

CCRI CURRICULUM REVIEW COMMITTEE MEETING

November 18, 2022 2:00-4:00 PM

President's Conference Room

MINUTES

1. CALL TO ORDER

Chairperson Stargard called the meeting to order at 14:04 PM.

2. ROLL CALL

3. APPROVAL OF MINUTES

Motion to Approve: Tara Abbascia, 2nd Cynthia Johnson

The committee voted 9 to 0, with 1 abstention to **APPROVE** the minutes from the October 2022 Curriculum Review Committee Meeting.

4. ACTION/VOTING ITEMS

ACTION/VOTING ITEMS

Motion to Approve: Sandra Sneesby, 2nd Basile Panoutsopoulos

The committee voted 9 to 1, with 0 abstentions to **APPROVE** the following Court Reporting course and program proposals as a packet.

New Course Proposal: Steno Machine Shorthand Theory

CRPT 1000, 3 credits

Originators: Joyce Perry

RATIONALE:

Steno Machine Shorthand Theory is the foundation course of learning how to maintain, run, and operate the stenograph machine. Students will be required to learn the shorthand words and brief forms used on the steno machine so that accurate dictation is captured in the courtroom.

CATALOG DESCRIPTION:

This is an introductory course in steno machine shorthand writing. Students will learn proper positioning at the steno machine and how to properly set up and break down their machines. Students will learn how to depress each key and will memorize the keys on the stenographic machine. They will learn to write letters, combine letters to form new letters and words, and combine several letters to form phrases heard daily (brief forms). This is taught by writing words as they are heard phonetically. They will learn how to write numbers and punctuation on the steno machine. Realtime writing is taught in this class. My Realtime Coach™ is utilized for coursework and homework assignments. Proficient readback and transcribing steno notes into English is required. Individual and group coaching is provided, as needed. Extensive practice hours outside of classroom is essential to being successful at learning the stenographic machine. Students will be tested online via My Realtime Coach™ and are required to achieve 60 words per minute by the end of this class. (Lecture: 3 Credits)

New Course Proposal: Legal Terminology

CRPT 1010, 3 credits

Originators: Joyce Perry

RATIONALE:

Court Reporters need a strong working knowledge and well-developed understanding of the various legal terms they will be transcribing in a courtroom or other legal proceedings. This proposed Legal Terminology course allows them to develop this important knowledge. This course will provide students with an overview of the terminology of legal concepts and procedures relating to such topics as civil litigation, criminal law, constitutional law, administrative law, torts, contracts, agency, intellectual property, tax law, wills/estates/trusts, real property, landlord/tenant, family law, legal ethics, insurance law, commercial law, bankruptcy, legal forms of business, and labor and employment.

CATALOG DESCRIPTION:

This course offers an introduction to legal terminology as it relates to the work of court reporters. Definitions, spelling, and pronunciation of legal terms, basic court procedures, and court rules and guidelines are key components of this course. Students will develop a working knowledge of the language commonly used in the legal profession during courtroom and other legal proceedings. (Lecture: 3 Credits)

New Course Proposal: Text Editing for Court Reporters

CRPT 1100, 3 credits

Originators: Joyce Perry

RATIONALE:

Text editing of legal documents is vitally important to Court Reporters as the content of every legal document must accurately reflect what was said during court proceedings, depositions, and other such legal matters. These documents must be accurately punctuated and grammatically correct.

CATALOG DESCRIPTION:

This course provides a comprehensive study of text editing skills practiced by Court Reporters. Emphasis is placed on grammar, punctuation, capitalization, sentence structure, proofreading, and editing. (Lecture: 3 credits)

New Course Proposal: Court Reporting and Computer Aided Technologies I

CRPT 1110, 3 credits

Originators: Joyce Perry

RATIONALE:

This course focuses on the Case CATalyst™ software program in order to produce transcripts. In today's courtroom, court reporters are required to take verbatim testimony using a stenograph machine. Case CATalyst™ software is used to translate their steno notes into English.

