



OAKLAND
COMMUNITY
COLLEGE

Memo

TO: Marty Orlowski
Institutional Planning and Research

FROM: Myrtice Shelton-Beatty *MSB*
BIS Faculty

DATE: October 24, 2000

SUBJECT: **Conference and Court Reporting**

Over the past several years, the Court Reporting program has suffered significant enrollment decreases between the entering group of students and subsequent courses. As a result, an Improvement Plan has been developed by the Administration and is to be completed over the next couple of months.

A component of the Improvement Plan is to identify barriers and obstacles to successful course completion and to collect student ideas on program improvement from students who are currently registered in the program and also those who have dropped out of the program. I am therefore, seeking your aid in gathering the data for this aspect of the Improvement Plan.

I must make recommendations to Administration by December 18 and therefore need this information as soon as possible.

If you have any questions concerning my request, please feel free to contact me at Ext. 2638.

Thank you for your assistance.

MSB



OAKLAND
COMMUNITY
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Conference & Court Reporting Mini Assessment

**Prepared by
The Office of Institutional Research**

December 2000

Mini Assessment Conference & Court Reporter (COU) Program

INTRODUCTION

This report examines a highly focused set of questions pertaining to the long-term need and viability of the Conference & Court Reporting (COU) program. National, state and regional trends in employment, earnings, employee qualifications, job growth, educational opportunities, enrollment and degrees specific to the occupation were investigated. Information presented in this report was collected from well-established and validated external as well as internal sources. Collectively, this information addresses issues pertinent to the College's decision-making process.

MAJOR FINDINGS

- Job opportunities are expected remain stable through 2008. Technology coupled with no foreseeable expansion of the court system in Southeast Michigan are impacting this trend.
- Programs approved by and individuals certified by the National Court Reporting Association have the best chance to succeed.
- The median annual salary was \$25,430 in 1998, and ranged from \$17,060 to over \$39,070. However, large proportions of these workers are self-employed and/or work part-time.
- OCCs program is one of four public post-secondary programs in the state. The number of private programs is unknown.
- Annual statewide enrollment has ranged between 100 and 200 students over the past five years. Meanwhile, the number of graduates has ranged between 8 and 17 students (annually).
- In the last ten years, there have been 2 associate degrees and 3 certificates in Conference & Court Reporting at OCC.
- Enrollment in BIS courses has declined by more than half (63%) since 1990-91.

• QUESTIONS & ISSUES

- What is the annual credit hour production and revenue generated by the program?
- What are the annual costs associated with sustaining the program?
- Is the program currently NCRA approved?
- To what extent does the program utilize the technology typically used in the industry?
- Is the need for qualified individuals to work in this field being met by other organizations?
- What level of enrollment is necessary to sustain the program? Is this level practical and justifiable given labor market trends for this occupation?

SUPPORTING DATA

Employment

National: Court reporters medical transcriptionists, and stenographers held 110,000 jobs in 1998. More than 1 in 4 are self-employed. Of those who worked for a wage or salary, about one-third worked for State and local governments, a reflection of the large number of court reporters working in courts, legislatures, and various agencies. About one-fourth worked for hospitals and physicians' offices. Other stenographers and court reporters worked for colleges and universities, secretarial and court reporting services, temporary help supply services, and law firms. (Source: *Occupational Outlook Handbook, Bureau of Labor Statistics*)

State: There were approximately 2,400 Court Reporters in the state of Michigan in 1999. (Source: *Michigan Occupational Information System*)

Regional: Overall employment is projected to grow more slowly than average (0 to 9 percent decline through 2006), as growth among medical transcriptionists is offset by the decline among stenographers. Certified medical transcriptionists and court reporters should have the best prospects. (Source: *Occupational Outlook Handbook, Bureau of Labor Statistics*)

Training, Qualifications, Advancement

A high school diploma is sufficient for stenographers; employers prefer medical transcriptionists who have completed a vocational school or community college program; and court reporters generally complete a 2- or 4-year post-secondary school program. (Source: *Occupational Outlook Handbook, Bureau of Labor Statistics*)

Court reporters generally complete a 2- or 4-year training program, offered by about 300 post secondary vocational and technical schools and colleges. About 110 programs have been approved by the National Court Reporters Association (NCRA), all of which teach computer-aided transcription and real-time reporting. NCRA-approved programs require students to capture 225 words per minute. Court reporters in the Federal Government generally must capture at least 205 words a minute.

