



PARALEGAL STUDIES

## Paralegal Studies Program Special Zoom Advisory Committee

### Meeting Minutes

January 10, 2024 @ 4 p.m.

#### Attendees:

Michael Moore, FC PLEG Program Director  
Kelley Jones-Horwood, FC Interim CTE Director  
Adrienne Williams, FC Business/CIS Administrator  
Carlos Ayon, FC Business & CIS Dean  
Vicky La Celle, Private Sector Paralegal/Paralegal Association Member  
McKinley Horwitz, General Public Member  
Sandy Carter, FC PLEG Faculty  
Estuardo Ponciano, Law School Administrator  
Owen Murphy, FC PLEG Faculty  
Nicole Dudley, Law School Administrator  
Sabrina Narain, Attorney  
Francisco Gutierrez, Private Sector Paralegal  
Pamela Nollkamper, Paralegal Manager  
Timothy Ream, FC Collections Librarian  
Joanna Burchell, Public Sector Paralegal  
Douglas Lusk, FC PLEG Faculty

#### Meeting called to order at 4:02pm

##### I. Welcome & Introductions

- a. Meeting to discuss specialty certificates to be offered to students in the future. American Bar Association requires advisory approval and advisory feedback.

##### II. Special Advisory Meeting – Approval of Stackable/Specialty Certificates

###### a. Goals of the Specialty Certificates related to:

- i. Employment & improving the legal field.
  - Make our students more marketable.
- ii. Continuing Education
  - Beyond the base of Paralegal Studies Certificate.
- iii. Alumni
  - Would like alumni to return to take courses for specialty certificates.
- iv. Enrollment
  - Improving enrollment with other disciplines as well, such as real estate, business, administrative of justice, and computer information systems.

- III. Specialty Certificates Specifics – a credential requiring completion of a series of legal specialty classes or other major course required for the ABA – approved program which includes fewer courses [15 units] than required to complete the institution’s ABA - approved program option(s). The title of such certificate cannot include “Paralegal”.
  - a. Up for Approval Now:
    - i. eDiscovery and Technology [Attachment 1]
    - ii. Law School Track (1<sup>st</sup> Year) [Attachment 2]
    - iii. Real Estate [Attachment 3]
    - iv. Criminal Law [Attachment 4]
  - b. Shelved for future consideration (2026)
    - i. Corporate/Business Litigation
    - ii. Transactional Practice
    - iii. Family Law/Estate Planning
- IV. What Advisory Must Consider Per ABA Guideline G-103(E)
  - a. G-103(E) content and requirement for approval by advisory
  - b. Advisory must determine the following:
    - i. Does each specialty certificate provide a benefit to the legal community served by the Program?
    - ii. Is confusion created among employers or the legal community that the specialty certificates are considered a replacement or substitution for the approved program option already offered at Fullerton College?
- V. Advisory Discussion and Approval/Non-Approval of Specialty Certificates
  - a. eDiscovery and Technology [Attachment 1]
    - i. Does each specialty certificate provide a benefit to the legal community served by the Program?
    - ii. All agreed yes.
    - iii. Sandy Carter: an up-and-coming area of law that would be beneficial.
    - iv. Is confusion created among employers or the legal community that the specialty certificates are considered a replacement or substitution for the approved program option already offered at Fullerton College?
    - v. All agreed no.
    - vi. Sandy Carter: especially since ABA won’t allow Paralegal to be in the title of certificate.

[CONTINUED ON NEXT PAGE]

b. Law School Track (1<sup>st</sup> Year) [\[Attachment 2\]](#)

- i. Does each specialty certificate provide a benefit to the legal community served by the Program?
  - All agreed yes.
  - Student has options; can take a business law course that focuses on contracts, or they can take paralegal contract law and procedure as well as business law two or international law or international business law.
  - Estuardo Ponciano: looks great. This is similar to what California Law Pathway Community Colleges are doing and can be marketed that way.
- ii. Is confusion created among employers or the legal community that the specialty certificates are considered a replacement or substitution for the approved program option already offered at Fullerton College?
  - All agreed no.

c. Real Estate [\[Attachment 3\]](#)