CATALOG DESCRIPTION:

In this course, students will learn the features and how to operate the Case CATalyst™ software. Students will be building and maintaining their personal dictionary. Students will learn to read and name their files and transcribe their notes. Students will be writing from 60-100 wpm on the stenograph machine and be required to pass two separate tests of Question & Answer testimony at 100 wpm. Proficient read back from their notes is required. My Realtime Coach™ is utilized for homework assignments in this class. (Lecture: 3 Credits)

New Course Proposal: Court Reporting and Computer Aided Technologies II

CRPT 1120, 3 credits

Originators: Joyce Perry

RATIONALE:

To be successful in this course, students need to transfer the knowledge from theory learned in the Steno Machine Shorthand Theory and Court Reporting & Computer Aided Technologies I courses into this speed building class and build the speed necessary in order to transcribe verbatim with 95% accuracy.

CATALOG DESCRIPTION:

This course builds on the skills students gained in Court Reporting & Computer Aided Technologies I. Students will learn to backup and restore jobs using the Case CATalyst™ software. Students will practice writing at speeds from 100-120 wpm of Q&A testimony. In addition to two voice-dictation Q&A, multi-voice dictation is introduced. Proficient read back from notes are required. To successfully complete this course, 95 percent accuracy from five minutes of dictation of two tests of Q&A at 120 wpm is required to successfully complete this course. My Realtime Coach™ will be utilized for homework assignments. (Lecture: 3 credits)

New Course Proposal: Court Reporting and Computer Aided Technologies III**CRPT 1130, 3 credits****Originators: Joyce Perry****RATIONALE:**

To be successful in the course, students need to transfer the knowledge from theory learned in the Steno Machine Shorthand Theory, Court Reporting & Computer Aided Technologies I & II courses and build the speed necessary to transcribe verbatim, with 95% accuracy, two separate tests from five minutes of Q&A dictation at 140 wpm.

CATALOG DESCRIPTION:

This course continues to build on what was taught in the Court Reporting & Computer Aided Technologies I and II classes. Number conversions will be introduced within the Case CATalyst™ software. Students will be writing on the stenographic machine at a higher level with dictation speeds ranging from 120-140 wpm. Q&A advanced terminology dictation and doctor's testimony are also introduced. To successfully complete this course, 95 percent accuracy from five minutes of dictation of two tests of Q&A at 140 wpm is required to complete this course. (Lecture: 3 credits)

New Course Proposal: Court Reporting and Computer Aided Technologies IV**CRPT 1140, 3 credits****Originators: Joyce Perry****RATIONALE:**

To be successful in this course, students need to transfer the knowledge from theory learned in Steno Machine Shorthand Theory and the speed acquired in Court Reporting & Computer Aided Technologies I, II, III in order to build the speed necessary to transcribe verbatim with 95% accuracy. Practice and pass one test of Literary at 140 wpm, one test of Jury Charge at 160 wpm, and one test of Q&A at 180 wpm. Students will learn how to modify layouts and manage jobs within Case CATalyst™.

CATALOG DESCRIPTION:

In this course, students continue to focus on increasing their writing speed. Dictation is given at speeds of 140-180 wpm. In addition to Q&A dictation, Jury Charge and Literary dictation are introduced in this course. Students will learn how to modify layouts and manage jobs within the Case CATalyst™ software. To successfully complete this course, 95 percent accuracy from five minutes of dictation of Literary 140 wpm, Jury Charge at 160 wpm, and Q&A at 180 wpm is required to successfully complete this course. (3 credits)

New Course Proposal: Court Reporting Procedures

CRPT 1150, 3 credits

Originators: Joyce Perry

RATIONALE:

To be successful in the course, students need to understand official courtroom procedures including their role as a court reporter, marking and handling exhibits, swearing in witnesses, and how to handle interruptions in the courtroom.

CATALOG DESCRIPTION:

This course will focus on freelance and official courtroom procedures. Instructions include the role of the court reporter in depositions and in the courtroom, marking and handling of exhibits, swearing in witnesses, and handling interruptions. Interaction with judges, attorneys, and courtroom staff will also be covered. Proper dress and professionalism will be emphasized. (Lecture: 3 credits)

New Course Proposal: CART and Captioning for the Advanced Court Reporter

CRPT 1160, 3 credits

Originators: Joyce Perry

RATIONALE:

This course is designed to finalize the speed necessary to pass the national test for court reporters. It will also introduce students to Computer Access Realtime Translation (CART) and captioning technologies as well as practice with a certified court reporter.

