

Court Reporting Program Analysis: College of Marin Court Reporting Department mini-SWOT Analysis
Strengths and Weaknesses of the Program-Vykki Morgan Consultant 7.20.19 (page 25-28)

Strengths: – Internal (to COM) factors under our direct control. (Positive)

- Court Reporters Board approved program
- Well-established court reporting program with good reputation
- Program serves women in acquiring high-paying, prestigious careers
- 100% of graduates passing the CSR exam find employment
- Agreement with “Realtime Coach” requiring student materials fee to participate in required online extra practice dictation program to assist students in building skill
- Basic Aid community that can support classes of inconsistent size
- Ability to deliver via distance education
- Ability to advertise and promote program
- Dedicated part-time teachers and staff
- Up-to-date technology is incorporated into the program
- Classrooms have a Zoom set-up for conducting classes
- Ability to organize staff to team teach speed classes and get to know all students
- Program is connected to and supported by state associations
- The Department has a very strong Advisory Committee
- Students are being identified and encouraged to complete certificate and degree applications more actively
- Student pathways can be developed in conjunction with updated curriculum and stackable certificates that could include (in conjunction to what is now offered): Proofreading for Court Reporters, Scopist for Court Reporters, and CART Reporter
- The Department is well-situated to incorporate “voice writing” if deemed appropriate.

Weaknesses: – Internal locus of control: (Negative)

- No full-time instructors
- No Department Chair or full-time faculty Coordinator (trained in both court reporting and community college education) to manage the program, including satisfying Court Reporters Board requirements; advertising and promotion; maintenance and supervision of: webpages, curriculum, grant opportunities, department records, alumni connections, scheduling; or utilizing internal recruitment opportunities, such as arranging to meet with feeder school high school counselors and others to expose potential students to the program
- The Department webpages need major updating
- The Department recruitment materials need major updating
- Student pathways need to be developed in conjunction with updated curriculum
- Theory class (new students) only begins once a year
- No recent historical collaboration between COM outreach programs and the Department
- The Department needs to be able to better utilize and leverage all COM support services for their students
- Zoom classrooms need to be updated to avoid down-time and troubleshooting
- Lack of Administrative support

Opportunities: External locus of control: (Positive)

- Current and future shortage of court reporters and others possessing court reporting skills
- High pay in the profession
- The court reporting associations – California Court Reporters Association, California Deposition Reporters Association, National Court Reporters Association – are all actively trying to participate now in the recruitment of students for court reporting programs
- The need for the training of CART reporters and realtime captioners to satisfy realtime translation requirements for the deaf and hearing-impaired
- Ability to participate in grants related to providing realtime translation for the deaf and hearing-impaired and grants for equipment
- Offering career training opportunities at the public college which could otherwise be unavailable to students including those who attended recently closed private schools

Threats: External locus of control: (Negative)

- Length of time completing the program. It is possible to complete in two years, but often takes longer
- Court reporting (and its related careers) is not well-publicized or well-known to high school graduates or others seeking careers
- A majority of students are functioning as part-time students (in either units attempted and/OR in the sense of lifestyle, including the ability to make time to practice skill building outside of class to build skill)
- High attrition rate of students who find out they are not prepared or decide they are not willing to put in the time and effort required to succeed
- Conflict between stenographic court reporters and voice writers
- Low unemployment rates deter college attendance