

# Memorandum of Understanding

February 4, 2010

RevisedDraft

## ***Court Reporting Department***

This MOU, signed by the court reporting department chair, dean of instruction, and the president, is based on the 2009 Court Reporting Program Review Report written by Linda Mottison. Ms. Mottison chaired the program review committee, which completed the majority of its work by December 2009. 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 maintain active community relations activities and an advisory committee according to the College's Advisory Committee Policy.

- 1.1: The Court Reporting Department will solicit data, through surveys and interviews, from the local community, including current students, alumni, employers and other "users" of reporters, regarding the relevance of court reporting curriculum and instructional content.
- 1.2: The Department should consider conducting a feasibility analysis on NCRA accreditation.

### **Development**

The Court Reporting Department will align its curriculum based on data derived from community input and assessment results according to College standards, including

- 2.1: Articulation of linkages between Academic Learning Outcomes, Program Learning Outcomes, and Course Learning Outcomes will be completed by the end of the winter 2010 quarter.
- 2.2: Syllabi will conform materially with the College's updated Course Syllabus Content Policy by the end of the summer 2010 quarter.
- 2.3: The Department will continue to explore strategies to promote the attainment of the upper speed levels.
- 2.4: The Department will continue to expand realtime curriculum to enhance the program.

### **Advising**

The Court Reporting Department will maintain high-quality advising of its students to conform to College standards and CRBC advising requirements.

- 3.1: The Department will change its advising policy for those students who have remained at a designated speed level for five consecutive quarters to require a meeting between the student and the department chair.

- 3.2: The Department will provide a forum where students are annually updated on curriculum and career developments and where the students have an opportunity to provide input on program development and maintenance.
- 3.3: The Department will initiate a mentoring program to match advanced students with beginning students.
- 3.4: The department will expand its efforts to recruit students into its online Bachelor's program. The College will support the additional expense associated with marketing and advertising the program.

### **Teaching**

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

- 4.1: The Department will collect and forward to the Fiscal Office updated resumes/cv's of all departmental instructors and readers, to be completed by December 2010.
- 4.2: Departmental syllabi will be updated to conform materially with the College's updated Course Syllabus Content Policy by the end of the summer 2010 quarter.

### **Assessment**

The Court Reporting Department will continue to assess its curriculum, students, and effectiveness in accordance with the College's C-DATA model of quality assurance with additional emphasis on retention and graduation rates.

- 5.1: The Department will develop an exit interview system for graduates and for students who withdraw from the program, in accordance with the College's advising and retention efforts.
- 5.2: Develop rubrics for use in assessing Program Learning Outcomes by December 2010, and expectations of student learning for objective and subjective assessments.
- 5.3: The Department will submit to the Dean of Instruction, on an annual basis no later than January 31, a report updating the progress on periodic learning outcome assessments, as completed according to the most recent departmental assessment plan, and the items listed in this MOU.

**Budget:**

In support of the Department's achievement of the preceding program review results and recommendations for improvement, the estimated budgetary considerations necessary to effect the changes are as follows. The department chair, dean of instruction, and President agree to these changes:

**Community:**

- 1.1: The Department is budgeted \$500 per year to facilitate its advisory committee. The Department is budgeted \$250 per year to update its course materials as necessary.
- 1.2: No departmental costs are expected with this requirement.

**Development:**

- 2.1: No departmental costs are expected with this requirement.
- 2.2: No departmental costs are expected with this requirement.
- 2.3: No departmental costs are expected with this requirement, however, tuition and fees may be analyzed as part of the feasibility study.
- 2.4 The department is budgeted up to \$7,500 annually to purchase, upgrade, and repair realtime equipment as required.

**Advising:**

- 3.1: No departmental costs are expected with this requirement.
- 3.2: The Department is budgeted \$500 per year to pay for speaker honoraria, food, drink, and facilities costs to hold student meetings.
- 3.3: The Department is budgeted \$500 per year to support student mentoring programs.
- 3.4: The Department is budgeted, through the College's advertising budget, \$5,000 per year in marketing and advertising support for the online Bachelor's degree program

**Teaching:**

- 4.1: No departmental costs are expected with this requirement.
- 4.2: No departmental costs are expected with this requirement.

**Assessment:**

- 5.1: No departmental costs are expected with this requirement.
- 5.2: No departmental costs are expected with this requirement.
- 5.3: No departmental costs are expected with this requirement.

Signed \_\_\_\_\_

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Dr. Robert Humphreys  
President

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Bob Humphreys  
Dean of Instruction

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Kay Reindl  
Chair of Court Reporting