CATALOG DESCRIPTION:

In this course, students are given Literary, Jury Charge, and Q&A dictation at speeds of 180-225 wpm. To be successful in this course, 95 percent accuracy from five minutes of dictation of Literary at 180 wpm, Jury Charge at 200 wpm, and Q&A at 225 wpm is required to complete this course. Students will be taught the role of the court reporter in the varied areas where Computer Access Realtime Translation (CART) and captioning are used and will have an opportunity to practice alongside a certified court reporter. (Lecture: 3 credits)

New Program Proposal: Court Reporting Certificate

CRPT, 30 credits

Originators: Joyce Perry

RATIONALE:

Court Reporters are the "quiet" professionals in the courtroom who preserve official records by making word-for-word reports of cases, depositions, meetings, speeches, and other events using court reporting stenography software and equipment. They transcribe and create complete and accurate legal records and play a crucial role in the court system. Due to the high number of court reporters retiring in the next 5-10 years, the need for court reporters will increase dramatically. According to the US. Bureau of Labor Statistics (www.bls.gov), employment of court reporters and simultaneous captioners is projected to grow 3 percent from 2020 to 2030. Demand for court reporters and simultaneous captioners will be influenced by federal regulations requiring an expanded use of captioning for television, the Internet, and other technologies. Television programming will continue to need closed captioning, and networks will likely expand their use of broadcast captioners to comply with federal regulations. Reporters will increasingly be needed for captioning outside of legal proceedings. Hearing-impaired people and the elderly population will increase demand for simultaneous captioners (Communication Access Real-time Translation/CART providers) who can accompany their clients to doctor appointments, town hall meetings, and religious services. The recognition of employment through the need of

endorsement of the Governor's Emergency Fund (GEER) has expedited the training and need for this certification program at CCRI.

CATALOG DESCRIPTION:

Court Reporters are responsible for producing a verbatim record of various legal matters, including courtroom proceedings, depositions, and administrative hearings for judges, lawyers, and litigants. Students will learn to transcribe dictation using Case CATalyst® Software, be proficient in grammar, punctuation, spelling, vocabulary, proofreading, and editing as well as medical and legal terminology. Students will be able to take dictation at speeds of up to 225 words per minute on a stenograph machine with 95 percent accuracy. After attaining a certificate in court reporting, students will be qualified to sit for and pass both their state and national certifications.

Motion to Approve: Cynthia Johnson, 2nd Debra St. Pierre

The committee voted 10 to 0, with 0 abstentions to **APPROVE** the following Computer Studies & Information Processing course and program proposals as a packet.

Revised Program Proposal: Computer Programming

CPRD, 61 credits

Originators: Kevin Crawford

RATIONALE:

Modify the program to add new courses that were created and eliminate courses that are no longer needed. Also, update the learning outcomes.

CATALOG DESCRIPTION:

The Computer Programming concentration prepares students to enter a modern programming environment. The program stresses problem definition and solution design using different programming languages in the development of applications.

Revised Program Proposal: Computer Support Specialist

CMSD, 61 credits

Originators: Kevin Crawford

RATIONALE:

One of the courses that is being deleted and not replaced is COMI-1415. This course is no longer needed as the CompTIA A+ certification has changed and doesn't require this information taught in that course. The other course, CNVT-2300 was towards a Microsoft certification that is no longer available. This course is being replaced with COMI-2035 Introduction to Computer Forensics which will help students in this field. Also, a change to the last sentence of the catalog description was done to be more generalized.

CATALOG DESCRIPTION:

Computers and networks continue to expand in all aspects of our personal activities which also includes business, manufacturing, education, and health care. This program provides balanced coverage of technology fundamentals, computer hardware, computer software, and networking technology. Emphasis is placed on operating principles of hardware and software, networking models, operating systems, and industry standards along with hands-on laboratory activities for developing practical problem-solving skills. Students develop the ability to configure and troubleshoot basic PCs, local area networks (LANs), and basic information technology. Integrated into the program are courses that prepare students to sit for both the CompTIA and Microsoft certifications.

