

Student Academic Achievement Committee (SAAC) Standardized Report Form

INTRODUCTION

Program/Discipline Title: Court Reporting Certificate

Time Period: Fall 2006, Spring 2007, Summer 2007

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 Reporting)

Exit Competencies:

1. Write literary material at a speed of 180 wpm for five minutes on unfamiliar material.
2. Write jury charge material at a speed of 200 wpm for five minutes on unfamiliar material.
3. Write two-voice testimony at a speed of 225 wpm for five minutes on unfamiliar material.
4. Transcribe steno 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 contained in the New Mexico Court Reporter's Forms Manual

Core Competencies:

Critical Thinking
Technology

Results

Introduction and discussion of assessment efforts:

For the period of Fall 2006 – Spring 2007, students in Machine Shorthand IV (CR2213) were evaluated on program competencies.

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

Students in CR2213, Machine Shorthand V, who have passed a two-voice testimony at 200 wpm during the reporting period, are assessed through CR2098, Court Reporting Internship. The internship was not a requirement of the certificate during this reporting period, but is a requirement as of Fall 2007 term. Five of the nine graduates during this period were assessed through the internship.

In addition to the exit competencies, 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 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 two-voice testimony 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 steno notes with at least 95% accuracy.
All tests for evaluation must be passed with a minimum of 95% accuracy.
5. Develop vocabulary writing to include legal and medical terminology, word usage, and spelling.
All tests are evaluated on the above items as well as for speed and accuracy.
6. Use correct punctuation, capitalization, number usage and other grammatical concerns.
All tests are evaluated for the above items as well as for speed and accuracy.
7. Knowledge of speaker identification for court proceedings and hearings.
Students are evaluated in Computer-Aided Transcription class, CR2296, through 4-voice video and live dictation testing.
8. Demonstrate proper format as shown in the New Mexico Court Reporter's Forms Manual.
Students are evaluated on proper court and deposition formats to include title pages, indexing, reporter certificates, and exhibit parentheticals.

Core Competency Results:

Technology: Court reporters use computerized steno machines and specialized software. Students are provided with these tools of the trade in the classroom and receive instruction on a daily basis. Part of the New Mexico State Court Reporting Exam involves setting up, knowing and using your own hardware and software to take dictation and provide a transcript, as well as storing and deleting files.

Critical thinking: Troubleshooting and quick decisions on the part of the student reporter are essential for success in this field. These skills are demonstrated daily in the classroom.

The New Mexico State Court Reporting Exam exhibits these competencies.

Discussion of changes in support of student learning for PAST year based on your assessment results:

It is too soon to evaluate the results of requiring all academics rather than offering them as electives.

Extra speed building classes added to the curriculum have resulted in advanced speed and writing skills. Daily attendance has increased which contributes to the success of the student.

Discussion of proposed changes in support of student learning for COMING year based upon your assessment results:

Speed building dictation will be offered on the CNM website for students to practice on at home or in the BRC. All instructors will record dictation so that the students will have a variety of voices and dictation styles to aid in their speed building efforts. Students have responded well to additional practice methods outside of their regular class time.

Plan for assessment of all Core Competencies:

The court reporting internship still remains the most efficient tool for evaluation of all core and exit competencies.

DATA

What tools did you use to measure the Exit Competencies?

Daily testing and feedback. Court Reporting Internship (CR2098) results, reports from employers of provisional license students.

Please attach Exit Competency Rubrics if modified.

Additional Assessment Results: