



Paralegal Studies Advisory Committee

MEETING MINUTES

Present: Evan Hess, Marc Anderson, Dien Le, Julie Henry, Hon. Steve Perren, Bryan Clifton, Hannah Eshelman, Melissa Melendez, Edward Newman, Lee Winagura

Absent: Olivia Tanaka-Benavidez, Anne Eng (Faculty)

Guests: None.

Attendance Notes: Perren and Clifton left @ 1:45pm; Haug left at 1:50pm; Le left at 1:55pm

Meeting Date: October 6, 2021	Approval of Minutes from: Spring 2020	Recorded By: Evan Hess	
AN = Action Needed	AT = Action Taken	D = Discussion	I = Information Only

	TOPIC	DISCUSSION	ACTION NEEDED	ACCJC STANDARD
I.	Welcome / Call to Order	Introduction of Advisory Committee Members and Student Representative	I	
II.	Approval of Minutes	Approved Minutes of Previous Advisory Committee Meeting. 0 – 0 – 9 D/T all members being new to the committee.	AT	
III.	Old Business	No new business. Comment: The Committee discussed the program, profession, course offerings, program statistics and enrollment, as well as the difference between a COA and licensure including relationship with other organizations.	N/A	

<p>IV. New Business</p>	<p>A. Curriculum</p> <ol style="list-style-type: none"> 1. Program Designation (PLS v. LAW) <ol style="list-style-type: none"> i. Proposal: Change the course designation for all courses related to the Program from PLS (Paralegal Studies) to LAW ii. Question asked if there are any other programs that use the LAW designation. Hess: No there is not. iii. Course outlines requested by Justice Perren iv. MTA by Anderson. 2nd by Newman v. Vote: 7 – 0 – 2 (Clifton, Hon. Perren) 	<p>AT</p>	<p>IB</p>				
<p>V.</p>	<ol style="list-style-type: none"> 2. Course Numbering <ol style="list-style-type: none"> i. Proposal: Renumber courses to the following system: <table border="1" data-bbox="892 751 1304 984"> <tr> <td>100 Series: Foundational Courses</td> </tr> <tr> <td>110 Series: Core Courses</td> </tr> <tr> <td>120 Series: Specialty Courses</td> </tr> <tr> <td>130 Series: Capstone Courses</td> </tr> </table> ii. Would the curriculum change? Hess: Not based on the numbering system alone. Curriculum changes will be proposed separately. iii. Would transferability change? Hess: No. Same as the previous question; this proposal alone would not change transferability. iv. MTA: Winagura, 2nd Clifton v. Vote: 8 – 0 – 1 (Perren) 	100 Series: Foundational Courses	110 Series: Core Courses	120 Series: Specialty Courses	130 Series: Capstone Courses	<p>AT</p>	<p>IB</p>
100 Series: Foundational Courses							
110 Series: Core Courses							
120 Series: Specialty Courses							
130 Series: Capstone Courses							

VI.		<p>3. Updating PLS 041 (Computer Applications for Paralegals) to a Transfer Level Course and New Name (Computer Applications for Legal Professionals or other name per below)</p> <ul style="list-style-type: none"> i. Hess: Currently, the course is not transferrable, which is why it is numbered below 100. This change would require an update to curriculum and bring the course in line with other notable programs in the area. Other name may be utilized to align with other programs as curriculum is developed and submitted. Focus is really on making the course more rigorous to meet transfer requirements and applicable with the Legal Secretary Certificate in Item VII/4 which is next on the agenda. ii. MTA: Newman, 2nd Henry iii. Vote: 6 – 0 – 3 (Perren, Eshelman, Le) 	AT	IB
VII.		<p>4. Addition of Legal Secretary Certificate</p> <ul style="list-style-type: none"> i. Require Four Intro Courses (Intro to Paralegal Studies, Legal Writing & Research 1, Computer Apps, Communication & Case Management) ii. Discussion, Clifton: worried that courses would not be sufficient to cover the necessary subject matter. Perren reflected the same belief. Asked to be able to attend classes to see what is being taught. iii. Hess noted the other programs in Southern California that offer similar Certificates, some in a shorter period of time. iv. MTA: Le 2nd: Eshelman v. Vote: 6 – 1 (Clifton) – 2 (Perren and Eshelman) 	AT	IB
VIII.		<p>5. Course Progression and Mapping</p> <p>Discussed, no vote due to other votes and ongoing discussion throughout the meeting (see, e.g., prerequisite, corequisites, and advisories).</p>	AT	IB

