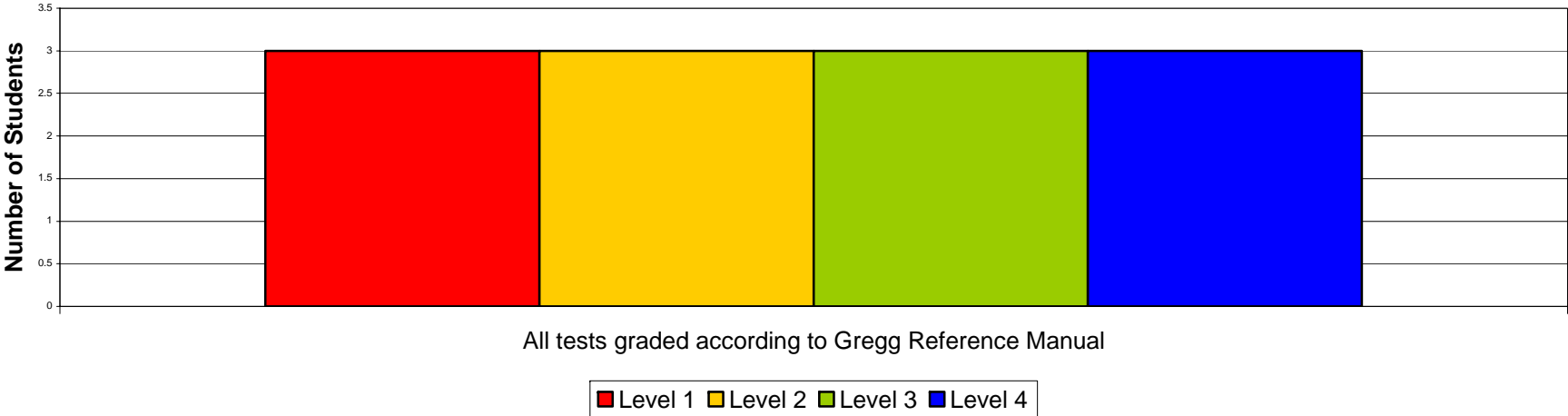
**Transcribe Notes with a Minimum of 95% Accuracy**



**Develop Vocabulary, Word Usage and spelling**

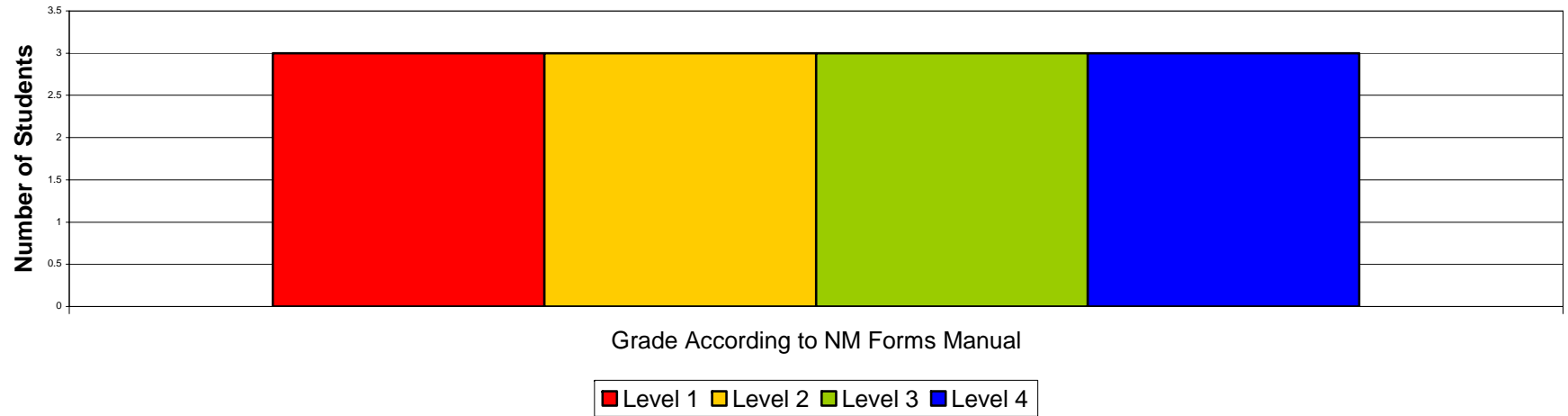


**Use Correct Punctuation, Numbers and Grammar**

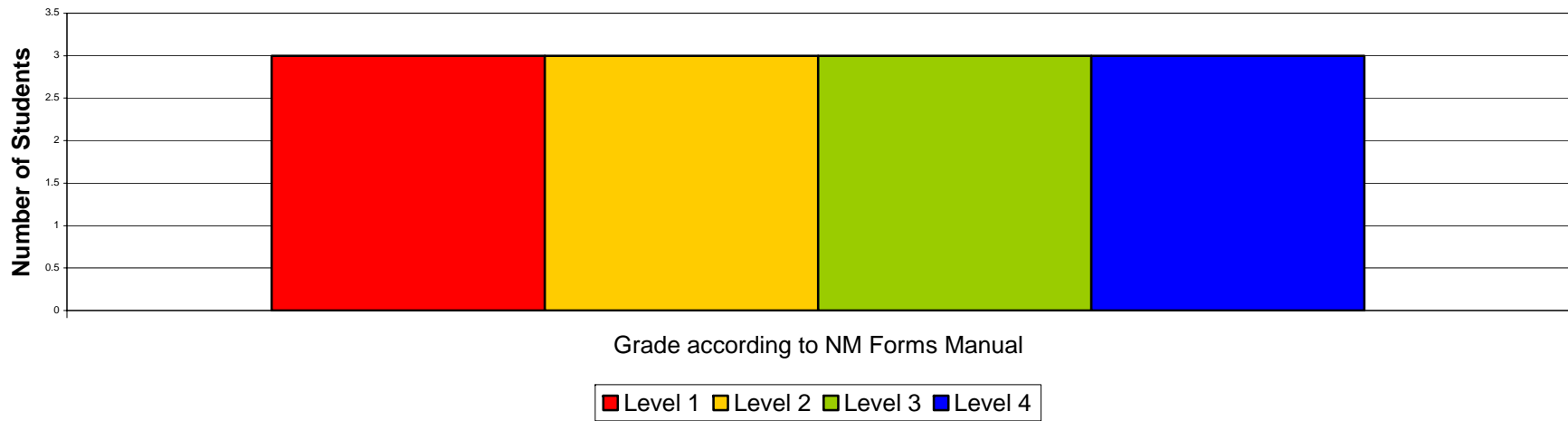


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**Knowledge of Speaker Identification**



**Demonstrate Proper Format from NM Forms Manual**



**Histograms of Core Competency Results:**

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