

Memorandum of Understanding
February 22, 2004

Court Reporting Department

This MOU, signed by the court reporting department chair, dean of instruction, and the president, is based on the 2003 Court Reporting Program Review Report written by Dr. Richard Chabot. Dr. Chabot Chaired the program review committee, which completed the majority of its work by December 2003. This MOU is organized by the process areas of the college's C-DATA model for improving educational effectiveness.

Community

The Court Reporting Department will establish an active advisory committee according to the college's Advisory Committee Policy.

- ❑ The first meeting of the committee will be conducted no later than June 2004 in time to incorporate input to meet Development issues presented below.
- ❑ The Department is budgeted \$500 per year to facilitate its advisory committee.

Development

The Court Reporting Department will design a curriculum that clearly supports specific career options in addition to certified shorthand reporting. Additionally, the Department will establish realtime competencies and requirements to achieve them for each degree/certificate offered.

- ❑ The curriculum design and competencies will be ready for inclusion in the 2004-2005 General Catalog.
- ❑ The college foresees no budget increase to accomplish this but will review the necessity at the time the design and competencies are presented to the Academic Council for review.

Advising

The Court Reporting Department will conduct annual student meetings to update students in curriculum and career developments and to provide students an opportunity for input in program development and maintenance.

- ❑ The first annual meeting will be held no later than June 2004 in time to incorporate input to meet Development issues presented above.
- ❑ The college will pay for food and drinks for these meetings.

The Court Reporting Department will ensure faculty use the college's advising module for developing student and course schedules.

- ❑ The Department will make full use of the module by September 2004. This is the same date set for all departments at the college.
- ❑ No departmental costs are associated with this requirement.

Teaching

The Court Reporting Department will work with the dean of instruction to establish minimum academic and experience qualifications for all current and future full-time and adjunct instructors, as well as for readers.

- ❑ The qualification will be set by April 2004. All future instructors and readers will meet the qualifications by July 2004. All current instructors and readers will meet the qualifications by July 2005.
- ❑ There are no budget costs to establish the qualifications. Costs associated with current full-time instructors can be pursued through the college's Continuing Education Policy.

The Court Reporting Department will reach an agreement with the dean of instruction to establish the necessary number and kind of hardware components and software to be available for (1) classroom teaching and (2) court reporting lab purposes.

- ❑ The agreement will be reached by August 2004.
- ❑ The department will include purchase costs in annual budget requests so that all agreement purchases are made by August 2006. The department may wish to revise its current budget requests.

Assessment

The Court Reporting Department will survey for two years each student who withdraws from the program (whether or not the student stays with the college as a different major) to determine what the college can do to improve program retention.

- ❑ Survey will begin with students who withdrew during or after the fall 2003 term and will continue quarterly to end with those who withdraw before the fall 2005 term.
- ❑ There should be no budget impact for the surveying.

The Court Reporting Department will complete the employer survey begun as part of the program review and will submit a report of the findings as an addendum to the 2003 Court Reporting Program Review Report.

- ❑ The addendum report will be submitted by June 2004 in time to consider input in curricular improvement initiatives presented in the Development section above.
- ❑ There should be no budget impact for completing the employer survey.

Signed February 24, 2004

Dr. Robert Humphreys
President

Jess Bonds
Dean of Instruction

Bruce Bodine
Chair of Court Reporting