Some States require court reporters to be notary publics, or to be a Certified Court Reporter (CCR); reporters must pass a State certification test administered by a board of examiners to earn this designation. The National Court Reporters Association confers the designation, Registered Professional Reporter (RPR), upon those who pass a two-part examination and participate in continuing education programs. Although voluntary, the RPR designation is recognized as a mark of distinction in this field. (Source: *Occupational Outlook Handbook, Bureau of Labor Statistics*)

Earnings

National: Court reporters, medical transcriptionists, and stenographers had median earnings of about \$25,430 in 1998. The middle 50 percent earned between \$21,000 and \$31,470; the lowest paid 10 percent earned less than \$17,060 and the highest paid 10 percent earned over \$39,000.

Court reporters generally earn higher salaries than stenographers or medical transcriptionists, and many supplement their income by doing additional freelance work. According to a National Court Reporters Association survey of its members, average earnings for court reporters were about \$54,000 annually in 1997. (Source: *Occupational Outlook Handbook, Bureau of Labor Statistics*)

Regional: Salary ranges in Michigan by county are as follows:

Annual Salaries

County	Circuit Court	District Court
Oakland/ Pontiac	\$45,801	\$25,588 - \$40,483
Kent/ Grand Rapids	\$37,929 - \$46,968	\$27,050 - \$34,476
Saginaw	\$37,874	\$22,532 - \$27,272
Kalamazoo	\$33,294 - \$43,282	\$22,864 - \$27,750
Ingham	\$35,131 - \$51,317	\$27,600 - \$27,489
Berrien	\$35,131 - \$51,317	\$24,986 - \$28,806
Jackson	\$22,669 - \$30,659	\$23,614
Muskegon	\$42,407	\$22,799 - \$28,920
Monroe		\$20,924 - \$25,233
Grand Traverse	\$33,562 - \$42,515	\$19,442 - \$28,100
Genesee/ Flint	\$33,214 - \$42,494	\$33,097 - \$38,880
Wayne/ Detroit	\$39,889 - \$48,827	\$38,863 - \$46,546

(Source: Michigan Occupational Information System)

Job Outlook/Forecast

National: Overall employment of court reporters, medical transcriptionists, and stenographers is projected to grow **as fast as average** for all occupations through 2008. Employment growth among medical transcriptionists should be offset by the decline among stenographers, and the number of court reporters should remain fairly stable. Employment of court reporters should be stable. The growing number of conventions, conferences, depositions, seminars, and similar meetings in which proceedings are recorded should create demand for court reporters. Although many of these events are videotaped, a written transcript must still be created for legal purposes or if the proceedings are to be published. Also, the trend to provide instantaneous written captions for the deaf and hearing impaired should strengthen demand for steno-captioners. In addition, demand should grow for court reporters willing to freelance or take depositions for court reporting service bureaus. However, budget constraints should limit the ability of Federal, State, and local courts to expand, even in the face of rising numbers of criminal court cases and civil lawsuits. Competition for entry-level jobs is increasing, as more workers are attracted to the occupation. Opportunities should be best for those who earn National Court Reporters Association certification. (Source: Occupational Outlook Handbook, Bureau of Labor Statistics)

State: The expectation is that the demand for Court Reporters will decline due to increased recognition of video recordings as legal records. Little to no change is expected for Court Reporters, as there is no expectation for growth in the number of judges in Michigan. (Source: Michigan Occupational Information System)

Education/Training Opportunities

Similar Programs

Elsa Cooper Institute of Court Reporting (Southfield, Michigan)

Enrolls approximately 100 students per year and graduates between 35-40 students per year. Students completing the 2-year day program and 4-year evening program receive an Associates Degree.

