



**Paralegal Program
Advisory Committee Minutes
12/04/2021 (Saturday)
9:00 am-10:30 am
Teleconference (via Zoom)**

Industry Representatives, Company Name; Mt. SAC Dean, Faculty

Daniel Thomas, Forest Lawn Memorial	X	Delilah Knox Rios, Attorney at Law APLC	Jennifer Galbraith, Division Dean	X
Jonathan Choi, Public Defender's Office		Gregory Lucett, (Retired, Former Allstate Counsel)	Edwin Estes, Dept. Chair, Full-time Faculty	X
Nef Cortez, Nationwide Cost Recovery Services		Amanda Martinez, Law Offices of Christian J. Amendt	Abby Wood, Program Coordinator	X
Joe Boyer, Pomona Rotary and Cal Poly Pomona		Tammy Metzger, JuriSense, LLC	Catherine McKee, Full-time Faculty	X
Jonathan Dang, Nationwide		Lee Paige, US Attorney's Office	Zillah Tobiano, Pomona Rotary and Coldwell Banker Realty, Arcadia	
Todd Frankel; Best, Best & Krieger		Hon. Stanford Reichert, San Bernardino Superior Court	Eric Bladh, Part-time Faculty	
John Harrold, Law Offices of Harrold & Harrold		Bea Royster, Pomona Self Help Access Center	Shannon Knight, Orange Co. District Attorney	
Laurie Harrold, Law Offices of Harrold & Harrold		Sudi Sahab, Los Angeles Co. District Attorney's Office	Pauline Vesleno, Goodwin Proctor	
Jennifer Ibarra, State Compensation Ins. Fund	X	Jeremy Stevens, State Farm		

Item	Discussion/ Comments	Action/Outcome
Welcome and Introductions	<p>The ABA's Purpose of an Advisory Committee (Guideline G-203)</p> <ul style="list-style-type: none"> • Inform the program about changes and trends in the field. • Assist the program in assessing the job market. • Evaluate the adequacy of library resources. • Assess the effectiveness of the total program in terms of its curriculum and objectives, the needs of the legal community, and graduate performance. • Assist the program in exploring and developing career opportunities for paralegals. 	
State of the College	Dean Jennifer Galbraith will present an update on the state of the College.	Business Division was approximately 45% online this semester. Division enrollment is down ~12% and the College is down 19% in FTES compared to 2019. Starting winter 2022 all students must be vaccinated for on-campus activities. Students will be dropped on December 10 if they haven't at least started their vaccination process.



