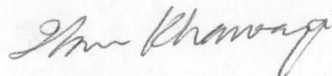


THE MINUTES OF THE ACADEMIC AFFAIRS COMMITTEE MEETING

February 14, 1977

- Members Present: Edgar, Hakojarvi, Khawaja, Juinby, Shuster, Skarote, Vogel
- Guest: Dr. Yemma
- Previous Minutes: The minutes of February 7, 1977, were unanimously approved with minor editorial corrections.
- Dr. Baldino: The committee was informed that Dr. Baldino has indicated that he plans to resign from the committee. Dr. Baldino, who has been a hard-working and effective member of the committee, should be persuaded on a personal level to change his decision.
- RT Curriculum: Dr. Yemma outlined for the committee the reasons for his request to delete HPE 590 requirement from RT Curriculum. He indicated that certain health areas will be covered in the RT Curriculum and many of these health areas are duplicated in HPE 590. He also suggested that the rt curriculum could be improved by addition of an elective in the area of Humanities or Social Sciences. It was his finding that with HPE 590 in the program there is little room to add an elective in these desirable areas. He also indicated that he would accept the committee's finding on this request.
- The Committee was also informed that the position of the HPE Department has not changed even though there has been consultation between Allied Health and HPE on this subject. Both Dr. Yemma and the committee members felt that it is necessary to establish general-university area requirements for various 2-year degrees. Such a policy statement is needed to serve as a guide for potential future programs. It was the feeling of the committee that no specific action can be taken until a further study of the area requirements can be made.
- Next Meeting: The next meeting will be Friday, February 25, 1977, in the Dean's Conference Room, E3B, at 3:30 p.m. The agenda will include the inquiry from charter and by-laws committee. Please review the questions asked by Dr. Cox and formulate possible answers to the questions.

Respectfully submitted,



Ikram Khawaja
Chairman, Academic Affairs Committee

IK/mh

INTER-OFFICE CORRESPONDENCE

TO Virginia Phillips, Secretary of the Senate

DATE February 14, 1977

FROM Ikram Khawaja, Chairman, Academic Affairs Committee

SUBJECT

A.A.B. Degree in Court/Conference Reporting Program

The Academic Affairs Committee recommends Senate approval of the proposed A.A.B. Degree in Court Conference Reporting.

COURT/CONFERENCE REPORTING PROGRAM

I. DESIGNATION OF DEGREE AND PURPOSE

The Business Education and Technology Department of Youngstown State University proposes to offer a two-year program of Court/Conference Reporting leading to an Associate in Applied Business degree to go into effect the fall quarter of the 1977-1978 academic year.

The purposes of this new degree program are:

1. To prepare individuals to obtain jobs as court, conference, real estate, and insurance reporters.
2. To provide a formal education program to meet the demand of interested people for a court reporting program.
3. To provide a formal two-year degree program for those currently employed as court reporters who wish to upgrade their professional qualifications.

II. DESCRIPTION OF PROPOSED CURRICULUM

Admission Requirements

Applicants for admission to the two-year program of Court/Conference Reporting must have graduated from high school. Those applicants who have not graduated from high school will be considered for admission if they have passed the General Education Development test at the high school level. Out-of-state applicants will be considered for acceptance if they rank in the upper two-thirds of their high school class. The recommended minimum of secondary school units for admission to this

program is English--3 units; History, Civics/of P.O.D.--1 unit; Mathematics--2 units; Science--1 unit (Biology or Chemistry); others--10 units.

Academic Standards

Students will be required to exceed the University Academic Standards. A cumulative overall point average of 2.50 and a cumulative point average of 3.00 in major on a 4.00 system will be required for satisfactory completion of this program and the award of the Associate in Applied Business degree. Students must also be able to transcribe with 97 percent accuracy a five-minute test dictated at 225 w.p.m. and complete three ten-minute timed writings with three errors or less at a minimum speed of 60 w.p.m. The curriculum proposed will meet NCRA accrediting standards. Youngstown State University is fully accredited by the North Central Association of Colleges and Schools.