IX.		<p>6. Course Advisories, Prerequisites and Corequisites</p> <ul style="list-style-type: none"> i. English Composition (ENGL R101) – Pre-Requirement to LR&WI <ul style="list-style-type: none"> 1. Eshelman: Writing is at the core of everything we do as legal professionals 2. Perren: people do not know how to write. Writing is at the center of my job. My experience is that people come out of high school [needing a great deal more training in basic writing skills]. The notion that they would take a step into the legal process without having some form of solid writing class is marginally unthinkable. 3. MTA: Winagura; 2nd Anderson 4. Vote: 7 – 0 – 2 (Perren and Clifton) ii. Legal Research & Writing I (PLS R104) – Pre-Requirement to ALL classes except for Business Law, Intro to Paralegal Studies, Legal Writing & Research 1, Computer Apps, Communication & Case Management <ul style="list-style-type: none"> 1. Clifton: Without knowing what is in each COR, how can we make a decision on requiring LRW I? 2. Hess: The crux of this proposal is that not having basic legal writing and researching skills is having a noticeable impact on student success in both core classes like contracts and torts, and especially in area specific classes like real estate law and family law. Ensuring students have these nominal basic skills will help increase success in those later courses. 3. MTA: Anderson 2nd: Newman 4. Vote: 7-0 	AT	IB
X.		<p>7. New Courses: Paralegal Seminar (Capstone Style Course) and Work Experience</p> <ul style="list-style-type: none"> i. Discussion: <ul style="list-style-type: none"> 1. The Paralegal Seminar this would be a final course to 	AT	IB

		<p>prepare students to enter the workforce and finalize their experience in the program with regular guest speakers, workforce skills, job hunting skills (resumes and interviewing) and final discussions on ethics.</p> <p>2. The Work Experience class would offer students the opportunity to get hands-on experience in a law office or with a government agency practicing the skills they learn in the program in a professional setting. The course would also give students who are already working in law offices the opportunity to have their professional experience recognized by the program. Work experience for a vocational program is at the center of our goals for student training.</p> <p>ii. MTA: Newman 2nd: Le</p> <p>iii. Vote: 6 - 0</p>		
XI.		<p>B. Legal Technology Needs and Professional Standards Re: Resources and Budgeting</p> <ol style="list-style-type: none"> 1. Library Resources (In Print and Online) 2. Technology Needs (scanners, digital overhead devices for online, printers, tablets, computers, etc.) <p>For motion, see XII / C, below.</p>	AT	IIIC
XII.		<p>C. Membership in Paralegal / Legal Education Organizations</p> <ol style="list-style-type: none"> 1. American Association for Paralegal Education (AAfPE) 2. Continuing Education of the Bar (CEB) 3. California Bar Association 4. California Lawyers Association + Sections 5. American Bar Association + Sections <ol style="list-style-type: none"> 1. MTA: Anderson 2nd: Newman <p>D. MTA: (Both item XI / B and XII / C) Newman; 2nd: Anderson</p> <p>E. Vote: 5 – 0</p>	AT	IB

XIII.		F. ABA Approval (Accreditation) 1. Hess gave a summary update on the progress and was met with general positive feedback from committee. No vote taken.	I	IB
XIV.		G. Program Standards for Students and Faculty 1. Melendez spoke to the committee from the student's perspective and reported on the changes to the program, what students are experiencing, and what she sees for the future of the program.	I	IB
XV.	Public / Open Comment	Hess thanks the Committee for their time and effort in this long, packed meeting full of curriculum and program updates. Lamented that these types of changes are relatively rare. Was appreciative of the incredible buy-in and sincere effort the committee put in on their first meeting and relished the impact the committee will have on the program and student success.	I	
XVI.	Next Meeting Date	Tabled – Poll via email.	AN	
XVII.	Adjournment	MTA: Anderson; Newman VOTE: 5 – 0 Adjourned @ 2:03PM	AT	

Action Items:

1. Course Outlines of Records (COR) to be sent to Committee by Hess
2. Inquiry about Committee Member class attendance by Hess to College.