- i. Does each specialty certificate provide a benefit to the legal community served by the Program?
  - All agreed yes.
  - Students have options that can be flexible with their schedule.
  - Bonus license crossover feature. A benefit of taking real estate courses = fulfills some of the educational prerequisites for California state licensing requirements and meets some of the Fullerton College certificate requirements.
  - Sandy Carter: like the licensing crossover feature.
- ii. Is confusion created among employers or the legal community that the specialty certificates are considered a replacement or substitution for the approved program option already offered at Fullerton College?
  - All agreed no.

d. Criminal Law [\[Attachment 4\]](#)

- i. Does each specialty certificate provide a benefit to the legal community served by the Program?
  - All agreed yes.
  - Sandy Carter: big plus from an employer perspective. Her office looks at if a potential employee knows anything about the criminal justice system. Can possibly minimize training in that area on top of teaching them of their daily duties.
- ii. Is confusion created among employers or the legal community that the specialty certificates are considered a replacement or substitution for the approved program option already offered at Fullerton College?
  - All agreed no.

- VI. Reminder: Next Advisory Meeting – tentatively **March 26, 2024, at 6 p.m. via Zoom**
  - a. Topics for **Spring 2024** will include:
    - i. Grad performance and assessment of the Program
    - ii. Adequacy of library resources
    - iii. Advise on admissions standards and student qualifications for Program
    - iv. Status of stackable certificates
    - v. How things are going with new curricula/Program updates
  
- VII. Comments, questions, suggestions
  - a. Can take two years with implementation; possibly Spring 25.
  - b. Consider updating course rotation to make course more available.
  - c. Electives are still likely going to be in the Zoom format for the foreseeable future.
  - d. If a student already possesses their Paralegal Studies Certificate or is working toward their certificate, they will be fulfilling those prerequisites.

Meeting adjourned at 4:52pm

# eDiscovery & Technology Specialty Certificate

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## Course Descriptions for eDiscovery & Technology Specialty Certificate

### PLEG 215 F Electronic Discovery and Software Application 3 Units

**Prerequisite(s):** PLEG 101 F and PLEG 116 F with a grade of C or better

54 hours lecture per term. This course provides students with an overview of managing legal data and the use of software that collects/utilizes that data in the law firm. The role of software in eDiscovery and information governance is explored, with a focus on eDiscovery vocabulary, technology platforms, and the role software plays in the litigation process. Students will explore technology used by litigation support professionals for data collection, document review and production, plus presentation at trial. (Degree Credit) (CSU)

### PLEG 225 F Law Office Management 3 Units

54 hours lecture per term. This course is an introduction to the role of the paralegal in law office management. Topics include: the managerial challenges in the legal environment; historical development of law firm management; the four principal managerial activities and roles of the office administrator; comprehensive understanding of financial resources, human resources, and supervision unique to the legal environment. (CSU) (Degree Credit)

### CYBR 106 F Introduction to Cyber Security 3 Units

54 hours lecture per term. This course introduces students to the complex world of cyber security and technology. Students will analyze security problems and practice simulated security activities. Topics will address technologies and security related topics progressing from individual computers to more complex Internet-based systems. (Degree Credit) (CSU)

### CIS 120 F Project Management I 3 Units

54 hours lecture per term. This course covers project management application skills including planning project scope, analyzing project risk, creating project schedules, communicating project information, managing resources, adding tasks and durations, changing relationships, tracking progress, and closing the project. Also covered are customizing project management software, web resource, and project management certifications. State-of-the-art software will be used. (Degree Credit) (CSU)

## CIS 142 F Database I 3 Units

54 hours lecture per term. This course is designed to teach the use of state-of-the-art personal database software. The course will cover introductory concepts including database structure and design, editing database records, sorting/indexing records, query techniques, custom form creation, database report design and printing, database relational techniques, and general file management techniques. (Degree Credit) (CSU)

## eDiscovery and Technology Specialty Certificate Description

Specialty Certificates are designed to prepare students for employment or their continued education. The focus of the coursework for these certificates is skill building in the areas of legal drafting; communication; decision-making; planning; scheduling; and customizing work-product for a targeted legal or non-legal environment. Emphasis is on interpersonal communications; problem-solving; leadership; and critical thinking skills to prepare students for employment. A minimum grade of C is required in each course taken. These certificates require 15 units.

Fullerton College students pursuing an American Bar Association (“ABA”) approved Paralegal Studies Degree and/or Certificate should take note of the requirements found in the catalog before pursuing a Specialty Certificate. Non-paralegal courses taken toward a Specialty Certificate will not count toward an ABA-approved paralegal degree or certificate. Students who received their certificate from an institution other than Fullerton College may transfer in a maximum of six units of elective credit toward this Specialty Certificate.