Revised Program Proposal: Network Support Technician Certificate

NSTC, 18 credits

Originators: Kevin Crawford

RATIONALE:

The course, CNVT-2300 was towards a Microsoft certification that is no longer available. This course is being replaced with COMI-2035 Introduction to Computer Forensics which will help students in this field. Also, a change to the last sentence of the catalog description was done to be more generalized. Modify the Learning outcomes.

CATALOG DESCRIPTION:

Computers and networks continue to expand in all aspects of our personal activities to business, manufacturing, education, and health care. This program provides balanced coverage of technology fundamentals, computer hardware, computer software, and networking technology. Emphasis is placed on operating principles of networking, security, operating systems, and industry standards along with hands-on laboratory activities for developing practical problem-solving skills. Students develop the ability to configure and troubleshoot basic PCs and basic information technology. Integrated into the program are courses that prepare students to sit for the CompTIA and Microsoft Certifications.

Revised Program Proposal: Web Technologies

CWTD, 61 credits

Originators: Kevin Crawford

RATIONALE:

The Web Technologies concentration offers the opportunity for students to specialize in the field of web development. Participating in the website development process from concept through installation, students learn the critical thinking, problem-solving, technical, and soft skills necessary to interact with clients and produce web content and programming using current industry technologies. The Computer Studies department sets high academic standards necessary for transfer and career success, including the lifelong learning skills necessary to stay current with emerging web trends and techniques in the field.

CATALOG DESCRIPTION:

This concentration is designed for individuals who wish to acquire the training necessary to prepare them for a position in the field of Web programming or gain a broader knowledge of computer software and/or hardware.

Revised Program Proposal: Web Technologies Certificate

CWTC, 18 credits

Originators: Kevin Crawford

RATIONALE:

The Web Technologies certificate offers the opportunity for students to specialize in the field of web development. Participating in the website development process from concept through installation, students learn the critical thinking, problem-solving, technical, and soft skills necessary to interact with clients and produce web content and programming using current industry technologies. The Computer Studies department sets high academic standards necessary for transfer and career success, including the lifelong learning skills necessary to stay current with emerging web trends and techniques in the field.

CATALOG DESCRIPTION:

The Web Technologies certificate is designed for individuals who wish to pursue a career in a Web-related field and acquire the training and technical skillset that is necessary to prepare them for a career in a Web-related occupation. It is also ideal for those wishing to gain a broader knowledge of computer software and/or hardware. The certificate program emphasizes technical coursework only and does not require students to take general education electives that are required in the associate degree options.

Revised Course Proposal: Desktop Technician

CNVT 2310, 3 credits

Originators: Kevin Crawford

RATIONALE:

Updating Course Description from (spring only) to (fall only)

Changing course name from Desktop Technician-Business to Desktop Technician.

CATALOG DESCRIPTION:

In this course, students learn how to install and support desktop applications running under the Microsoft Windows operating system. Applications include the complete Office Suite, Outlook and Internet Explorer. Students learn how to set up standard and custom configurations for these applications. They also learn how to manage security issues and respond to breaches. Troubleshooting problems associated with these applications, including connectivity issues, also are explored. (Fall Only)

Revised Course Proposal: Object-Oriented Programming

COMI 1240, 3 credits

Originators: Kevin Crawford

RATIONALE:

Update Course Objectives and Course Hours

CATALOG DESCRIPTION:

This course introduces students to the fundamentals of designing and coding object-oriented programs. Basic topics such as objects, classes and class inheritance are discussed. Students write programs using one of the object-oriented languages.

Revised Course Proposal: WINDOWS Operating System

COMI 1450, 3 credits

Originators: Kevin Crawford

RATIONALE:

This is to update course learning outcomes and course hours

CATALOG DESCRIPTION:

This course familiarizes students with the Windows operating system. Basic and advanced features of Windows are demonstrated. Students explore topics in system diagnostics and troubleshooting, networking, configuration, customization, and commonly used software tools as well as learning about new developments in Windows.