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		<p>The division will offer 75% online courses for winter. In spring the division will be offering around 40% online courses. PLGL, BUSL, and BUSR online classes fill well. Faculty and staff must be vaccinated OR test negative weekly. Vaccinations and testing are provided on campus. The college is looking at marketing of CTE programs.</p>																																																											
<p>Approval of Spring 2021 Minutes</p>	<p>Please review the draft of the Spring 2021 Minutes (<i>see separate attachment</i>)</p>	<p>Catherine moved approval of the spring minutes, Jennifer seconded. Minutes approved.</p>																																																											
<p>ABA-Related Informational Items</p>	<p>Re-Approval Report</p> <p>Graduate Surveys (During Reporting Period of 8/2017-5/2021)</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-bottom: 10px;"> <tr><td>WP</td><td>Working as a Paralegal</td></tr> <tr><td>WAC</td><td>Working in Legal Field But Not as a Paralegal</td></tr> <tr><td>CE</td><td>Continuing Education</td></tr> <tr><td>SE</td><td>Seeking Employment</td></tr> <tr><td>WAF</td><td>Working in Another Field</td></tr> <tr><td>UC</td><td>Unable to Contact</td></tr> <tr><td>NSE</td><td>Not Seeking Employment</td></tr> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Reporting Period</th> <th>WP</th> <th>WAC</th> <th>CE</th> <th>SE</th> <th>WAF</th> <th>UC</th> <th>NSE</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>08/2017-07/2018</td> <td style="text-align: center;">8</td> <td style="text-align: center;">1</td> <td style="text-align: center;">4</td> <td style="text-align: center;">1</td> <td style="text-align: center;">13</td> <td style="text-align: center;">8</td> <td style="text-align: center;">1</td> <td style="text-align: center;">28</td> </tr> <tr> <td>08/2018-07/2019</td> <td style="text-align: center;">10</td> <td style="text-align: center;">7</td> <td style="text-align: center;">10</td> <td style="text-align: center;">5</td> <td style="text-align: center;">9</td> <td style="text-align: center;">11</td> <td style="text-align: center;">2</td> <td style="text-align: center;">42</td> </tr> <tr> <td>08/2019-07/2020</td> <td style="text-align: center;">10</td> <td style="text-align: center;">8</td> <td style="text-align: center;">14</td> <td style="text-align: center;">9</td> <td style="text-align: center;">11</td> <td style="text-align: center;">7</td> <td style="text-align: center;">2</td> <td style="text-align: center;">41</td> </tr> <tr> <td>08/2020-07/2021</td> <td style="text-align: center;">20</td> <td style="text-align: center;">7</td> <td style="text-align: center;">21</td> <td style="text-align: center;">8</td> <td style="text-align: center;">13</td> <td style="text-align: center;">12</td> <td style="text-align: center;">3</td> <td style="text-align: center;">57</td> </tr> </tbody> </table>	WP	Working as a Paralegal	WAC	Working in Legal Field But Not as a Paralegal	CE	Continuing Education	SE	Seeking Employment	WAF	Working in Another Field	UC	Unable to Contact	NSE	Not Seeking Employment	Reporting Period	WP	WAC	CE	SE	WAF	UC	NSE	Total	08/2017-07/2018	8	1	4	1	13	8	1	28	08/2018-07/2019	10	7	10	5	9	11	2	42	08/2019-07/2020	10	8	14	9	11	7	2	41	08/2020-07/2021	20	7	21	8	13	12	3	57	<p>Re-approval report was submitted on November 10, 2021.</p> <p>Abby had a 76% return rate on the graduate surveys, and many of them are working full-time. Approximately 51% of graduates had full-time employment before graduating and approximately 21% had full-time employment within 3 months of graduating. Waiting on additional responses to the employer and legal community surveys. Poor response so far. Exit surveys were administered last week to PLGL 38 students.</p> <p>Thanks to Kolap Samel (librarian) for securing Gobi licenses for PLGL 32 and</p>
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	<ul style="list-style-type: none"> • 76% response rate • Approximately 62% employed full time; 13.11% employed part-time • 51% secured their first paralegal position before graduating; 21% within 3 months of graduating; 9% within 6 months of graduating; 17% more than 6 months after graduating • Benefits: 61% health insurance; 51% dental insurance; 43% 401(k); 59% sick pay; 60% vacation pay • How well did Mt. SAC prepare you for your position? 65% very well; 26% well; 7% adequate • 56% rated Mt. SAC's program as superior to other programs, 14% similar; 1% needs improvement • Job tasks: 60% reported that they contact clients often; 94% utilize computers at work (97% Microsoft Word; 83% Excel); 35% perform legal research often and 22% sometimes; 56% use Lexis at work; 63% use Westlaw • 29% of graduates had a BA/BS prior to enrolling in the paralegal program. 16% had an AA/AS degree prior to enrolling in the program. • 27% work in an office with either a paralegal manager or supervisor. <p>Legal Community Survey – awaiting additional responses Employer Surveys – awaiting additional responses Exit Surveys: Have been administered in Fall 2021</p> <p>ABA Guidelines (Effective September 1, 2021) https://www.americanbar.org/content/dam/aba/administrative/paralegals/aba-guidelines-for-the-approval-of-paralegal-education-programs-2021-web.pdf</p> <p>Substantive Change Forms and Fees</p> <p>Library holdings (Gobi licenses – PLGL 32, 39)</p>				<p>PLGL 39. These licenses allow students to access the text electronically for free.</p>
<p>Enrollments – PLGL https://mtsac0.sharepoint.com/SitePages/Historical-FTES-and-Enrollment-Analysis.aspx</p>	<p>2017-2018</p> <p style="text-align: center;">788</p>	<p>2018-2019</p> <p style="text-align: center;">770</p>	<p>2019-2020</p> <p style="text-align: center;">765</p>	<p>2020-2021</p> <p style="text-align: center;">966</p>	<p>Online course offerings during Covid (2020-21) PLGL enrollments grew about 30% and have dropped now that we're primarily back on campus.</p>
<p>Enrollments – BUSL https://mtsac0.sharepoint.com/SitePages/Historical-FTES-and-Enrollment-Analysis.aspx</p>	<p>2017-2018</p> <p style="text-align: center;">1,193</p>	<p>2018-2019</p> <p style="text-align: center;">1,113</p>	<p>2019-2020</p> <p style="text-align: center;">1,075</p>	<p>2020-2021</p> <p style="text-align: center;">1,096</p>	
<p>Number of Declared Paralegal Majors</p>	<p>2018-2019</p> <p style="text-align: center;">253</p>	<p>2019-2020</p> <p style="text-align: center;">260</p>	<p>2020-2021</p> <p style="text-align: center;">262</p>	<p>Fall 2021</p> <p style="text-align: center;">TBD</p>	