**ABA required disclaimer:** Specialty Certificates are not a substitute for an ABA approved Paralegal Studies Certificate, which must be obtained before applying for any Specialty Certificate. A Specialty Certificate on its own does not prepare students to work as a paralegal.

## Program Level Student Learning Outcomes

1. Apply technology and project management skills to client issues in both legal and non-legal arenas.
2. Develop an understanding of cybersecurity, technology, and project management principles to perform both legal and non-legal tasks encountered in any business or law environment in the United States.

## Unit Outline

### Required Courses: (15 units)

	<b>Units</b>
PLEG 215 F Electronic Discovery and Software Application	3
PLEG 225 F Law Office Management	3
CYBR 106 F Introduction to Cybersecurity	3
CIS 120 F Project Management	3
CIS 142 F Database I	3
Total Units	15

# Law School Track (1<sup>st</sup> Year Prep) Specialty Certificate

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## Course Descriptions for Law School Track (1<sup>st</sup> Year Prep) Specialty Certificate

### PLEG 203 F Tort Law (formerly Personal Injury) 3 Units

**Prerequisite(s):** PLEG 101 F and PLEG 104 F, with a grade of C or better.

54 hours lecture per term. This course will examine those topics that are important in a personal injury practice, including pre-litigation investigation, employment of experts, evaluation of damages, settlements, arbitration, and preparing for trial. All torts including intentional torts, negligence, strict liability, and product liability are covered. (CSU) (Degree Credit)

### PLEG 209 F Criminal Law and Procedures 3 Units

**Prerequisite(s):** PLEG 101 F and PLEG 104 F, with a grade of C or better

54 hours lecture per term. This course provides an overview of criminal law and practice. Students will become familiar with the substantive and procedural aspects of criminal proceedings in both state and federal courts. Topics include: the role of the paralegal in prosecution and defense of criminal defendants, researching and drafting criminal court documents, constitutional ramifications in criminal courts, and sentencing procedures. (CSU) (Degree Credit)

### PLEG 226 F Constitutional Law 3 Units

54 hours lecture per term. This course provides an overview of the United States Constitution including a focus on the powers and limitations granted by Articles I, II, III, and the individual rights protected in the Bill of Rights. (CSU) (Degree Credit)

### BUS 245 F Business Law I (formerly BUS 241AF) 3 Units

54 hours lecture per term. This course is an introduction to business law principles and cases, including a review of the classes and sources of law, agencies for enforcement, court procedure, and civil and criminal liability. The major subject area studied is the law of contracts. A special study is made of sales of goods based upon the Uniform Commercial Code with emphasis placed on consumer protection. (Degree Credit) (CSU) (UC Credit Limitation) AA GE (C-ID: BUS 125)

**OR**



### PLEG 214 F Contract Law and Procedure 3 Units

**Prerequisite(s):** PLEG 101 F and PLEG 104 F with a grade of C or better

54 hours lecture per term. This course provides an overview of the law of contracts and contract law practice and procedure. Students will become familiar with the substantive and procedural aspects of the law relating to contracts and the transactional requirements for the creation, administration, modification, and termination of contracts. (CSU) (Degree Credit)

### BUS 246 F Business Law II (formerly BUS 241BF) 3 Units

54 hours lecture per term. This course is a continuation of BUS 245 F with emphasis on business organization. Areas of study include commercial paper, agency employment, partnerships, corporations, antitrust, securities, and bankruptcy law. (Degree Credit) (CSU) (UC Credit Limitation)

**OR**

### PLEG 227 F International Law 3 Units

54 hours lecture per term. This course provides an overview of the sources of public and private international laws. Topics include what constitutes international law: various treaties, the laws and regulations of the European Union, the ICJ and ICC, NAFTA, the role of the United Nations and other current events. This course fulfills the Multicultural Education Requirement for graduation. (CSU) (Degree Credit)

**OR**

### BUS 242 F International Business Law 3 Units

54 hours lecture per term. This course provides an introduction to the legal and cultural issues raised in formulating an international business strategy and engaging in international business transactions. Topics include international contracting, export-import, licensing and technology transfer, and sales of services. This course fulfills the Multicultural Education Requirement for graduation. (Degree Credit) (CSU) AA GE

## Law School Track (1<sup>st</sup> Year Prep) Specialty Certificate Description

Specialty Certificates are designed to prepare students for both employment and law school. The focus of the coursework for these certificates is skill building in the areas of legal drafting; communication; decision-making; planning; scheduling; and customizing work-product for a targeted legal environment. Emphasis is on interpersonal communications; problem-solving; leadership; and critical thinking skills to prepare students for the challenging first year of law school or the legal environment. A minimum grade of C is required in each course taken. These certificates require 15 units.