Program of Study

The curriculum of this program which follows consists of a sequence of courses totaling 102 quarter hours including health education, divided so that approximately fifty (50) percent of the work is in the area of specialization, twenty-five (25) percent in basic supportive subjects, and twenty-five (25) percent in general education course work (see page 3). Existing courses have been utilized when possible for the preparation of this new degree program offering. Only one new course, Court Reporting Practicum (~~see Appendix A, page 10~~) will be added to the current course offering of the department.

BUSINESS EDUCATION AND TECHNOLOGY

COURT/CONFERENCE REPORTING

A.A.B. DEGREE

COMMUNICATIONS

550 Basic Composition I	4	_____
551 Basic Composition II	4	_____

POLITICAL SCIENCE

601 American National Government	4	_____
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FINANCE

600 Personal Finance	3	_____
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HEALTH AND PHYSICAL EDUCATION

590 Health Education	3	_____
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SOCIAL STUDIES

*Electives	6	_____
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SCIENCE/MATH

	5	_____
TOTAL:	29	Hours

MAJOR REQUIREMENTS:

BE & T 510 Office Procedures	4	_____
BE & T 521 Typewriting II	2	_____
BE & T 522 Typewriting III	2	_____
BE & T 532 Machine Shorthand I	4	_____
BE & T 570 Legal Terminology	3	_____
BE & T 620 Typewriting IV	2	_____
BE & T 621 Typewriting V	2	_____
BE & T 622 Typewriting VI	2	_____
BE & T 632 Machine Shorthand II	4	_____
BE & T 633 Machine Shorthand III	4	_____
BE & T 704 Business Communications	4	_____
**BE & T 706 Business Law	4	_____
BE & T 732 Machine Shorthand IV	4	_____
BE & T 733 Machine Shorthand V	4	_____
BE & T 734 Machine Shorthand VI	4	_____
Court Reporting Practicum	6	_____

TOTAL: 55 Hours

CRIMINAL JUSTICE

602 American Criminal Courts	4	_____
605 Criminal Justice	4	_____
619 Criminal Law		
(OR)		
630 Criminology	4	_____

MEDICAL ASSISTING

501 Medical Terminology	4	_____
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ELECTIVE

Real Estate Insurance	(OR)	3	_____
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Total: 19 Hours

TOTAL HOURS FOR DEGREE: 103

ENTRANCE REQUIREMENTS: Transfer students - point average must be at least 2.50.
New freshmen - English ACT score must be at least 20.

GRADUATION REQUIREMENTS: Student must have a 3.00 in major and 2.50 overall point average to meet graduation requirements.
Student must be able to complete three ten-minute typing exams with three errors or less (minimum speed 60).
Student must transcribe a five-minute dictation at 225 wpm with 97% accuracy.

*Suggested electives in Social Studies: Soc. Sci. 503; Polit. Sci. 600; Polit. Sci. 640; Psych 501; or Sociology 500.