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	2018-2019	2019-2020	2020-2021	2021-2022	
Degrees Issued	42	41	57	TBD	<p>JG: The eDiscovery certificate could bring students to the program, the chancellor's office approval of the eDiscovery certificate will also be helpful.</p> <p>The committee approved seeking Chancellor's Office approval for the eDiscovery and Litigation Support Certificate.</p>
Student Success Rates https://mitsac0.sharepoint.com/sites/Tracdat/SitePages/Success%20Data%20by%20Subject.aspx	91.7% v. 98.2%	78.3% v. 88.7%	82.9% v. 94.2%	87.8% v. 87.0%	<p>Success rates have been improving, and were already high. Retention rates are also high, even in the 6-week winter and summer sessions. Jennifer explained the EW (exceptional withdrawal) "grade."</p> <p>JG: This data excludes EW data. Students were able to withdraw during the pandemic, not impacting their GPA. EW ended this fall.</p> <p>EE: Higher number of absences</p>
Retention Rates - Paralegal https://mitsac0.sharepoint.com/sites/Tracdat/SitePages/Retention%20Data.aspx	94.7% v. 100%	89.5% v. 97.4%	91.3% v. 99.8%	91.2% v. 91.7%	
Scheduling	<p>Winter 2022 – 7 sections</p> <ul style="list-style-type: none"> • BUSL 18 (Business Law) – 4 sections • BUSL 19 (Adv. Business Law) – 1 section • PLGL 37 (Tort Law) – 1 section • PLGL 100 (Litigation Practice and eDiscovery) – 1 section <p>Spring 2022 – 32 sections</p> <ul style="list-style-type: none"> • BUSL 18 (Business Law) – 11 sections 				



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	<ul style="list-style-type: none"> • BUSL 19 (Adv. Business Law) – 1 section • BUSL 100 (American Law and Democracy) – 1 section • PLGL 30 (Intro to Paralegal) – 2 sections • PLGL 31 (Legal Analysis and Writing) – 2 sections • PLGL 32 (Adv. Legal Analysis and Writing) – 2 sections • PLGL 33 (Civil Procedure) – 2 sections • PLGL 34 (Law Office Procedures) – 2 sections • PLGL 35 (Law Office Technology) – 1 section • PLGL 37 (Tort Law) – 1 section • PLGL 38 (Employment and Ethical Issues) – 1 section • PLGL 39 (Contract Law) – 1 section • PLGL 41 (Property Law) – 1 section • PLGL 42 (Family Law) – 1 section • PLGL 101 (Project Management Principles in eDiscovery) – 1 section • PLGL 102 (Litigation Support Technology from Data Collection to Trial) – 1 section • PLGL 103 (Litigation Support Applications) – 1 section 			
<p>Student Advising</p>	<ul style="list-style-type: none"> • Educational Plans (PLGL 30, 32) • Paralegal Major Information Sheet (<i>see page 1 of Exhibits attachment</i>) • Course Sequence Brochure (<i>starts on page 7 of Exhibits attachment</i>) 		<p>Review of educational plans continues, starting in PLGL 30. This helps keep students on track and correct any errors on the plans. Abby works with our liaison, Emily Versace, to keep her up-to-date on curriculum, scheduling, etc. Abby will talk to Emily about MATH 51 and AB705. Abby is available to meet with students any time to discuss their schedules.</p>	
<p>Curriculum</p> <p><i>Motions Sought:</i></p> <ol style="list-style-type: none"> 1. <i>Deletion of BUSL 20</i> 2. <i>Approval of current course outlines of record (with updated textbooks) for all courses listed (except BUSL 100, BUSL 20)</i> 	<p>Title</p>	<p>Description of Proposed Modification or Action (or Update)</p>	<p>Action Taken/ Comments</p>	
		<p>BUSL 100</p>	<p>BUSL 100 was approved for C-ID LPPS 110 (Law, Public Policy and Society)</p>	<p>Thanks to Jamaica Fowler for pursuing C-ID for us. This course is starting to fill and fills best online.</p>
		<p>BUSL 19 (starts on p. 8)</p>	<p>No proposed change (except for an updated textbook)</p>	<p>No changes suggested by the committee, except for the proposed updated textbook. Catherine moved approval, Greg seconded. Approved.</p>