Fullerton College students pursuing an American Bar Association (“ABA”) approved Paralegal Studies Degree and/or Certificate should take note of the requirements found in the catalog before pursuing a Specialty Certificate. Non-paralegal courses taken toward a Specialty Certificate will not count toward an ABA-approved paralegal degree or certificate. Students who received their certificate from an institution other than Fullerton College may transfer in a maximum of six units of elective credit toward this Specialty Certificate.

**ABA required disclaimer:** Specialty Certificates are not a substitute for an ABA approved Paralegal Studies Certificate, which must be obtained before applying for any Specialty Certificate. A Specialty Certificate on its own does not prepare students to work as a paralegal.

## Program Level Student Learning Outcomes

1. Apply substantive and specialized area of law knowledge to substantiate a legal position concerning legal issues encountered in the legal field.
2. Evaluate both practical and theoretical legal knowledge to perform legal writing, research, and analysis of legal issues similar to those encountered in both law school and the legal environment.

## Unit Outline

### Required Courses: (15 units)

	<b>Units</b>
PLEG 203 F Tort Law (formerly Personal Injury)	3
PLEG 209 F Criminal Law and Procedure	3
PLEG 226 F Constitutional Law	3
BUS 245 F Business Law I (formerly BUS 241AF)	3
<b><u>OR</u></b>	
PLEG 214 F Contract Law and Procedure	
BUS 246 F Business Law II (formerly BUS 241BF)	3
<b><u>OR</u></b>	
PLEG 227 F International Law	
<b><u>OR</u></b>	
BUS 242 F International Business Law	
Total Units	15

# Real Estate Specialty Certificate

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## Course Descriptions for Real Estate Specialty Certificate

### PLEG 211 F Real Property Law and Procedure 3 Units

**Prerequisite(s):** PLEG 101 F and PLEG 104 F, with a grade of C or better.

54 hours lecture per term. This course provides an overview of the law of real property and practice. Students will become familiar with the substantive and procedural aspects of real property law and the transactional requirements of conveyance. Topics include: the role of the paralegal in real estate practice, the appraisal and financing of real estate; researching and drafting real estate litigation and transactional documents, including but not limited to escrow instructions; sale, purchase and exchange agreements, deeds, deeds of trust, promissory notes, leases, and other instruments. (CSU) (Degree Credit)

### **OR**

### RE 102 F Legal Aspects of Real Estate 3 Units

54 hours lecture per term. This course covers California real estate property law. Topics include acquisitions and transfers, methods and incidents of ownership, easements, fixtures, land descriptions, recording, covenants, conditions and restrictions, zoning ordinances, leases, brokers, escrow, title insurance and probate proceedings. This course fulfills the educational prerequisite for California state licensing requirements and meets the Fullerton College certificate requirements. (CSU) (Degree Credit)

### PLEG 214 F Contract Law and Procedure 3 Units

**Prerequisite(s):** PLEG 101 F and PLEG 104 F, with a grade of C or better

54 hours lecture per term. This course provides an overview of the law of contracts and contract law practice and procedure. Students will become familiar with the substantive and procedural aspects of the law relating to contracts and the transactional requirements for the creation, administration, modification, and termination of contracts. (CSU) (Degree Credit)

### **OR**

### BUS 245 F Business Law I (formerly BUS 241AF) 3 Units

54 hours lecture per term. This course is an introduction to business law principles and cases, including a review of the classes and sources of law, agencies for enforcement, court

procedure, and civil and criminal liability. The major subject area studied is the law of contracts. A special study is made of sales of goods based upon the Uniform Commercial Code with emphasis placed on consumer protection. (Degree Credit) (CSU) (UC Credit Limitation) AA GE (C-ID: BUS 125)

