



**Paralegal Program  
Advisory Committee Minutes  
Spring 2023 – Tuesday, May 2, 2023 (5:30-6:30 pm)  
Teleconference (via Zoom)**

**Committee Members** (ABA category)

Daniel Thomas (general public member)	X	Delilah Knox Rios (attorney)		Jeffrey Winter (co-program director at PCC)	X
Stephen Graeber (general public member)	X	Jac'queline Baskerville (attorney)		Jennifer Galbraith (school administrator)	X
Tammy Metzger (general public member)		John Harrold (attorney)	X	Edwin Estes (department chair, faculty)	X
Zillah Tobiano (general public member)		Laurie Harrold (attorney)	X	Abby Wood (program director, faculty)	X
Joe Boyer (general public member)		Bea Royster (attorney)	X	Catherine McKee (faculty)	X
Pauline Vesleno (manager of paralegals)		Jonathan Dang (private sector paralegal)		Gregory Lucett (retired attorney; part-time faculty)	X
Santalia Carter (manager of paralegals)	X	Todd Frankel (manager of paralegals)	X	Guest: Ivett Campos (public sector paralegal)	X
Samantha Burns (manager of paralegals)		Ashley Cormier (public sector, supervising paralegal)	X	Guest: Eileen Romero (public sector paralegal)	X

Item	Discussion/ Comments	Action/Outcome
<b>Welcome and Introductions</b>	<p><b>The ABA's Purpose of an Advisory Committee (Guideline G-203)</b></p> <ul style="list-style-type: none"> <li>• Inform the program about changes and trends in the field.</li> <li>• Assist the program in assessing the job market.</li> <li>• Assess the effectiveness of the total program in terms of its curriculum and objectives, the needs of the legal community, and graduate performance.</li> <li>• Assist in securing competent instructors.</li> <li>• Assist the program in exploring and developing career opportunities for paralegals.</li> <li>• Publicize the program and secure community cooperation and interest.</li> <li>• Evaluate the adequacy of library resources.</li> </ul>	Information only.
<b>State of the College</b>	Dean Jennifer Galbraith will present an update on the state of the College.	JG provided an update on the state of the College. The College has a new incoming president, Dr. Martha Garcia. Jennifer provided an update concerning enrollments.
<b>Approval of Fall 2022 Minutes</b>	The committee reviewed the fall 2022 minutes.	Minutes were approved. CM made a motion. TF seconded. Motion carried.
<b>ABA-Related Informational Items</b>	<p><b>Site Visit &amp; Re-approval Update</b></p> <ul style="list-style-type: none"> <li>• Apr. 2023: Approval commission met.</li> <li>• Aug. 2023: ABA's House of Delegates will vote on the program's re-approval.</li> </ul> <p><b>Surveys</b></p> <ul style="list-style-type: none"> <li>• Technology Assessment Surveys (DL classes only)</li> <li>• Exit Surveys</li> <li>• Graduate Surveys</li> </ul>	<p>Abby described the ongoing administration and collection of all required surveys and provided an update concerning the information collected.</p> <p>The committee discussed the revised ABA Guidelines.</p>