Academy of Court Reporting (Southfield, Michigan)

Graduates between 70 and 80 students per year in their 2-year day time program and in their 3-year evening program.

Michigan Post-Secondary Institutions with Similar Programs

Institution	Program Title/ Contact Number
Gogebic Community College	
Lansing Community College	
Oakland Community College	
Central Michigan University	
Elsa Cooper Institue of Court Reporting	(248) 352-1600
Academy of Court Reporting	

(Source: Michigan Department of Education, Program Inventory)

Enrollment

Annual State-Wide Enrollment

Academic Year	State-Wide Enrollment	Percent Change	OCC Enrollment	Percent Change
1993-94	199		95	
1994-95	144	-27.6	52	-45.3
1995-96	116	-19.4	40	-23.1
1996-97	107	-7.8	40	0.0
1997-98	132	23.4	47	17.5

(Source: Michigan Department of Education, IPEDS: Year-End Enrollments)

Graduates

Annual Statewide Degrees

Academic Year	State-Wide Graduates	Percent Change	OCC Graduates	Percent Change
1993-94			1	
1994-95	8		1	0.0
1995-96	17	240	0	-100.0
1996-97	11	-35.3	1	100.0
1997-98	16	45.5	0	-100.0

(Source: Michigan Department of Education, IPEDS: Degrees Awarded)

Sources of Additional Information

For information about careers, training, and certification in court reporting, contact:

National Court Reporters Association, 8224 Old Courthouse Rd., Vienna, VA 22182. Homepage: <http://www.verbatimreporters.com>

For information on a career as a medical transcriptionist, visit AAMT's Internet site or send a self-addressed, stamped envelope to:

American Association for Medical Transcription, P.O. Box 576187, Modesto, CA 95357. Homepage: <http://www.aamt.org/aamt>.

(Source: Occupational Outlook Handbook, Bureau of Labor Statistics)

Professional Certification

Registered Professional Reporter Certification (RPR) More than half of NCRA's reporter members have received certification as Registered Professional Reporters. To earn RPR status, reporters must pass skills and knowledge tests that are given twice a year at more than 100 sites throughout the U.S. and abroad.

The skills portion of the exam includes dictation at speeds up to 225 words per minute. The American Council on Education has evaluated the RPR exam as being worth 21 credit hours toward a bachelor's degree.

Registered Merit Reporter (RMR)

NCRA also offers a Registered Merit Reporter examination, which is similar to the RPR exam but more challenging, with speeds up to 260 words per minute. The American Council on Education has evaluated the RMR as being worth three additional college credit hours toward a bachelor's degree.

Registered Diplomat Reporter (RDR)

The Registered Diplomat Reporter certification is acquired by passing a written knowledge exam designed to reflect professional learning acquired over several years of experience as a reporter.

Certified Real-time Reporter (CRR)

The Certified Real-time Reporter designation promotes and recognizes competence in the specialized skill of converting the spoken word into the written word within seconds. Reporters use real-time skills to produce captions of live TV shows for the benefit of deaf and hard-of-hearing viewers. Real-time is also a key factor in complying with the access requirements of the Americans with Disabilities Act.

Certified Manager of Reporting Services Institute (CMRS)

The CMRS Institute provides college-level training to reporters who wish to improve their knowledge and practice in management. The Institute consists of two intensive teaching modules plus reading and writing assignments for each, and an independent research assignment.

Certified Reporting Instructor (CRI)

The Certified Reporting Instructor program establishes criteria for excellence in reporter-training skills and

encourages continual learning to maintain and enhance these skills.

Certified Legal Video Specialist (CLVS)

Recognizing the need for high standards in the pretrial use of videotape for depositions, NCRA in 1977 began conducting videotape workshops for reporters and interested non-reporters. By 1984 the program had evolved to include a certification exam as a mark of competence in this skill.

Continuing Education

To retain the RPR, RMR or RDR designations, reporters must participate in NCRA-approved continuing education programs and earn at least 30 continuing education credits every three years. NCRA's continuing education program is accredited by the Accrediting Council for Continuing Education and Training, an organization designated by the U.S. Department of Education as a nationally recognized accrediting agency.