### PLEG 222 F Alternative Dispute Resolution 3 Units

**Prerequisite(s):** PLEG 101 F and PLEG 104 F, with a grade of C or better.

54 hours lecture per term. This course provides the student with an overview of non-litigation methods of resolving cases via alternative dispute resolution techniques. Specifically, students will learn about informal settlement options and more formal techniques, including mediation and arbitration. The application of dispute resolution will be explored as it relates to civil litigation; family law; small claims; and labor disputes. Given the ever-increasing cost of traditional litigation, the delay in access to court resources at any cost and the widening disparity in access to justice, a paralegal's working knowledge of Alternative Dispute Resolution renders this course a highly beneficial addition to the paralegal's resume. Alternative Dispute Resolution certification options for paralegals in California will also be explored. (Degree Credit) (CSU)

### RE 101 F Principles of Real Estate 3 Units

54 hours lecture per term. This course covers the fundamentals of California real estate. The development of real estate in California and an introductory study of ownership, appraisal, law, practices, financing, land and location values, transfers, trends, regulations, and economic effects are stressed. This course fulfills the educational prerequisite for California state licensing requirements. This course meets the Fullerton College certificate requirements. (CSU) (Degree Credit)

### RE 201 F Real Estate Practice 3 Units

54 hours lecture per term. This course covers professional aspects of the real estate business. Topics include an overview of the real estate industry, ethics and licensing requirements; hands-on completion of contracts, forms, and disclosure documents; prospecting strategies for obtaining clients; listing properties and servicing those listings; marketing techniques; strategies for showing property; obtaining and handling offers; closing sales transactions; financing, escrow, title and taxation issues; and 1031 exchange requirements for investment property. This course fulfills the educational prerequisite for California state licensing requirements and meets the Fullerton College certificate requirements. (CSU) (Degree Credit)

## Real Estate Specialty Certificate Description

Specialty Certificates are designed to prepare students to work or for their continued education. The focus of the coursework for these certificates is skill building in the areas of legal drafting; communication; decision-making; planning; scheduling; and customizing work-product for a targeted legal environment. Emphasis is on interpersonal communications; problem-solving; leadership; and critical thinking skills to prepare students for employment, with a special focus on real estate or contract matters. A minimum grade of C is required in each course taken. These certificates require 15 units.

Fullerton College students pursuing an American Bar Association (“ABA”) approved Paralegal Studies Degree and/or Certificate should take note of the requirements found in the catalog before pursuing a Specialty Certificate. Non-paralegal courses taken toward a Specialty Certificate will not count toward an ABA-approved paralegal degree or certificate. Students who received their certificate from an institution other than Fullerton College may transfer in a maximum of six units of elective credit toward this Specialty Certificate.

**ABA required disclaimer:** Specialty Certificates are not a substitute for an ABA approved Paralegal Studies Certificate, which must be obtained before applying for any Specialty Certificate. A Specialty Certificate on its own does not prepare students to work as a paralegal.

## Program Level Student Learning Outcomes

1. Evaluate the principles of general and real estate law to perform tasks related to real estate issues for clients in the legal field.
2. Apply legal and real estate principles to determine if contracts are valid, void, voidable and/or unenforceable.

## Unit Outline

### Required Courses: (12 units)

	<b>Units</b>
PLEG 211 F Real Property Law and Procedure	3
<b>OR</b>	
RE 102 F Legal Aspects of Real Estate	
PLEG 214 F Contract Law and Procedure	3
<b>OR</b>	
BUS 245 F Business Law I (formerly BUS 241AF)	
PLEG 222 F Alternative Dispute Resolution	3
RE 101 F Principles of Real Estate	3
RE 201 F Real Estate Practice	3
Total Units for the Certificate	15

# Criminal Law Specialty Certificate

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## Course Descriptions for Criminal Law Specialty Certificate

### PLEG 203 F Tort Law (formerly Personal Injury) 3 Units

**Prerequisite(s):** PLEG 101 F and PLEG 104 F, with a grade of C or better.

54 hours lecture per term. This course will examine those topics that are important in a personal injury practice, including pre-litigation investigation, employment of experts, evaluation of damages, settlements, arbitration, and preparing for trial. All torts including intentional torts, negligence, strict liability, and product liability are covered. (CSU) (Degree Credit)