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	<ul style="list-style-type: none"> <li>• Employer Surveys (and possible employer focus group)</li> <li>• Legal Community Surveys</li> </ul> <p><b>Revised ABA <a href="#">Guidelines</a></b> (Effective January 1, 2023)</p> <p><b>Library holdings</b></p> <p><b>Events</b></p> <ul style="list-style-type: none"> <li>• LA County Public Defender’s Office Internship Workshop – November, 2022</li> <li>• Ed Estes presented a real estate update CLE in December, 2022</li> <li>• Lee Paige hosted a panel of working paralegals (LAPA Board) – April, 2023</li> <li>• Stanley Mosk Courthouse trial observations, meeting with judges – April, 2023</li> </ul>	<p>Abby reported that she has attended ABA meetings for program coordinators.</p> <p>Abby and Catherine worked with Kolap Samel in the Library to prepare for the site visit and, also, to address questions during the site visit. Abby and Catherine thanked Kolap for her assistance.</p> <p>We hosted an internship presentation by Ashley Cormier of the LA Co. Public Defender’s Office in Nov. 2022 and look forward to planning future events. Multiple students from our program were selected as interns and two obtained employment. We have also distributed information about the Riverside County DA’s Office internship program.</p> <p>Abby discussed the events that have been held this academic year.</p>
<p><b>Advisory Input</b></p>	<ul style="list-style-type: none"> <li>• Paralegal certificate (incl. student’s ability to complete it online)</li> <li>• Job Market &amp; Required Skillsets</li> <li>• Internships: LA County Public Defender’s Office; Riverside County DA’s Office; multiple firms, solo practitioners</li> <li>• State Bar of California updates</li> <li>• Occupational projections</li> </ul>	<p>The committee discussed the paralegal job market. It is still difficult to find employees, in both paralegal, clerical, and attorneys. TF shared that big law is not hiring currently. Some law firms have had layoffs (corporate paralegals) due to, in part, uncertainty about the economy. Hiring has slowed in the business practice area. Insurance firms are hiring at all levels. Paralegals are being utilized to handle paralegal tasks, less non-paralegal tasks. Post-COVID, many new hires may work remotely. AC reported that more employees wish to work remotely. Writing classes may help new paralegals. SC shared that they are looking for paralegals who are able to testify in court as expert witnesses on prior convictions.</p>



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					<p>Students are struggling with the hours for an internship and would benefit from online scheduling.</p> <p>Skillsets: working knowledge of business organizations, management, capitalization tables, stocks, bonds; Relativity for eDiscovery.</p> <p>JW: Paralegal occupation expected to grow approx. 12% within the next year.</p> <p>TF: Project assistance program. Good communication skills and life experience required.</p>
<b>Curriculum</b>	<b>Title</b>	<b>Description of Proposed Modification or Action</b>			<b>Action Taken/ Comments</b>
	<b>Paralegal Certificate</b>	Certificate which mirrors the current paralegal degree, without general education requirements for students with an existing two or four-year degree; online certificate			<p>EE moved approval of the motion; CM seconded. Motion carries.</p> <p>The committee approved the offering of a paralegal certificate and the filing of a substantive change application with both the ABA (new program option) and the ACCJC to permit students to complete the degree 100% online, subject to existing faculty contract requirements. CM moved, JH seconded.</p>
	PLGL 32	Updated Textbook: Dernbach’s Practical Guide to Legal Writing and Legal Method (2021)			CM moved approval of the motion to approve 32, 33, 35 as is with an updated textbook. GL seconded. Motion carries.
	PLGL 33	Updated Textbook: Goren’s California Civil Litigation and Discovery (2023, updated every year)			
	PLGL 35	Updated Textbook: National Society for Legal Technology (NSLT) subscription (2023, updated every year)			
	BUSL 100	<p>Updated Textbook: Gateways to Democracy by John Geer, Richard Herrera, Jeffrey Segal (2020)</p> <p>As per the committee’s prior guidance, the department approved the substitution of a case, statute, or constitutional assignment in lieu of a case brief.</p>			CM moved approval of the motion GL seconded. Motion carries.
	<b>2018-2019</b>	<b>2019-2020</b>	<b>2020-2021</b>	<b>2021-2022</b>	<b>2022-2023</b>