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<p>3. <i>Approval of a paralegal certificate mirroring paralegal degree for students who currently hold a degree in any subject.</i></p> <p>Greg moved approval to delete BUSL 20. Catherine seconded. No opposition. Motion carries.</p> <p>BR moved approval of all current COR with updated textbooks, with changes to 34, may bring further changes to 49 in the spring after AW, EE, CM review changes. GL seconded. Motion carried.</p>	<p>BUSL 20 (starts on p. 13)</p>	<p>We previously deleted this course, however, now need to delete it as an elective of the paralegal degree.</p>	<p>Greg moved approval, Catherine seconded. Unanimous approval for deleting this course from the paralegal degree.</p>
	<p>PLGL 31 (starts on p. 20)</p>	<p>No proposed change (except for an updated textbook)</p>	<p>Lee noted how useful this class is. No changes suggested by the committee, except for the proposed updated textbook. Catherine moved approval, Greg seconded. Approved.</p>
	<p>PLGL 34 (starts on p. 25)</p>	<p>No proposed change (except for an updated textbook)</p>	<p>Jennifer Ibarra teaches this class, took the class as a student, and had some suggestions. Jennifer suggested adding summons, and civil course cover sheet, and removing articles of incorporation. Catherine moved approval, Jennifer Ibarra seconded. Approved.</p>
	<p>PLGL 36 (starts on p. 32)</p>	<p>No proposed change</p>	<p>Thanks to Dawn Finley for her work with our students in helping them get internships, including work with DHH students. Class size should be changed to 5 from 36. Catherine moved approval, Greg seconded. Approved.</p>
	<p>PLGL 38 (starts on p. 37)</p>	<p>No proposed change (except for an updated textbook selection to reflect use of materials from the State Bar of California, available at no charge to students.)</p>	<p>No other changes suggested by the committee, except for the updated textbook. Greg moved, Bea seconded. Approved.</p>
	<p>PLGL 39 (starts on p. 43)</p>	<p>No proposed change (except for an updated textbook)</p>	<p>No other changes suggested by the committee, except for the updated textbook. Catherine moved approval, Greg seconded. Approved.</p>
	<p>PLGL 41 (starts on p. 49)</p>	<p>No proposed change (except for an updated textbook)</p>	<p>No other changes suggested by the committee, except for</p>



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			the updated textbook. Catherine moved approval, Greg seconded. Approved.
	PLGL 43 <i>(starts on p. 55)</i>	No proposed change (except for an updated textbook)	Judge Reichert suggested that students be required to attend probate court one morning. Probate is very different from civil litigation. No other changes suggested by the committee, except for the updated textbook. Catherine moved approval, Judge Reichert seconded. Approved.
	PLGL 48 <i>(starts on p. 61)</i>	No proposed change (except for an updated textbook)	No other changes suggested by the committee, except for the updated textbook. Catherine moved approval, Greg seconded. Approved.
	PLGL 49 <i>(starts on p. 68)</i>	No proposed change	The course has not filled for some time. The committee thought that the course sounded more like a law school class rather than a class for paralegals. Abby, Ed, and Catherine will work together to consider changes and will bring this one back to the committee in spring. Greg suggested considering the use of social media as evidence.
	PLGL 100 <i>(starts on p. 73)</i>	No proposed change (except for an updated textbook)	No other changes suggested by the committee, except for the updated textbook. Catherine moved approval, Greg seconded. Approved. ABA waiver received for the eDiscovery certificate. These courses are gaining traction and students will soon be