### PLEG 209 F Criminal Law and Procedures 3 Units

**Prerequisite(s):** PLEG 101 F and PLEG 104 F, with a grade of C or better

54 hours lecture per term. This course provides an overview of criminal law and practice. Students will become familiar with the substantive and procedural aspects of criminal proceedings in both state and federal courts. Topics include: the role of the paralegal in prosecution and defense of criminal defendants, researching and drafting criminal court documents, constitutional ramifications in criminal courts, and sentencing procedures. (CSU) (Degree Credit)

### PLEG 226 F Constitutional Law 3 Units

54 hours lecture per term. This course provides an overview of the United States Constitution including a focus on the powers and limitations granted by Articles I, II, III, and the individual rights protected in the Bill of Rights. (CSU) (Degree Credit)

### AJ 100 F Introduction to Criminal Justice (formerly Introduction to Law Enforcement) 3 Units

54 hours lecture per term. This course provides students with an introduction and overview of the American criminal justice system. This course examines the history, development and philosophy of criminal justice and summarizes fundamental practices found in law enforcement, the courts and corrections in a democratic society. Topics include the purpose of social control, theories of crime causation, the nature of police work, judicial procedures and correctional strategies in the United States. (Degree Credit) (CSU) (UC) (C-ID: AJ 110)

## AJ 223 F Criminal Investigation 3 Units

54 hours lecture per term. This course examines the fundamentals of the criminal investigation process. This course is designed to acquaint the student with investigative theory, organization, and process necessary to aid in a successful criminal case clearance. Students explore basic responsibilities and techniques used to manage crime scenes, preserve evidence, interview witnesses, interrogate suspects, and accurately document case findings for trial preparation. Emphasis is placed on the investigation of specific crimes employing the case study method. (Degree Credit) (CSU)

## Criminal Law Specialty Certificate Description

Specialty Certificates are designed to prepare students for employment or their continued education. The focus of the coursework for these certificates is skill building in the areas of legal drafting; communication; decision-making; planning; scheduling; and customizing work-product for a targeted legal environment. Emphasis is on interpersonal communications; problem-solving; leadership; and critical thinking skills to prepare students for employment in the legal field, with a special focus on criminal law. A minimum grade of C is required in each course taken. These certificates require 15 units.

Fullerton College students pursuing an American Bar Association (“ABA”) approved Paralegal Studies Degree and/or Certificate should take note of the requirements found in the catalog before pursuing a Specialty Certificate. Non-paralegal courses taken toward a Specialty Certificate will not count toward an ABA-approved paralegal degree or certificate. Students who received their certificate from an institution other than Fullerton College may transfer in a maximum of six units of elective credit toward this Specialty Certificate.

**ABA required disclaimer:** Specialty Certificates are not a substitute for an ABA approved Paralegal Studies Certificate, which must be obtained before applying for any Specialty Certificate. A Specialty Certificate on its own does not prepare students to work as a paralegal.

## Program Level Student Learning Outcomes

1. Demonstrate the applicability of criminal law principles to issues in varying legal environments, including the criminal justice system.
2. Apply both general legal and investigation rules to a given situation to determine outcomes or conclusions to a legal issue.

## Unit Outline

### Required Courses: (15 units)

	<b>Units</b>
PLEG 203 F Tort Law (formerly Personal Injury)	3
PLEG 209 F Criminal Law and Procedures	3
PLEG 226 F Constitutional Law	3
AJ 100 F Introduction to Criminal Justice (formerly Introduction to Law Enforcement)	3
AJ 223 F Criminal Investigation	3
Total Units	15



## Michael Moore

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**From:** Timothy Ream  
**Sent:** Wednesday, January 10, 2024 4:36 PM  
**To:** Michael Moore  
**Subject:** Sorry for leaving the meeting abruptly

Hi Michael,

I had to leave the meeting at 4:30 to pick up my daughter at her dance class. The certificates seem like a wonderful idea and I definitely support the concept. I'll talk to you again soon!

Tim

## Michael Moore

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**From:** Michael Moore  
**Sent:** Friday, January 19, 2024 9:46 AM  
**To:** Olivia Barajas  
**Subject:** RE: Special Meeting of Advisory - Specialty Certificates Feedback [Responses to Inquiries/Concerns]

Hi Olivia,

Thank you so much for the reply! I appreciate the detailed review you put into this, and thank you for answering the specific questions based on ABA Guidelines in the latter part of your email.