**Management 715 Business Law I and Management 716 Business Law II may be substituted.

SUMMARY AND CLASSIFICATION OF COURSES IN

COURT/CONFERENCE REPORTING

			Clock Hours		Credit Hours		
			Class	Lab	Basic	Non-Tech	Tech
<u>FIRST QUARTER</u>							
BE & T	532	Machine Shorthand I	4	4			4
CRIMJ	605	Criminal Justice	4	0		4	
ENGL	550	Basic Composition I	4	0	4		
MA	501	Medical Terminology	4	0		4	
			<u>16</u>	<u>4</u>	<u>4</u>	<u>8</u>	<u>4</u>
<u>SECOND QUARTER</u>							
BE & T	510	Office Procedures	4	0			4
BE & T	521	Typewriting II	2	2			2
BE & T	570	Legal Terminology	3	0		3	
BE & T	632	Machine Shorthand II	4	4			4
ENGL	551	Basic Composition II	4	0	4		
			<u>17</u>	<u>6</u>	<u>4</u>	<u>3</u>	<u>10</u>
<u>THIRD QUARTER</u>							
BE & T	522	Typewriting III	2	2			2
BE & T	633	Machine Shorthand III	4	4			4
BE & T	704	Business Communications	4	0			4
CRIMJ	630	Criminology (cross list Sociology 630)					
(or)							
CRIMJ	619	Criminal Law	4	0		4	
		Real Estate Elective					
(or)		Insurance Elective	3	0		3	
			<u>17</u>	<u>6</u>	<u>0</u>	<u>7</u>	<u>10</u>
<u>FOURTH QUARTER</u>							
BE & T	620	Typewriting IV	2	2			2
BE & T	732	Machine Shorthand IV	4	4			4
FINANCE	600	Personal Finance	3	0		3	
H & PE	590	Health Education	3	0	3		
POLITSCI	601	American National Government	4	0	4		
SOC ST		Elective	3	0	3		
			<u>19</u>	<u>6</u>	<u>10</u>	<u>3</u>	<u>6</u>
<u>FIFTH QUARTER</u>							
BE & T	621	Typewriting V	2	0			2
BE & T	706	Business Law	4	0			4
BE & T	733	Machine Shorthand V	4	4			4
CRIMJ	602	American Criminal Court	4	0		4	
SOC ST		Elective	3	0	3		
			<u>17</u>	<u>4</u>	<u>3</u>	<u>4</u>	<u>10</u>
<u>SIXTH QUARTER</u>							
BE & T	622	Typewriting VI	2	0			2
BE & T	734	Machine Shorthand VI	4	4			4
		Court Reporting Practicum	6	15			6
		Science/Math	5	0	5		
			<u>17</u>	<u>19</u>	<u>5</u>	<u>0</u>	<u>12</u>
GRAND TOTAL			103	45	26	25	52

III. ADMINISTRATION

This two-year degree program of Court/Conference Reporting for which authorization is being requested will be administered by the BE & T Department of the College of Applied Science and Technology. In its preparation, consultations were held with the Ad Hoc Committee for Court/Conference Reporting whose members represent professional groups interested in Court/Conference Reporting. ~~Members of this committee are listed as Appendix B, page 11.~~

IV. NEED FOR THE PROGRAM

Youngstown State University is located in the heavily industrialized Youngstown-Warren Metropolitan area with a population in excess of 500,000. This area has one Federal Court, five County Courts, three Municipal Courts and over 500 practicing attorneys. The current emphasis on rendering prompt transcripts and verbatim depositions has created a demand for persons with court reporting skills. Individuals so trained are also in demand for conference reporting and to take verbatim testimony in insurance and real estate transactions. The need for court reporting services can be expected to increase and will create additional jobs.

On February 20, 1975, an appointed Ad Hoc Committee met to discuss Court/Conference Reporting in the Youngstown area. ~~The notes from this meeting are attached as Appendix 6, page 12.~~ The need for court reporters was the primary topic. As the notes indicate, it was stated that there is a current demand for new people in the court reporting profession in the Youngstown area.

The Business Education and Technology Department also conducted a survey of local attorneys (~~see Appendix 5, page 14~~). This survey has indicated a demand for court reporters. Even if these figures

are optimistic, there is a shortage of people with this specialty; and a program to train court reporters is considered to be an important addition to Youngstown State's educational effort.