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			able to complete the certificate.
PLGL 101 <i>(starts on p. 79)</i>	No proposed change		No changes to the course outline of record were suggested by the committee. Catherine moved approval, Greg seconded. Approved. This class will be offered for the first time in spring with Cheryl Garner as the professor. Students will get free access to Relativity in the course. Jennifer Galbraith expressed gratitude for the free use of Relativity.
PLGL 102 <i>(starts on p. 85)</i>	No proposed change (except for an updated textbook)		No other changes suggested by the committee, except for the updated textbook. Catherine moved approval, Greg seconded. Approved. Douglas Lusk will giving free access to the adopted software, and students earn the ACEDS certificate (value ~\$800).
PLGL 103 <i>(starts on p. 90)</i>	No proposed change (except for an updated textbook)		No other changes suggested by the committee, except for the updated textbook. Catherine moved approval, Greg seconded. Approved.
PLGL Certificate <i>(starts on p. 96)</i>	Now that the ABA report has been submitted, I plan to submit a request for a paralegal certificate which mirrors the paralegal degree (without general education requirements) for students who currently hold a degree in any subject. This will require approval from both the college and the ABA. The ABA requires payment of a substantive change fee. Required Coursework: https://catalog.mtsac.edu/programs/programsaz/paralegal-legal-assistant/paralegal-legal-assistant/		Catherine moved, Greg seconded. Approved.



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Paralegal Online Course Exchange	San Diego Miramar/ Darrel Harrison's CCC Online Paralegal Course Exchange Page <ul style="list-style-type: none"> • Winter 2022 • Spring 2022 <p><i>(starts on p. 97)</i></p>	Information only.

Student Learning Outcomes (SLOs) https://www.mtsac.edu/slo/index.html?unit=Business%20Administration#slo_readout	2020-2021 Student Learning Outcome Update <ul style="list-style-type: none"> • BUSL 18 (Business Law): 64%-100% of students earned at least 70% on their case brief assignment and 79%-95% of students were able to successfully distinguish between a criminal and civil cause of action. • BUSL 19 (Adv. Business Law): 87% of students were able to successfully distinguish between various forms of business organizations and 95% of students correctly identified negotiable instruments and applicable defenses. • PLGL 30 (Intro. to Paralegal): 100% of students scored over 70% on a case brief on a basic appellate court case; 89%-100% of students successfully prepared a legal memorandum; 68%-76% of students met with a counselor and prepared an educational plan. • PLGL 31 (Legal Analysis and Writing): 90%-91% successfully distinguished between and appropriately used various manual legal research resources and were able to brief a moderately complex legal case. • PLGL 32 (Adv. Legal Analysis and Writing): 85%-100% earned their Lexis certificate; 90%-100% earned their Westlaw certificate; 95%-100% successfully prepared a legal memorandum; 86%-90% successfully prepared a trial brief; 80-82% met with a counselor and submitted a copy of an educational plan. • PLGL 33 (Civil Procedure): 100% of students were able to successfully prepare a complaint and an answer • PLGL 34 (Law Office Procedures): 85% of students successfully prepared a simple will; 98% successfully prepared articles of incorporation • PLGL 35 (Law Office Technology): 100% of students were able to successfully prepare: a simple motion; a client letter; a memorandum of law; a legal brief; a table of authorities; and a legal document that met the requirements of the California Code of Civil Procedure and Rules of Court. 100% of students demonstrated competence with various legal specialty software applications. • PLGL 37 (Tort Law): 100% of students were able to list, describe, and apply the four elements of negligence; 100% of students were able to distinguish among strict liability, negligence, and intentional torts. • PLGL 38 (Employment and Ethical Issues): 84% of students successfully prepared documents for an employment portfolio; 100% demonstrated understanding of unauthorized practice of law; 90% successfully prepared a resume; 96% completed a LinkedIn profile or submitted the information they would post in a LinkedIn profile; 70% participated in a mock 	Abby will look into the wide variation for the case brief assignment in BUSL 18.
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	<p>interview assignment; 100% submitted writing samples; 86% of course completers scored at least 70% on an assessment of the students' comprehension of the California Rules of Professional Conduct.</p> <ul style="list-style-type: none"> • PLGL 39 (Contract Law): 100% recognized the essential elements of a valid contract; 96% of course completers recognized the basic defenses to the formation of a valid contract. • PLGL 41 (Property Law): 94% successfully discussed at least four ways to transfer title to real property; 82% were able to successfully identify the differences among different types of property ownership. • PLGL 42 (Family Law): 92% of students comprehended community property concepts; 96% successfully completed a petition for dissolution of marriage. • PLGL 100 (The Litigation Practice and eDiscovery): 100% of students were able to identify and describe the steps in the Electronic Discovery Reference Model (EDRM) process; 92% were able to identify and describe sources of discovery rules; 85% were able to draft a legal hold and data map; and 85% were able to identify and discuss the issues of spoliation and defensibility. 	
<p>Program Learning Outcomes (PLOs)</p>	<p>Spring 2021 Update - Program Learning Outcomes Concerning Student Confidence Levels</p> <p>Concerning the students' ability to:</p> <ul style="list-style-type: none"> • Prepare a case brief: 81% of graduating students reported that they were either supremely confident (24%) or fairly confident (57%); • Prepare an interoffice memo: 86% of graduating students reported that they were either supremely confident (38%) or fairly confident (48%); • Draft a comprehensive client letter: 76% of graduating students reported that they were either supremely confident (43%) or fairly confident (33%); • Perform competent manual legal research (using books rather than the computer): 62% of graduating students reported that they were either supremely confident (24%) or fairly confident (38%); • Perform legal research online: 86% of graduating students reported that they were either supremely confident (38%) or fairly confident (48%); • Draft a basic pleading: 86% of graduating students reported that they were either supremely confident (43%) or fairly confident (43%); • Draft a basic motion: 72% of graduating students reported that they were either supremely confident (24%) or fairly confident (48%); • Perform legal filing and indexing: 67% of graduating students reported that they were either supremely confident (29%) or fairly confident (38%); • Draft a comprehensive client letter: 76% of graduating students reported that they were either supremely confident (43%) or fairly confident (33%); • Format a legal document on pleading paper: 76% of graduating students reported that they were either supremely confident (38%) or fairly confident (38%); 	<p>Information only.</p>



