

Advisory Committee Meeting
Law Discipline Ad Hoc Advisory Committee
East Los Angeles College

Date and Time: Tuesday, November 28, 2017, 4:00 pm – 4:50 pm

Location: Law Offices of Javier Lepe, 3328 W Beverly Blvd, Montebello, CA 90640

Participants in Attendance: Javier Lepe, Attorney at Law
 Cynthia Hernandez, Attorney at Law
 Rodrigo Aguirre, ELAC Student
 Filemon Kevin Samson, ELAC Law Instructor/Ad Hoc Committee
 Moderator

Purpose: The ad hoc committee met to continue discussions regarding matters presented at the Department of Business Administration Advisory Committee Meeting held on November 17, 2017, specifically as applicable to the Law Discipline. The goal was to focus ideas and discussion on topics specifically related to the Legal field, and for students seeking education and careers in the Legal field.

Focused Topics:

- What is the impact of technology to millennials in the Legal field?
- What does the Legal field expect from ELAC students?
- How do you expect us to prepare our students in today's fast-changing Legal environment?

Committee recommendations to benefit ELAC students:

- Administrative Recommendations:
 - Provide more certificates and degrees in the legal field for students
 - Unanimous approval of "Legal Assistant/Paralegal Certificate"
 - Unanimous recommendation of Associate of Arts Degree in the Law
 - Provide real life work experience opportunities for students
 - Unanimous approval of pursuing Legal Aid Clinic administered by students with training and mentorship through partnerships with Legal Service Providers
 - Promote internships and shadowing of working professionals to develop skills
 - Apply an interdisciplinary approach to courses, eg. working with Administration of Justice Department to broaden course offerings
 - Create a "Law Club" for students to share ideas, knowledge and interest in the pursuing careers in all legal fields – attorney, paralegal, law enforcement, government/regulatory
- New Course Recommendations:
 - International Business Law (including emerging technology and E-commerce)
 - International Law (including business-based and family-based immigration)
 - Consumer Rights and Bankruptcy
 - Committee noted this would be important to students seeking a pathway to a Financial Advisor career
 - Criminal Law (including civil rights of criminal defendants)

**EAST LOS ANGELES COLLEGE
ADVISORY BOARD MEETING
Friday, April 28, 2017 @ 12:00 PM
F5-219 / ASU Conference Room
Meeting Minutes**

Members Present

Full Time Faculty	Adjunct Faculty	Guests
Frank Alderete	Frank Aguirre	Michael Huntley
Olivia Anderson	Vern Cleva	David Lau
Edward Collins	Oliver Hsu	Arlene Romero
Adolfo Espinoza	William Kervahn	Arnold Ver
Babak Khollesi	Nazissa Parsaker	Armida Ornelas
Simon Lin		Gina Chelstrom
Roderick Lipscomb		Wendi Vaughn
Laura E. Ramirez		
Isabel Yeung		

- I. **LUNCH AND NETWORKING**
12:00PM-12:30PM
- II. **CALL TO ORDER**
 - The meeting was called to order at 12:30pm by Chair Roderick Lipscomb
- III. **WELCOME AND INTRODUCTION**
 - Chair Roderick Lipscomb welcomes guests
 - Makes announcement about Retirement and Golden Handshake
 - Possibly 5 full time faculty members may be retiring
 - Deadline for submission of Retirement is 4/28/17
 - If the Golden Handshake does not go through Retirement may be rescinded
 - Decision will be announced at the end of May
 - Need to make arrangements for future classes, rearrange class schedules for upcoming semesters, and start process for New Hires
 - Possible long-term substitutes
 - Any questions about hiring or new hiring? No Questions.
- IV. **GUEST INTRODUCTIONS**
 - Arlene Romero – Branch Manager One West Bank San Marino CA
 - Arnold Ver – Real Estate Sales Remax
 - Michael Huntley – City of Monterey Park
 - Wendy Vaughn – Career and Job Services Department ELAC
 - Gina Chelstrom – CTE Associate Dean Pathways ELAC
 - David Lau – Appointee of LA County, Former Mayor City of Monterey Park
- V. **OVERVIEW OF DISCIPLINES, EXISTING ACTIVITIES, AND MOTIONS**
 - Ted Collins – Accounting
 - About the program

- About 2400 students a year
- In the last 4 years – 64 Associate Degrees in Accounting, 10 Certificates of Achievement, 519 Accounting Assistant Certificates, 94 Quick Books Certificates
- Need to get those numbers up, some students are not aware they qualify for a certificate and we need to find ways to let them know and get them to fill out the forms
- AICPA Chairwoman has a certificate of accounting from a community college listed under her education
- 6 Full time faculty members
- **Success Factors**
- Business Department Open House – to engage students and let them know what courses the department offers and to meet faculty
- Two new courses – Payroll and Ethics, good number of students enrolled. Ethics required for CPA, using open education free text to save costs
- Business and Entrepreneurship club merged into one and flourishing
- Accounting Club most successful club on campus, with access to speakers, networking, internship opportunities, and fieldtrips to other campuses and universities
- Internship with Downtown LA Motors
- Cross campus collaborations: VITA program, CAOT analytical data for financial reporting
- Future Forensic Accounting and Data Analysis
- **Need to Improve**
- Use data from OIEA for better planning and scheduling of courses and improve student enrollment
- **Needs**
- Internship opportunities
- Information Interviews – tool for building perspective