My responses to your inquiries/statements are in red below:

1. Can these certificates be used to leverage salary increases or promotions? **Yes! The specialty certificates are designed to help students with obtaining employment, continuing their education, or enhancing their current employment. These certificates can be resume boosters and assist working paralegals to pursue a raise or promotion to something like eDiscovery. The real estate certificate is also designed with employment enhancements in mind since a student could complete two of the courses needed toward the state exam.**
2. I think that there will be a lot of interest in the Law School Track Specialty Cert from non-PLÉG students. I'm concerned that because Paralegal Studies is not in the title of the specialty certificate that non-PLÉG students will "declare" these certs or work towards earning them, only to find out that they won't be eligible because they don't have the PLÉG Certificate. **That is certainly a concern and one that I was not thinking about. I am really glad you gave this feedback. I think the existing language and courses listed for the certificate would address that, but I think I could adjust the language a bit to make it clear that a PLÉG certificate is necessary. Unfortunately, ABA Guidelines prohibit me from including "paralegal" in title or description of the certificate. This is designed to avoid confusion with our overall paralegal certificate.**
3. I'm curious how the Law School Track Specialty Cert will be viewed on a law school application? Do they receive points on their application for it? **My understanding is that this certificate would boost the law school applicant's profile, but would not necessarily contribute in any other way other than to prepare the students for their first year of law school. I can certainly reach out to Estuardo Ponciano and Nicole Hawley about this [our law school people on the advisory board].**
4. How will National and La Verne articulate the specialty cert classes taken? Can any of the courses on the specialty certs count towards major requirements? **Students will still be able to articulate any of the classes taken toward the specialty certificates toward National and La Verne's programs. Right now, the only classes that would be put toward both the specialty certificates and articulation agreements include:**
  - a. PLÉG 203 - Tort law [National and La Verne]
  - b. PLÉG 209 – Criminal Law [La Verne]
  - c. PLÉG 211 - Real Property Law [National and La Verne]
  - d. PLÉG 214 – Contract Law [La Verne]
5. Could the PLÉG 101 & PLÉG 104 prereq's be waived if the student possesses an ABA approved PLÉG Cert from another program? **Yes! I am thinking of adjusting the language in the certificate description to make that clear along with the item in inquiry 2 above.**

Let me know if you have any additional items or inquiries to add based on my comments above.

Michael Moore, Program Director  
*Preferred pronouns: he/him/his*  
Paralegal Studies

Fullerton College  
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Fullerton, CA 92832  
(714) 992-7208

**Calendly Office Hours Scheduling:** <https://calendly.com/mmoorefullcoll/office-hours>

**Business/CIS Division website:** <https://buscis.fullcoll.edu/paralegal/>

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**From:** Olivia Barajas <OBarajas@fullcoll.edu>

**Sent:** Thursday, January 18, 2024 12:45 PM

**To:** Michael Moore <MMoore1@fullcoll.edu>

**Subject:** RE: Special Meeting of Advisory - Specialty Certificates [Feedback via Email if Unable to Attend]

Hi Michael,

I viewed the recording of the last Advisory meeting. I'm really sorry to have missed. Here are my thoughts and questions.

1. Can these certificates be used to leverage salary increases or promotions?
2. I think that there will be a lot of interest in the Law School Track Specialty Cert from non-PLEG students. I'm concerned that because Paralegal Studies is not in the title of the specialty certificate that non-PLEG students will "declare" these certs or work towards earning them, only to find out that they won't be eligible because they don't have the PLEG Certificate.
3. I'm curious how the Law School Track Specialty Cert will be viewed on a law school application? Do they receive points on their application for it?
4. How will National and La Verne articulate the specialty cert classes taken? Can any of the courses on the specialty certs count towards major requirements?
5. Could the PLEG 101 & PLEG 104 prereq's be waived if the student possesses an ABA approved PLEG Cert from another program?