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	<ul style="list-style-type: none"> • Discern basic ethical issues and analyze them based on the CA Rules of Prof. Conduct: 100% of graduating students reported that they were either supremely confident (52%) or fairly confident (48%); • Draft a basic contract: 57% of graduating students reported that they were either supremely confident (24%) or fairly confident (33%) while 38% said they knew what the task was but didn't think they could do it very well. • Analyze and describe basic categories of torts: 95% of graduating students reported that they were either supremely confident (33%) or fairly confident (62%). 	
<p>Events</p>	<p>Los Angeles Paralegal Association Events</p> <ul style="list-style-type: none"> • PLGL 30 Class Presentation • Fun with Ethics • First Fridays • Resume and Cover Letter Review 	<p>Most of Lee's class participated in the fall LAPA conference.</p> <p>Jonathan Dang is outgoing LAPA president, and Samantha Burnes is the new LAPA president, both program graduates. Lee Paige is a board advisor.</p>
<p>Program Needs and Funding Requests</p>	<p>Perkins – NSLT Licenses for PLGL 35 (2021-2022)</p> <p>Lottery</p> <p>American-Bar Association requirements and/or recommendations</p> <ul style="list-style-type: none"> • All required ABA fees, including, but not limited to reporting fees, membership fees • Funding to maintain and/or purchase all required paralegal titles for College library • Constant Contact - required surveys, registrations for CLE and other events • Refreshments, meeting space for advisory committee meetings <p>Equipment, Subscriptions, Memberships, Technology, Other Costs</p> <ul style="list-style-type: none"> • BrightLink replacement pens in all classrooms utilized by paralegal faculty • Additional classroom microphones • LAPA institutional membership • CALI Affiliate membership • ABA memberships and required fees • CLE State Bar fees and hosting expenses • Scanners for paralegal faculty offices • iPads, SurfacePros or other tablets for full-time faculty • eDiscovery, project management, litigation support software for use in PLGL 35 and PLGL 100-103, including NSLT licenses for PLGL 35 • Lexis for students in PLGL 32 and Westlaw for all students • Shredder 	<p>A motion was made for approval of all proposed funding requests. Lee moved approval. Greg seconded. No opposition. Motion carried.</p> <p>Abby thanked Jennifer for her support in obtaining equipment recently.</p>



