STATE OF CALIFORNIA
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DEPARTMENT OF CONSUMER AFFAIRS

STATE AND CONSUMER SERVICES AGENCY • ARNOLD SCHWARZENEGGER, GOVERNOR

Court Reporters Board of California
2535 Capitol Oaks Drive, Suite 230, Sacramento, CA 95833
TOLL FREE PHONE: 877-3ASKCRB (327-5272) FAX: (916) 263-3664
www.courtreportersboard.ca.gov

SCHOOL CURRICULUM REVIEW TASK FORCE
MEETING MINUTES
JANUARY 30, 2010

CALL TO ORDER

Ms. Toni O'Neill, Chair, called the meeting to order at 10:05 a.m. at the Court Reporters Board, Third Floor Conference Room, 2535 Capitol Oaks Drive, Sacramento, California.

ROLL CALL

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

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

A quorum was established and the meeting continued.

1. MINUTES OF SEPTEMBER 26, 2009 TASK FORCE MEETING

Ms. Gonzalez requested that the last sentence of the last paragraph on the second page of the minutes be removed.

Ms. Reindl moved to approve the minutes as amended. Second by Ms. Nygard. **MOTION CARRIED.**

2. COMPLETE REVIEW OF REGULATIONS

The review began with Section 2411 (f). The task force recommended changes to the regulations, as follows:

(f) Transcript Preparation (55)
(1)
- Add a comma after "but not limited to"
- Delete ",and methods of preparation"

(2)
- Change "work sheets" to one word

- Delete "setting forth pertinent information"

(3)

- Add ", verbatim" between accurate and transcript

(g) Resource Materials (5)

- Replace "the use of" with "accessing"
- Add "including via the internet" after materials
- Add a comma after "including"
- Replace "the Parker Directory of Attorneys" with "directories"
- Replace "world almanacs" with "dictionaries"

(h) Apprenticeship Training (60)

(1)

- Replace "have spent no less than" with "observe a minimum of" in both paragraphs
- Replace "observing" with "of" in both paragraphs
- Add "words per minute" after "120" in second paragraph

(2)

- Delete "reporting" in the first line of the first paragraph
- Add "a" before "proficiency"
- Replace "arrangements" with "the student"
- Delete "be made to allow the student to"
- Delete commas in the second, third and fourth lines
- Delete "accredited by the American Bar Association or the Western Association of Schools and Colleges"

(3)

- Replace "A" with "The"
- Delete ", as part of the course,"
- Add "and submit to the school for approval" after "to transcribe"
- Delete ", in a format that conforms to the requirements of section 2473 of these regulations,"
- Add "stenographic" before "notes" on the third and fourth lines
- Replace ", and to submit these transcripts to the school for approval" with "in compliance with the Minimum Transcript Format Standards"

(4)

- Revise item B. to "Professional practice and Ethics, including the Professional Standards of Practice"
- Delete "business etiquette,"
- Add "and etiquette" after "professional appearance"

(5)

- Add "document that they" after "Schools shall"
- Delete "to offer support, mentoring, or counseling which they can document"
- Replace "quarterly, including" with "four times per calendar year, to offer mentoring, counseling,"

(i) Technology (25)

(1)

- Add "knowledge of basic computer terminology and" after "The student shall demonstrate"
- Replace "ASCII Disks" with "electronic files"
- Revise and move the second paragraph to item 4

(2)

- Replace "knowledge of basic computer terminology" with "an understanding of the"
- Replace "Computer Integrated Reporting (CIR)" with "Web streaming,

Communication Access Realtime Translation (CART), Best Practices for the use of Backup Audio Media (BAM)"

(3)

- Replace "prepare and print a complete final" with "produce a"
- Add "stenographic" before "notes"
- Replace "using a format that conforms to the requirements of section 2473 of these regulations" with in compliance with the Minimum Transcript Format Standards"

(4)

- Delete "After building a personal dictionary of no less than 18,000 words,"
- Add a second paragraph as "The student shall also demonstrate the ability to set up and connect the components to provide interactive realtime. Interactive realtime is defined as the student outputting to a second computer."

