



SCHOOL CURRICULUM REVIEW TASK FORCE MEETING MINUTES SEPTEMBER 26, 2009

1. CALL TO ORDER

Ms. Toni O'Neill, Chair, called the meeting to order at 10:11 a.m. at the Court Reporters Board, Third Floor Conference Room, 2535 Capitol Oaks Drive, Sacramento, California.

2. WELCOME FROM CHAIR AND INTRODUCTIONS

ROLL CALL

Task Force Members Present: Toni O'Neill, Chair
Gerie Bunch
Bonnie Comstock
Jean Gonzalez
Carol Nygard
Kay Reindl
Karen Sole
Lauren Somma

Staff Members Present: Yvonne K. Fenner, Executive Officer
Paula Bruning, Committee Administrative Analyst

A quorum was established and the meeting continued.

3. MISSION

Ms. O'Neill read the School Curriculum Review Task Mission Statement into the record (**see Attachment 1**).

4. OVERVIEW

Ms. Fenner expressed her gratitude to the members for their time in participating in this task force. She stated that the recommendations made by this group to the Board, if adopted, would require legislative changes and have a long-term impact.

Ms. Fenner indicated that the task force would begin by reviewing the regulations and identifying items which need further consideration to put on the agenda for future meetings. If

the task force moves through that process quickly, they may begin discussing those items identified for changes.

Ms. O'Neill requested each member to provide an overview of where they see issues or changes needed in the regulations and statutes.

Ms. Reindl stated the regulations are for the most part still applicable. She questioned whether or not the committee wanted to take on the issue of distance learning.

Ms. Comstock indicated that she is in agreement with the letter submitted to the task force by Dan Wilen of Barkley Court Reporters (**see Attachment 2**) and sees weakness in the area of grammar from students coming in from high school. Ms. Fenner clarified that Mr. Wilen's letter indicated that he thought there was too much of an emphasis on grammar. Ms. Comstock further stated that she would like to have more information on the written knowledge test to assist students in that area. In addition, she would like to see education incorporating awareness of the BAM (Backup Audio Media) guidelines and information on where students can make complaints.

It was clarified that for the purposes of this task force, discussion would be limited to the school curriculum regulations. However, members may request information on examination development if it would assist them to better address curriculum concerns.

Ms. Nygard agreed that there is a need for an emphasis on English skills. She also stated that there is a need for training in realtime, webstream, internet research and other technologies. Ms. Bunch and Ms. Somma agreed that internet research should be included in the school curriculum. Ms. Somma indicated she thinks there are too many hours required in medical terminology and would prefer to see more hours in technology. However, she stated that there needs to be a balance so students do not rely too much on the technology part of the process and compromise their writing and note reading abilities. Ms. Somma also commented that technology has put the integrity of the qualifiers at risk.

Ms. Sheri Turner Gray stated that new reporters appear to lack writing stamina. She mentioned the Total Immersion program that is being conducted by NCRA on a trial basis. She stated that the program's students were prequalified for entry, whereas the schools offering the standard curriculum do not prequalify applicants. Ms. Reindl stated that students must pass an entrance exam placing them at college level before entering their reporting program. Most students who come in at the remedial level do not complete the reporting program.

Ms. Sole inquired about guidelines for prospective students with criminal backgrounds. Ms. Fenner stated that applicant backgrounds are dealt with on a case-by-case basis; however, denials are common when there is a conviction based on dishonesty or theft. With that said, denials can be appealed before the Board wherein an applicant for licensure has an opportunity to provide evidence of rehabilitation.

Ms. Sole agreed that it is important to train students to read from their notes, but that she also sees an importance in having students transcribe using realtime at some point so they will be trained and prepared for a different set of errors.

Ms. Gonzalez agreed that there is an excessive number of hours required in medical terminology. In addition, ACICS now requires that an instructor possess a master's degree to instruct an anatomy class.

Ms. O'Neill stated that she sees a separation of preparing for the exam versus working in the real world. Ms. Somma commented that the apprenticeship training portion of the curriculum could address the gap. Ms. Nygard agreed that the requirements in apprenticeship may need to be increased. She also indicated that it is beneficial for students to have a mentor instead of skipping from firm to firm during their apprenticeship.

Ms. O'Neill then directed the members to review the regulations.

5. REVIEW OF REGULATIONS

Ms. O'Neill requested that the group review the regulations from a practical standpoint, taking one section at a time to retain focus. After the regulations are reviewed and changes are suggested, the group could then take into consideration the points brought out during the preceding overview. The review began with Section 2411, as follows:

(a) Machine Shorthand and Transcription (2300)

(1)

- Look at the possibility of adding "CAT" to the language
- Delete "*shorthand or*" from the third line, leaving *machine shorthand writing*

(2)

- There is a need to integrate distance learning
- Discussion tabled – possible recommendation to Board that a new task force be appointed for the discussion of distance learning

(3)

- Delete "*each week*" from the second line
- Delete "*at the student's current speed*" from the third line

(4)

- No changes to this section

(5)

- Delete "*to his or her instructor*" from the second line

(6)

- Delete "a" from the first line
- Delete "*tape, or other assigned*" from the second line
- Delete the comma after "material" from the second line
- Delete "*as a homework assignment and provide the notes from this tape to their instructor the following day for review*" from the third and fourth lines

(7)

- No changes to this section

A discussion took place regarding the number of hours required for each subject. Some members commented that changing the number of hours required may cause a problem with their accreditation approval. The group continued review of the regulations for content.

(b) English (215)

- Delete "*, and reading comprehension*" from the third and fourth lines
- Add "*and*" between "capitalization," and "vocabulary" on the third line

(c) Medical (125)

- Delete "*the*" from the third line
- Delete "*used in examination, diagnosis, laboratory investigations, patient case histories, operation reports, medical records, and autopsy reports*" from the third and fourth lines

- (d) Legal (175)
 - No changes to this section
 - (1) Legal Terminology
 - No changes to this section
 - (2) Court and Deposition Procedures
 - (A)
 - Change "role" to "responsibility" on the first line
 - (B)
 - Change "role" to "responsibility" on the first line
 - (C)
 - Add "exhibits" after "jobs," on the second line
 - Pluralize "transcript" on the second line
 - Delete "requests" from the second line
 - (3) Ethics of the Court Reporting Profession
 - Delete "punctuality, confidentiality, and timely production of transcripts" from the first and second lines
 - Add "those outlined in the Professional Standards of Practice" after "but not limited to," on the first line
 - (4)
 - No changes to this section
- (e) Keyboarding 45 words per minute net
 - No changes to this section

The discussion will begin at Section 2411 (f) at the next meeting of the School Curriculum Review Task Force.

6. PUBLIC COMMENT

Ms. Turner Gray's comments were received during the course of the meeting.

7. FUTURE MEETINGS

The next meeting of the task force will be January 30, 2010.

8. ADJOURNMENT

The meeting was adjourned at 1:55 p.m.

<u>Toni O'Neill</u>	<u>1-30-10</u>	<u>Yvonne K. Fenner</u>	<u>1/30/10</u>
TONI O'NEILL, Chair	DATE	YVONNE K. FENNER, Executive Officer	DATE