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Teleconference (via Zoom)**

	<ul style="list-style-type: none"> • Lambda Epsilon Chi (LEX) Honor Society • ACEDs membership • Sedona Conference Membership • Staffing - Administrative assistance; adjunct hiring • Marketing and advertising of the program • Professional Development / Conference & 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). • Safety devices for office suite • 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) 	
<p>Advisory Input</p>	<p>External Factors Impacting the Industry</p> <ul style="list-style-type: none"> • Job Market & Required Skillsets <ul style="list-style-type: none"> ○ TF (via email): Our attorneys continue to expect paralegals to have excellent writing and proof-reading skills. Part of the trust building process between attorney and paralegal involves just how much time does an attorney need to spend proof-reading a paralegals work? Attorneys want to get to a point of trust where they only need to take a quick look at paralegal prepared documents so they can sign, or add more of the legal argument content, and then go back to practicing law. We are also seeing a need for paralegals to be current with their technology knowledge. We just signed up 5 of the paralegals for the ACEDS curriculum and examination and these 5 are happy to spend their time taking a deeper dive in to this area of e-discovery skills. ○ LP: Lee discussed the importance of e-discovery and knowledge of the discovery process and writing skills. ○ GL: Paralegals need to have better writing and discovery skills. ○ JI: Requiring an advanced English course prior to PLGL 30 may be helpful. ○ CM discussed the changes to English requirements made at the state level within the last few years. • Internships <ul style="list-style-type: none"> ○ TF (via email): His firm does not offer internships. ○ LP: His office offers internships (in downtown LA, Santa Ana, Riverside) ○ JI: State Fund offices are closed, however, in the spring, there are spring-summer internships ○ GL: All internships are on hold ○ BR: NLS volunteers are working online. • State Bar of California - Paraprofessional Licensing <ul style="list-style-type: none"> ○ https://www.calbar.ca.gov/paraprofessionals-FAQ 	<p>Lee and Greg reported that electronic discovery skills are increasingly important for paralegals. Writing skills continue to be important for paralegals. Jennifer Ibarra asked about adding an English writing prerequisite for some paralegal classes. A discussion ensued about the effects of AB705 and how to best help our students with their writing, including referring students to the campus Writing Center.</p> <p>Internships: Todd's firm does not offer internships. Abby will enquire with the L.A. Superior Court. Students are interested in working with NLS, Bea's office. Bea will investigate online internships with her office. Lee reported that the U.S. Attorney's Office offers internships.</p>



**Paralegal Program
Advisory Committee Minutes
12/04/2021 (Saturday)
9:00 am-10:30 am
Teleconference (via Zoom)**

	<ul style="list-style-type: none"> ○ Education Requirements (start on p. 47) https://www.calbar.ca.gov/Portals/0/documents/publicComment/2021/CPWPG-Report-to-BOT.pdf ○ Public Comment period ends on 01/12/2022 ○ TF (via email): The proposed licensing does not impact his firm's practice area. 	<p>Jennifer reported that State Fund offers paid student worker positions, when they are back in the office (still remote now).</p> <p>Paraprofessional licensing is going through public comment ending in January.</p>
<p>Program Accomplishments, Misc.</p>	<p>Lowered Textbook Costs</p> <ul style="list-style-type: none"> ● PLGL 35 – NSLT student licenses for 2021-2022 funded by Perkins ● No cost textbook courses: PLGL 34, 38, 102 (Spring 2022 only), 103 (Spring 2022 only) <p>Graduate Updates: awards (Samantha Burns); LinkedIn alumni group update</p> <p>Professional Development in 2021-2022</p> <ul style="list-style-type: none"> ● AAFPE National Conference ● Eastern Bar Association of Los Angeles County ● Relativity Fest eDiscovery Conference ● Continuing Legal Education Requirements ● Professional & Organizational Development (POD) at Mt. SAC 	<p>Kudos to Samantha Burnes as president-elect of LAPA. She also received several awards.</p> <p>Abby has updated the LinkedIn alumni group page, and there are now 205 members.</p>
<p>Next Meeting</p>	<p>Scheduling of Spring 2022 meeting</p>	<p>Abby will circulate a Doodle poll.</p>