(Source: <http://www.verbatimreporters.com>)

Court Reporting Program (COU)
Notes from 12-20-99

Students can take the required 8 courses and then apply to take the state certification exam. All it takes is a letter from the College (faculty in the program). It appears by looking at the IPEDS Degrees report that these students are being awarded an OCC Certificate. Hence, an under counting of actual graduates from the program.

Carol Brown will call meeting early in the Winter 2000 session to discuss the possible creation of a "comprehensive legal program" at the college e.g. combining Legal Assisting, Legal Secretary, Court Reporting, etc.

IR will investigate programs at Elsa Cooper Institute and at the Academy of Court Reporting. This information will be incorporated into the Mini Assessment.

Mini Assessment Conference & Court Reporter (COU) Program

INTRODUCTION

Note: This section always remains the same.

MAJOR FINDINGS

Note: Executive Summary section. Unique to every study.

SUPPORTING DATA

Employment

National:

(Source: Occupational Outlook Handbook, Bureau of Labor Statistics)

State:

(Source: Michigan Occupational Information System)

Regional:

(Source: Occupational Outlook Handbook, Bureau of Labor Statistics)

Training, Qualifications, Advancement

(Source: Occupational Outlook Handbook, Bureau of Labor Statistics)

Earnings

National:

Annualize where necessary.

(Source: Occupational Outlook Handbook, Bureau of Labor Statistics)

State:

Regional:

Annual Salaries

County	job title	job title
Oakland/ Pontiac		
Kent/ Grand Rapids		
Saginaw		
Kalamazoo		
Ingham		
Berrien		
Jackson		
Muskegon		
Monroe		
Grand Traverse		
Genesee/ Flint		
Wayne/ Detroit		

(Source: Michigan Occupational Information System)

Job Outlook/Forecast

National:

(Source: Occupational Outlook Handbook, Bureau of Labor Statistics)

State:

(Source: Michigan Occupational Information System)

Regional:

Education/Training Opportunities

Similar Programs

**Michigan Post-Secondary Institutions
with Similar Programs**

Institution	Program Title

(Source: ?)

Enrollment

Annual State-Wide Enrollment

Academic Year	State-Wide Enrollment	Percent Change	OCC Enrollment	Percent Change
1993-94				
1994-95				
1995-96				
1996-97				
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(Source: Michigan Department of Education)

Graduates

Annual State-Wide Degrees

Academic Year	State-Wide Graduates	Percent Change	OCC Graduates	Percent Change
1993-94				
1994-95				
1995-96				
1996-97				
1997-98				

(Source: Michigan Department of Education)

OCC SPECIFIC INFORMATION

1. Basic Student Demographics
2. Annual Credit Hour Trends (courses)
3. Graduate Follow-Up Data

Mini Assessment Technical Notes

Employment Forecast

Changing employment between 1996 and 2006

If the statement reads "Employment is projected to..."

Grow much faster than the average (Increase 36 percent or more)

Grow faster than the average (Increase 21 to 35 percent)

Grow about as fast as average (Increase 10 to 20 percent)

Grow more slowly than average, or little or no change increase 0 to 9 percent decline (Decrease 1 percent or more)

Graduate Follow-Up

Survey of all OCC graduates approximately one year after receiving their OCC

Degree/Certificate. Commonly, a 63% response rate is attained among all graduates. Response rates among graduates from a specific program may differ.

CROSSTABS

/TABLES=graddate BY employed related school
/FORMAT= AVALUE TABLES
/CELLS= COUNT .

USE ALL.

COMPUTE filter_\$=(program = 'CIS').
VARIABLE LABEL filter_\$ "program = 'CIS' (FILTER)".
VALUE LABELS filter_\$ 0 'Not Selected' 1 'Selected'.
FORMAT filter_\$ (f1.0).
FILTER BY filter_\$.
EXECUTE .

FREQUENCIES

VARIABLES=graddate.

CROSSTABS

/TABLES=graddate BY employed related school
/FORMAT= AVALUE TABLES
/CELLS= COUNT .