#### **eDiscovery & Tech Specialty Certificate**

- I. Does each specialty certificate provide a benefit to the legal community served by the Program? YES
- II. Is confusion created among employers or the legal community that the specialty certificates are considered a replacement or substitution for the approved program option already offered at Fullerton College? no
- III. Advisory votes: approval/non-approval of the following specialty certificates: approve

#### **Law School Track (1<sup>st</sup> Year Prep) Specialty Certificate**

- I. Does each specialty certificate provide a benefit to the legal community served by the Program? yes
- I. Is confusion created among employers or the legal community that the specialty certificates are considered a replacement or substitution for the approved program option already offered at Fullerton College? no
- II. Advisory votes: approval/non-approval of the following specialty certificates: approve

#### **Real Estate Specialty Certificate**

- II. . Does each specialty certificate provide a benefit to the legal community served by the Program? yes

- III. Is confusion created among employers or the legal community that the specialty certificates are considered a replacement or substitution for the approved program option already offered at Fullerton College? no
- IV. Advisory votes: approval/non-approval of the following specialty certificates: approve

**Criminal Law Specialty Certificate**

- III. Does each specialty certificate provide a benefit to the legal community served by the Program? yes
- V. Is confusion created among employers or the legal community that the specialty certificates are considered a replacement or substitution for the approved program option already offered at Fullerton College? no
- VI. Advisory votes: approval/non-approval of the following specialty certificates: approve

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**From:** Michael Moore <[MMoore1@fullcoll.edu](mailto:MMoore1@fullcoll.edu)>  
**Sent:** Thursday, January 11, 2024 11:59 AM  
**To:** Olivia Barajas <[OBarajas@fullcoll.edu](mailto:OBarajas@fullcoll.edu)>  
**Subject:** RE: Special Meeting of Advisory - Specialty Certificates [Feedback via Email if Unable to Attend]

Hi Olivia,

Next week is perfect. Thank you so much for your time.

Michael Moore, Program Director  
*Preferred pronouns: he/him/his*  
Paralegal Studies  
Fullerton College  
321 East Chapman Ave.  
Fullerton, CA 92832  
(714) 992-7208  
**Calendly Office Hours Scheduling:** <https://calendly.com/mmoorefullcoll/office-hours>  
**Business/CIS Division website:** <https://buscis.fullcoll.edu/paralegal/>

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**From:** Olivia Barajas <[OBarajas@fullcoll.edu](mailto:OBarajas@fullcoll.edu)>  
**Sent:** Thursday, January 11, 2024 7:25 AM  
**To:** Michael Moore <[MMoore1@fullcoll.edu](mailto:MMoore1@fullcoll.edu)>  
**Subject:** Re: Special Meeting of Advisory - Specialty Certificates [Feedback via Email if Unable to Attend]

Hi Michael,

I'd be happy to provide you with feedback. May I send it next week?

Olivia

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**From:** Michael Moore <[MMoore1@fullcoll.edu](mailto:MMoore1@fullcoll.edu)>  
**Sent:** Tuesday, January 9, 2024 12:08:28 PM

**To:** Olivia Barajas <[OBarajas@fullcoll.edu](mailto:OBarajas@fullcoll.edu)>

**Subject:** RE: Special Meeting of Advisory - Specialty Certificates [Feedback via Email if Unable to Attend]

Hi Olivia,

No problem at all. Counseling's role in advisory is an important one on the topic of specialty certificates. Accordingly, would you be able to provide feedback via email? If so, the below items are what we are covering concerning the 4 attached specialty certificates:

- a. Does each specialty certificate provide a benefit to the legal community served by the Program?
  - b. Is confusion created among employers or the legal community that the specialty certificates are considered a replacement or substitution for the approved program option already offered at Fullerton College?
  - c. Advisory votes: approval/non-approval of the following specialty certificates:
    - i. eDiscovery and Technology [[Attachment 1](#)]
    - ii. Law School Track (1<sup>st</sup> Year) [[Attachment 2](#)]
    - iii. Real Estate [[Attachment 3](#)]
    - iv. Criminal Law [[Attachment 4](#)]

Michael Moore, Program Director

*Preferred pronouns: he/him/his*

Paralegal Studies

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**Business/CIS Division website:** <https://buscis.fullcoll.edu/paralegal/>

-----Original Appointment-----

**From:** Olivia Barajas <[OBarajas@fullcoll.edu](mailto:OBarajas@fullcoll.edu)>

**Sent:** Tuesday, January 9, 2024 10:01 AM

**To:** Michael Moore

**Subject:** Declined: Special Meeting of Advisory - Specialty Certificates [Documents Attached for Review in Advance of Meeting]

**When:** Wednesday, January 10, 2024 4:00 PM-4:30 PM (UTC-08:00) Pacific Time (US & Canada).

**Where:** <https://fullcoll-edu.zoom.us/j/9331474292>

Hi Michael,

I'm so sorry but I was booked with a student during our meeting time.

Olivia