PASADENA CITY COLLEGE

Business, Engineering and Technology Division

Paralegal Studies Program Advisory Meeting

June 4, 2021

Minutes

Present: Jeff Winter, Julie Kiotas, Michael Luppi, Stephanie Marshall, Dr. Elaine Fong, Tom Chavez, Matthew Hogan, Nancy Ha, Melanie Wong, Judge Gustavo Sztraicher, Jennifer Gibbs and Mirza Santillan

Jeff Winter chaired the meeting. He called the meeting to order at approximately 12:00 pm.

1. I. Welcome
2. II. Introductions
3. III. Update on Paralegal Program
   1. a. 22 certificates have been issued, 16 certificates are pending for a total of 38 certificates for Spring 2021.
   2. b. The number of certificates issued this semester is an improvement from Fall 2020. Fall 2020’s number were down due to the COVID pandemic.
   3. c. The goal is to keep certificate numbers up.
   4. d. Graduates have been contacted and the response has been positive. More than 60% of graduates are employed in the legal field as paralegals.
   5. e. New job and/or internship opportunities for students are requested to be forwarded to Dr. Carol Kellogg.
   6. IV. COVID Pandemic
   7. a. Pasadena City College will have in-person learning in Fall 2021 at 50% capacity.
   8. b. The number of students per classroom may increase when the State of California opens.
   9. c. A classroom is considered full capacity at 40 Students. The State mandate at this time is 50% capacity, which would constitute 20 students per class. All students must be masked and remain 6 feet apart.
   10. d. Online courses are open at full capacity.
   11. e. Form D – Distance Education was obtained for all Paralegal Courses.
   12. f. Form D confirms that the course meets Federal, State, WASC and PCC quality indicators and accessibility requirements. Each Form D should determine how the goals and objectives of the course will be met, confirm methods of instruction and assessment that illustrate best practices in online learning and academic integrity, and provide for regular means of ongoing course evaluation. Faculty must demonstrate that they understand how to incorporate best practices for [regular effective contact](https://pasadena.edu/academics/pcc-online/faculty/handbook/course-quality-and-standards.php/%22%20%5Cl%20%22recdetail) and that they are able to create a course that meets [requirements for accessibility](https://pasadena.edu/academics/pcc-online/faculty/handbook/accessibility-privacy-and-copyright.php).
   13. g. Summer classes are fully online only.
   14. h. Enrollment for Summer 2021 is good. All courses have made it through the threshold to proceed forward as scheduled.
   15. V. Curriculum Update General Education
   16. a. Proposed change made to update language in Paralegal Certificate Review.
   17. b. Motion made by Nancy Ha to update language. Second by Judge Gustavo Sztraicher. None Opposed. Motion Carried.
   18. c. Proposed Course Updates proposed to add History 25F America and the Two World Wars and History 251 Issues of the Vietnam Era to General Education electives.
   19. d. Motion made by Tom Chavez to add History 25F History 25F America and the Two World Wars and History 251 Issues of the Vietnam Era to General Education electives. Second by Nancy Ha. None Opposed. Motion carried.
   20. VI. ABA Reapproval
   21. a. Explanation of ABA Reapproval process.
   22. b. Report is due in June 2021.
   23. c. Once the ABA reviews the report an inspection will be scheduled.
   24. d. Due to the pandemic the ABA has been scheduling visits via Zoom.
   25. e. At this time it is unknown if the visit will be done in person or viz Zoom.
   26. f. The ABA will schedule meetings with faculty.
   27. g. The ABA will require recordings of the library.
   28. h. The reapproval process occurs every 7 years and a interim report is due every 3 years.
   29. i. Dean Julie Kiotas explained what the ABA requests from Pasadena City College.
   30. VII. Update on Technology in the Classroom
   31. a. Throughout the COVID Pandemic classes have been through Zoom.
   32. b. Through the Summer session Pasadena City College will be experimenting with 360° camera and microphone device that immerses remote students in the classroom.
   33. c. The HyFlex courses are delivered both in person and online at the same time by the same faculty member. Students can then choose for each and every class meeting whether to show up for class in person or to join it online.
   34. d. At this time there are 50 devices available campus wide.
   35. e. If the use of the 360° camera and microphone device goes well in the Summer session it may be implemented in every classroom.
   36. f. A second camera for whiteboards will also be tested in the Summer session.
   37. g. The funds for the cameras were made available through the Coronavirus Aid, Relief, and Economic Security (CARES) Act which provides funds for higher education institutions to support the costs of shifting classes online.
   38. VIII. Open Discussion
   39. a. Melaine Wong expressed that students in the Seminar class were confused about how to start the process of obtaining a Paralegal certificate.

Thank you to all advisory members for attendance.

Minutes recorded by Mirza Santillan, member of Advisory Committee