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<b>Enrollments – PLGL</b> <a href="https://mtsac0.sharepoint.com/SitePages/Historical-FTES-and-Enrollment-Analysis.aspx">https://mtsac0.sharepoint.com/SitePages/Historical-FTES-and-Enrollment-Analysis.aspx</a>	770	765	966	725	697	The committee discussed the program's enrollments over recent years.
<b>Enrollments – BUSL</b> <a href="https://mtsac0.sharepoint.com/SitePages/Historical-FTES-and-Enrollment-Analysis.aspx">https://mtsac0.sharepoint.com/SitePages/Historical-FTES-and-Enrollment-Analysis.aspx</a>	<b>2018-2019</b> 1,113	<b>2019-2020</b> 1,075	<b>2020-2021</b> 1,096	<b>2021-2022</b> 923	<b>2022-2023</b> 1,089	
<b>Degrees Issued</b>	<b>2018-2019</b> 43	<b>2019-2020</b> 42	<b>2020-2021</b> 63	<b>2021-2022</b> 41	<b>Summer 2022- Winter 2023</b>  17 (spring 2023 not included)	Despite an overall decline in the number of degrees issued, we had a 8.83% growth in the number of Latinx degrees and issued from 2020-2021 to 2021-2022. We also saw an increase of 2.68% in Asian awards, however, a decrease of 8.67% in Black awards.  The eDiscovery and Litigation Support Certificate was previously submitted for Chancellor's Office approval. This makes the certificate transcribable and increases compensation for the college.  A substantive change form concerning a paralegal certificate is in progress.
<b>Student Advising</b>	<ul style="list-style-type: none"> <li>• Educational Plans (PLGL 30, 32)</li> <li>• Counseling Liaison – Patricia Maestro</li> </ul>					Review of educational plans continues, starting in PLGL 30. This helps keep students on track and correct any errors on the plans. Abby is available to meet with students any time to discuss their schedules.
<b>Future Scheduling</b>	<b>Summer 2023 – 9 sections</b> <ul style="list-style-type: none"> <li>• BUSL 18 (Business Law) – 7 sections</li> <li>• BUSL 19 (Adv. Business Law) – 1 section</li> <li>• PLGL 39 (Contract Law) – 1 section</li> <li>• PLGL 100 (Litigation Practice and eDiscovery) – 1 section</li> </ul> <b>Fall 2023 – 30 sections</b> <ul style="list-style-type: none"> <li>• BUSL 18 (Business Law) – 11 sections</li> <li>• BUSL 19 (Adv. Business Law) – 1 section</li> <li>• BUSL 100 (American Law and Democracy) – 1 section</li> <li>• PLGL 30 (Intro to Paralegal) – 3 sections</li> <li>• PLGL 31 (Legal Analysis and Writing) – 2 sections</li> </ul>					