Revised Course Proposal: Java Programming

COMI 1510, 3 credits

Originators: Kevin Crawford

RATIONALE:

Update course learning outcomes and time

CATALOG DESCRIPTION:

This course introduces students to topics in programming and software design using the Java programming language. Specific topics reflect current technologies and might include an introduction to object-oriented program design, data analysis, and search and sort algorithms.

Revised Course Proposal: Personal Computer Operating System

COMI 1415, 1 credit

Originators: Kevin Crawford

RATIONALE:

Updating the Course Learning Outcomes

CATALOG DESCRIPTION:

This module familiarizes students with operating system commands for the personal computer. Students are exposed to statements to enhance their computer operation abilities.

Revised Course Proposal: Computer Support: Concepts

COMI 2031, 3 credits

Originators: Kevin Crawford

RATIONALE:

Update course learning outcomes

CATALOG DESCRIPTION:

This course introduces students to basic technical concepts, functions and support systems.

Revised Course Proposal: Beginning Game Programming

COMI 2040, 3 credits

Originators: Kevin Crawford

RATIONALE:

Update course learning outcomes

CATALOG DESCRIPTION:

This course will introduce the student to game development and the beginning principles of game programming.

Revised Course Proposal: Microsoft Windows Server

COMI 1840, 3 credits

Originators: Kevin Crawford

RATIONALE:

To fix the times to the credits of the course

CATALOG DESCRIPTION:

This course presents the terminology and operating principles of Microsoft Windows server software. Students learn how to use, install and maintain Microsoft Windows networking software.

Revised Course Proposal: Advanced Programming in C#

COMI 2225, 3 credits

Originators: Kevin Crawford

RATIONALE:

To fix course hours to match credit hours

CATALOG DESCRIPTION:

This course introduces the student to advanced topics in programming and software design using Microsoft's C# programming language. Topics covered include classes, abstract classes, inheritance, ADO.Net data driven applications using a database, ASP.Net for Web applications, collections, and file streams.

Revised Course Proposal: Computer Networking Software Linux

COMI 1800, 3 credits

Originators: Kevin Crawford

RATIONALE:

To change course description, learning outcomes, and hours

CATALOG DESCRIPTION:

This course presents the administration of a LINUX network. Topics include installing, using, administering, and maintaining a LINUX network. This course prepares students for the CompTIA Linux+ certification.

Revised Course Proposal: Introduction to Microsoft Project

COMI 2015, 1 credit

Originators: Kevin Crawford

RATIONALE:

To change course description, learning outcomes, and hours

CATALOG DESCRIPTION:

This module introduces students to project management software, an essential tool used by most information technology environments. Upon completion of this course, students can create and analyze projects using Microsoft Project Manager.

Revised Course Proposal: Advanced Java Programming

COMI 2510, 3 credits

Originators: Kevin Crawford

RATIONALE:

Update course outcomes, description, and course time to match course credits

CATALOG DESCRIPTION:

This course introduces students to advanced topics in object-oriented programming and software design in Java and UML. Specific topics reflect current technologies and might include graphical user interfaces and the event loop, software testing and security, and recursion, among others.

Revised Course Proposal: Introduction to SQL

COMI 1260, 3 credits

Originators: Kevin Crawford

RATIONALE:

To correct the time to the credit hours and to modify the description.

CATALOG DESCRIPTION:

This course offers a foundation in the fundamentals of Structured Query Language (SQL). Particular attention is devoted to the use of ANSI-Standard SQL to construct and manipulate database objects. Students create database tables, work with Functions and Operators, and generate SQL scripts to extract and manipulate data from the database.

Revised Course Proposal: Computer Support: Network and Virtual Machine

COMI 2033, 3 credits

Originators: Kevin Crawford

RATIONALE:

Updating Course Description and Course Outcomes

CATALOG DESCRIPTION:

This course covers information on basic networks, network components, how to build networks, and how to create different virtual machines. The material presented helps prepare the student for the Network+ examination. (Spring only)

Motion to Adjourn: Mazin Adam, 2nd Tara Abbascia

The committee voted 10 to 0, with 0 abstentions to adjourn the meeting.