MOTIONS

- (1) Modifying Ethics course from 2 units to 3 units which would fill the requirement from Board of Accounting and increase demand. Yeung seconded, all in favor, no opposes, Motion Passed
- (2) Request to get a dedicated lab room for Accounting courses and students only. No budget yet but will develop for AUP. All in favor, no opposes, Motion passed.
- (3) Request for funding students to take the quick books certified credential. All in favor, no opposes, Motion Passed
- **Laura Ramirez – Business**
 - Business is in the top 10 majors for students so it is in high demand
 - 2 Full time faculty and 10-15 adjunct instructors
 - 1360 students enrolled this semester
 - 10 Dual enrollment courses offered at high schools this semester – allows students to achieve college credits early on
 - Gina Chelstrom: awarded grant funding extended through 2019 and creating career pathway for high school students
 - Draft of Business and Accounting Map for Pathway program at Garfield High school allows students to earn college credit and prepares the student for college. By following the map program the student can earn skill certificates and an AA in Accounting or Business Management. This program, while created for Garfield High school, can be offered to any other high school as well.
 - **Anderson** – Can we suggest to add Real Estate 001 to that program?
 - This program can also expand to other disciplines.

- **Arnold Ver** – Who teaches these courses?
- Dual Enrollment courses are taught by college instructors and offered after regular high schools hours
- **Weaknesses**
- Only 2 Full time Faculty
- Need to increase certificate completion
- Need to increase enrollment at Southgate campus
- High impacted majors at Cal State LA which will make it more difficult to get in – Accounting, Management, & Marketing
- **Motions**
- (1) To approve the International Business Management Certificate of Completion AA Degree for e-commerce and e-trade and the 1+1+2(1 year in their country, 1 year at ELAC, and two years at a University). All in favor, no opposes, Motion Passed.
- (2) To approve Basic Entrepreneurship Map program for pathways at High schools. All in favor, no opposes, Motion Passed.
- **Babak Khollesi – Computer Science Information Technology**
- Computer Science – 3 Programming language courses, C++, java, visual basics
- Computer Information Technology – Introduction to computers, database programming, computer networking, intro to web design, operating systems
- 1 Associate Degree
- 2 Certificates
- **Progress**
- 1 new course – Computer Architecture approved by curriculum
- 3 new courses – Advanced C++, Data Structure, Advanced Java to be sent to curriculum
- Modification CoSci 200 to make it more relatable to today's industry
- New computers approved for computer lab and hopefully installed this summer
- New Full Time instructor Simon Lin
- Working with STEM Dean Armando Rivera to offer summer boot camps, that should begin this summer
- **Motions**
- (1) New Courses – Titan Programming Course, Unix/Linux Administration Course, App development for Android & Apple, Cyber/Computer Security Course, Intro to Computer Forensics course. Kervahn seconded, all in favor, no opposes, Motion Passed.
- (2) Adding prerequisite to CoSci 208 Visual Basics Programming and CoSci 290 Programming in Java. Kervahn seconded, all in favor, no opposes, Motion Passed.
- **Olivia Anderson – Law & Real Estate**
- **Motions**
- (1) Real Estate 001 introductory class to be added to pathway map program for high school students.
- **Yeung** – who is going to do it?
- **Ramirez** – Anderson to get in contact with Gina Chelstrom at Workforce
- **Arnold Ver** – suggested to emphasize on ethics of Real Estate
- Alderete seconded, all in favor, no opposes, Motion Passed
- (2) Dedicated room for Real Estate
- **Ramirez amended** – purchase locked cabinet to store Real Estate visuals
- Parsakar seconded, all in favor, no opposes, Motion Passed
- (3) For continued development of the Paralegal program. Parsakar seconded, all in favor, no opposes, Motion Passed.

VI. BUSINESS LEADER PERSPECTIVES

- **Michael Huntley** – about 600 new jobs at the new Power Center off the 60 fwy in Monterey Park (Costco, Home Depot, InnOut, etc.) New Hotels in San Gabriel (Sheraton, Hyatt) also offering jobs. ELAC should consider offering hospitality and visitor accommodation courses. There is a great demand for young individuals in hotels and tourism. Internships for the city of Monterey Park some paid some unpaid to get work experience. Possible collaboration with Business Department and ELAC Career Center.
- **Arlene Romero** – Non Profit agency Bank Works provides basic education in banking. Looking to hire individuals with personality not individuals with degrees who feel entitled. Job fairs once a quarter in different regions for hiring
- **David Lau**- Emphasized the importance of ethics in Real Estate, as well as how important it is for individuals to have personality too. Q. Possible impacts on foreign/international students due to new administration?
- **Ramirez** – Reports on growth of international students, but numbers are still not in for this year. There has been almost a 40% decrease on financial aid submissions because many students are afraid to report. Meeting being held today as well on DACA to go over procedures on how to protect our current students, and what to do if ICE were to come on campus in regards to procedures, legalities, and rights since we do run on federal funds from the government so we need to make sure we stay in compliance.

VII. CLOSING REMARKS

- **Lipscomb** – Any other advice or comments? None.

VIII. Adjournment

- Meeting adjourned at 2:25pm by Chair Roderick Lipscomb