V. PROSPECTIVE ENROLLMENT

The Business Education and Technology Department survey of guidance counselors in local schools (~~Appendix E, page 19~~) indicates an interest on the part of students in the programs of court and conference reporting. The high schools responding stated that one to six students from each graduating class express an interest in enrolling in a program of this type. Those students who are making the longer-range projection may have a change of plans. However, the number of high school students expressing an interest in this program for the Fall of 1977 should be a reliable estimate of student demand and they show substantial interest in this program. In addition to the interest indicated by the high school students, there is considerable interest from people already trained for other positions and post high school graduates who wish to achieve skill qualifications for a position in the Court/Conference Reporters profession. The BE & T Department has kept an informal record of calls. During the 75-76 year, total calls recorded were 47. The Machine Shorthand I class enrollment for Fall 76 totaled 43. These students are interested in developing Court Reporting skills. Based on this data, projected annual enrollment is 30-50 students.

Total head count enrollment for Fall, 76 for the BE & T Department is 1,276 and for Youngstown State University, 15,898. BE & T Fall, 76 FTE enrollment is 894 and YSU Fall, 76 FTE is 12,000.

Other Associate Degree Programs offered by the BE & T Department are: Accounting Technology, Advertising Technology, Business Management

Technology, General Administration Technology, Graphics Technology, Marketing Technology, Public Administration Technology, Real Estate Technology, Secretarial Studies, and Transportation Management Technology. Additional Associate Degree Programs offered in the College of Applied Science and Technology include: Police Science, Civil Engineering Technology, Computer Technology, Drafting and Design Technology, Electrical Engineering Technology, Mechanical Engineering Technology, Child Care Technology, Dietary Technology and Nursing. Preliminary approval has been granted to develop Medical Laboratory Technology, Respiratory Therapy Technology, X-Ray Technology, and Labor Studies.

VI. FACULTY, FACILITIES, AND STUDENT SERVICES

The full-service faculty of the university and limited-service court reporters will teach the courses in this program. Court Reporters willing and capable to teach have been identified. Faculty members meet standards for two-year degree programs. The currently requested Associate Degree Program utilizes courses already offered as part of other existing degree programs and will build enrollment for existing course offerings. The existing facilities and equipment including 41 stenoprint machines and 80 electric typewriters are adequate to initiate this program.

Courses and labs are available to improve the student's reading speed and comprehension and writing ability. The BE & T Department offers a course for transcription skills development. Tutoring and other services are available through the student development office. The counseling center offers career guidance and aptitude testing services. The Career Planning and Placement Office is effective in placing present graduates in all fields. Financial aid from a

variety of sources is allocated by the Financial Aids Department. Total financial aid for the 76-77 academic year will exceed three million dollars. Additional aid is offered through the student work program that permits a full-time student to work up to 20 hours per week at the minimum wage.

VII. NEEDS FOR ADDITIONAL FACILITIES AND STAFF

The College of Applied Science and Technology building when fully occupied will further improve the physical plant used for this program by providing additional classrooms and laboratory space. The new university library recently opened will enable the university to enlarge its total holdings in all areas. Requests for additional required and supplemental reading material have been processed for acquisition. Qualified court reporters working in the Youngstown area will be utilized on a limited-service basis to teach the advanced machine shorthand courses presently in existence and the practicum course to be added.

VIII. PROJECTED FINANCIAL NEEDS

During the first years of operation, this degree program will be absorbed in the budget of the Business Education and Technology Department. Course offerings needed in this program will continue to be taught by both full-service and limited-service faculty as is presently done. The student tuition, combined with State subsidy at the technical level, will assure adequate funding to operate the program.

IX. USE OF CONSULTANTS AND ADVISORY COMMITTEES

Formal consulting services were not utilized in the development of the program. Initial discussions concerning the needs of this program were held in the Court/Conference Reporting committee that

studied the general needs for Court/Conference Reporters in the Youngstown area. The notes from this meeting are attached as Appendices C and D, pages 12 and 13. The chairman of the Department of Business Education and Technology developed a tentative curriculum for this program and then discussed it with the Advisory Committee. The Advisory Committee reviewed the proposed curriculum, and made several suggested changes which are incorporated in the curriculum being submitted. They believe it is a sound program of instruction for training Court/Conference Reporters and recommends its approval and adoption, as indicated in the notes of the meeting attached as Appendix D, page 13.