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	<ul style="list-style-type: none"> <li>• PLGL 32 (Adv. Legal Analysis and Writing) – 1 section</li> <li>• PLGL 33 (Civil Procedure) – 2 sections</li> <li>• PLGL 34 (Law Office Procedures) – 2 sections</li> <li>• PLGL 35 (Law Office Technology) – 1 section</li> <li>• PLGL 37 (Tort Law) – 1 section</li> <li>• PLGL 38 (Employment and Ethical Issues) – 1 section</li> <li>• PLGL 39 (Contract Law) – 1 section</li> <li>• PLGL 41 (Property Law) – 1 section</li> <li>• PLGL 102 (Litigation Support Technology from Data Collection to Trial) – 1 section</li> <li>• PLGL 103 (Litigation Support Applications) – 1 section</li> </ul>	
<p><b>Student Learning Outcomes (SLOs)</b> <a href="https://www.mtsac.edu/slo/index.html?unit=Business%20Administration#slo_readout">https://www.mtsac.edu/slo/index.html?unit=Business%20Administration#slo_readout</a></p>	<p><b>Student Learning Outcome Update</b></p> <p>Students met the SLO in all BUSL and PLGL courses assessed this academic year, except:</p> <ul style="list-style-type: none"> <li>• PLGL 37 – new faculty now teaching the course</li> <li>• PLGL 41 – adjunct professor did not assess; new faculty now teaching the course</li> </ul>	<p>The committee discussed use of results data.</p>
<p><b>Program Learning Outcomes (PLOs)</b></p>	<p><b>Program Learning Outcomes Concerning Student Confidence Levels</b></p> <p>All confidence levels were appropriate, except for two in fall 2022 only:</p> <ul style="list-style-type: none"> <li>• <b>Draft a basic motion:</b> 89% (Spring 2022, 18 responses)/ 66% (Fall 2022, 12 responses) of graduating students reported that they were either supremely confident or fairly confident;</li> <li>• <b>Draft a basic contract:</b> 83% (Spring 2022, 18 responses)/ 67% (Fall 2022, 12 responses) of graduating students reported that they were either supremely confident or fairly confident;</li> </ul>	<p>The committee discussed PLO data from spring and fall 2022.</p>
<p><b>Program Technical Needs and Funding Requests</b></p>	<p><b>American-Bar Association requirements and/or recommendations</b></p> <ul style="list-style-type: none"> <li>• All required ABA fees, including, but not limited to reporting fees, membership fees, substantive change fees</li> <li>• Funding to maintain and/or purchase all required paralegal titles for College library, including course reserve textbooks</li> <li>• Constant Contact - required surveys, registrations for CLE and other events</li> </ul> <p><b>Equipment, Subscriptions, Memberships, Technology, Other Costs</b></p> <ul style="list-style-type: none"> <li>• AV equipment in the instructor cart in 78-3120</li> <li>• BrightLink replacement pens in all classrooms utilized by paralegal faculty</li> <li>• Additional classroom microphones</li> <li>• LAPA institutional membership</li> <li>• CALI Affiliate membership</li> <li>• CLE State Bar fees and hosting expenses</li> <li>• Scanners for paralegal faculty offices</li> <li>• eDiscovery, project management, litigation support software for use in PLGL 100-103</li> </ul>	<p>A motion was made for approval of all proposed funding requests. CM moved approval. GL seconded. No opposition. Motion carried.</p>



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	<ul style="list-style-type: none"> <li>• NSLT software licenses for students in PLGL 32, 35, 102, 103</li> <li>• Lexis for students in PLGL 32 and Westlaw for all students</li> <li>• Shredder</li> <li>• ACEDs membership</li> <li>• Staffing - Administrative assistance; adjunct hiring</li> <li>• Marketing and advertising of the program</li> <li>• Professional Development / Conference &amp; Travel: ABA Techshow; LAPA annual conference; San Diego County Bar Association's Law and Tech Conference; Online Teaching Conference; AAFPE national and regional conferences for multiple faculty; CALI Annual Conference; DevLearn (how technology can support learning and development).</li> <li>• Safety devices for office suite</li> <li>• Textbooks: classroom sets (including software licenses adopted as the textbook for the course); Library reserve collection; Tech Ed Resources Center reserve collection; loaner textbooks; and eBooks available through the Library by subscription (Gobi or other service)</li> </ul>	
<p><b>Program Accomplishments, Misc.</b></p>	<p><b>Textbook Costs</b></p> <ul style="list-style-type: none"> <li>• No cost textbook courses: PLGL 34, 38, 39 (due to library licenses)</li> </ul> <p><b>Graduate Updates:</b> LinkedIn alumni group update</p> <p><b>Professional Development</b></p> <ul style="list-style-type: none"> <li>• AAFPE Conference</li> <li>• Peralta Equity in Online Learning Conference</li> <li>• Continuing Legal Education: Eastern Bar Association of Los Angeles County; State Bar of California Ethics Symposium</li> <li>• Professional &amp; Organizational Development (POD) at Mt. SAC</li> </ul>	<p>LinkedIn alumni group page now has 240 members.</p> <p>Abby discussed the professional development that many full-time and part-time faculty have been attending, including training in Canvas, our learning management system.</p>
<p><b>Next Meeting</b></p>	<p>Scheduling of Fall 2023 meeting</p>	<p>Abby will circulate a Doodle poll.</p>
<p><b>Approval of Spring 2023 Meeting Minutes</b></p>	<p>The committee reviewed the spring 2023 minutes</p>	<p>CM moved approval. GL seconded. No opposition. Motion carried.</p>