(5)

- Replace "ASCII diskette" with "electronic file"
- Add "stenographic" before "notes"

TOTAL MINIMUM PRESCRIBED ACADEMIC HOURS (660)

(j) • *No changes were recommended*

(k) • Hyphenate "On campus" in the third sentence

(1)

- Revise "Reference Materials" to lowercase
- Revise commas to semicolons between each reference item
- Delete "and" after "2025"
- Add ", and California Rules of Court" at the end of the paragraph

(2)

- Revise "Reference Materials" to lowercase
- Add "Current" before "reference materials"
- Delete "published not more than four years ago"
- Delete "and" after "Government code"
- Add ", Welfare and Institutions Code, Health and Safety Code, Probate Code, Family Code, and Labor Code" after "Penal Code"
- Revise "World Atlas," "World Almanac," and "Local Street Atlas" to lowercase
- Replace "medical dictionary" with "standard and specialty dictionaries, drug manufacturer reference, and"
- Replace "Physician's Desk Reference, Parker Directory of Attorneys and English dictionaries" with "directory of attorneys"

(l)

- Add "Business and Professions" before "Code" on the second line
- Add "Business and Professions Code" before "Section" on third line
- Delete the comma after "corporation"

(m) • Add "Business and Professions" before "Code" on second line

(n)

- Replace "and" with a comma after "board's address"
- Add "and Web site" after "telephone number"
- Replace "printed" with "displayed"
- Add "or Web sites" after "catalogs"

Section 2412 Qualifier Exams

- *No changes were recommended*

Section 2414 Definitions

(a) • *No changes were recommended*

(1)
- *No changes were recommended*

(2)
- Delete the "s" on "fours" on the third line

(3)
- *No changes were recommended*

(4)
- Revise "fours years experience" to "four years of experience" on the first line
- Delete the "s" on "fours" on the second line

(b) No changes were recommended

(1)
- *No changes were recommended*

(2)
- Delete the comma after "taught"

(3)
- *No changes were recommended*

(4)
- *No changes were recommended*

(5)
- Delete this item

(c)
- Delete the comma between "school" and "shall"
- Delete "for" after "proficiency"
- Revise "Standard" to lowercase

(d)
- Add hyphen to "full time"
- Remove the comma after "per week"
- Remove the hyphen from "live-dictation"

(e)
- *No changes were recommended*

(f)
- *No changes were recommended*

(g)
- *No changes were recommended*

(h)
- Delete the period after "Non-lecture instruction"
- Revise "Each school that offers" to "is defined as"
- Revise "which" to "that"
- Add a period after "instruction setting"
- Add "The school" before "shall prepare"

3. REVISIT DEFERRED ITEMS

A. CAT

The task force decided to leave "CAT" out of the language to leave open the possibilities of changing technology.

B. DISTANCE LEARNING

The group discussed the restrictions set out in Section 2411 (a)(2) that states, "*All tests used to qualify students to sit for the CSR exam shall be transcribed on campus under supervision.*" Suggestions were taken under consideration for allowing students nationwide to take courses online.

The task force recommended the following additional changes to Section 2411 (a):

(1)

- Add "lecture or non-lecture" after classroom on the first line

(2)

- Delete "All" and capitalize "tests"
- Delete "on campus" in the first and second sentences

C. HOURS REQUIRED

Task force members mentioned that each quarter is equal to 60 hours. Rounding the hours may make it easier for the schools to offer the courses during the regular quarter session.

The task force recommended changes to the hours required in each topic, as follows:

Topic	Current	Recommended
English	215	240
Medical	125	120
Legal	175	150
Transcript Preparation	55	25
Resource Materials	5	5
Apprenticeship Training	60	60
Technology	25	60
Total	**660**	**660**

4. PUBLIC COMMENT

No further comments were received.

5. FUTURE MEETINGS

Staff will send the drafted regulation to the task force for review and comment. The recommended changes will be taken to the Board at the February 19, 2010 meeting. Public comment may be received at that meeting.

No further meetings are scheduled at this time; however, the task force may be called back if there are additional changes requested by the Board.

6. ADJOURNMENT

The meeting was adjourned at 4:15 p.m.

Toni O'Neill — 2-19-10
TONI O'NEILL, Chair — DATE

Yvonne K. Fenner — 2/19/10
YVONNE K. FENNER, Executive Officer — DATE