

**Career Education Advisory Board Meeting  
College of the Canyons - Paralegal  
10/17/2019**

NAMES/ TITLES OF ADVISORY COMMITTEE MEMBERS	Name of Company, Business, College, High School and Title	Email Address	Telephone Number	ATTENDANCE Present or Absent
<b>Chair</b> Kai Ellis	Paralegal, Haight Brown & Bonesteel	kaiellis@mail.com		A
<b>Business Partners including Industry, Non-Profit and Community Based Organizations</b>				
Nayri Jamgochian	Superior Court Clerk, Paralegal, graduate	Nayri.jamgochian@laverne.edu		P
Todd Frankel	Paralegal Manager, Best Best & Krieger Law Firm	Todd.frankel@bbklaw.com		P
Doug Lusk	Attorney, President / CEO National Society for Legal Technology	Douglas.lusk@legaltechsociety.org		P
Terry Ng	Attorney / Alternate Public Defender	Terryng11@gmail.com		P
Richard Patterson	Attorney, Owen, Patterson & Owen	apolawrap@yahoo.com		P
Justin Wilmers	Attorney, Law Offices of Steffanie Stelnick	Justin.stelnicklaw.com		P
<b>Program Chair</b>				P
Nicole Faudree	Faculty / COC	Nicole.faudree@canyons.edu		
<b>Dean</b>				
Don Carlson	Dean/COC	Donald.carlson@canyons.edu		P
<b>4-year college discipline instructor(s)</b>				
<b>Student Representative(s)</b>				
<b>K12 discipline instructor(s)</b>				
<b>Discipline faculty</b>				
Lori Young	Faculty / COC	Lori.young@canyons.edu		P

Parent(s)
Counselor(s)
Staff
Other guest(s)

Meeting Commenced: 6:05PM

Meeting Adjourned: 7:35PM

Welcome and Introductions: All

**New Business:**

a. ABA Advisory Board Required Duties Guideline 203G: The American Bar Association changed their guidelines in September 2018 for the role that advisory boards play. The advisory board can now count for the legal community. Guidelines include: (i) Informing the program about changes and trends in the field, (ii) Assisting the program in assessing the job market (iii) Evaluating the adequacy of library resources in accordance with G-303, (iv) Assessing the effectiveness of the total program in terms of its curriculum and objectives, the needs of the legal community, and graduate performance.

(i) Justin Wilmers does not see Artificial Intelligence in the industry but does see more technology. With the technology, he sees a lot more remote work polices, and does not believe Artificial Intelligence will displace the profession. Rick works with experienced Paralegals and found that they provide better input and decision making. He goes on to say that this opportunity is missed with Artificial Intelligence is plugged in. Doug Lusk says that AI is quickly taking over document production and document automation and moving into almost every piece of software. Artificial Intelligence is also taking over research. Paralegals need to be proficient and comfortable with technology. Litigation is mushrooming in terms of people with limitations being able to access a website, which causes compliance issues.

(ii) Job openings can be left open for quite some time. Some firms do not want entry level paralegals and require more experience. Some places want Bachelors and Masters Degrees. Those who are having a hard time finding employment should consider volunteering at firms and also try to go through temp agencies. A Paralegal Seminar is coming up that will assist students with looking for a job, cover letters, resumes and mock interviews. Nicole Faudree will pass on the information and suggestions given by the board to the students.

(iii) Nicole Faudee provides the board with a handout of the College of the Canyons Westlaw library resources on Primary Law. She informed them that she will email a PDF. Resources are available for every course that are equally available to the students. Rick believes the resources are wasted and not properly used.

(iv) Nicole will wait until the spring of 2020 to discuss the effectiveness of the total program. However, Nicole shared that surveys are given to graduates on program improvement. In total, seventy six percent of surveyed students who graduated this past June have either began employment as Paralegals, began working in another capacity within the field or have gone on to continue their education. Students are

also surveyed a year after graduation about whether or not they felt the program prepared them well for the field. Nicole shared that based on the survey, students feel the program prepared them well.

The program is looking to add more electives as discussed at prior meetings and given feedback from the board. In addition, there will be a greater amalgamation of curriculum and objectives in the spring of 2020.

Nicole shared the Assessment Plan with the board that includes program goals for the various courses in the program. She will share the outcomes at a later time. Nicole asked the board for feedback on how to motivate students, as listed on the assessment plan. A suggestion was made to have the students role play.

The program has an unduplicated headcount of approximately one hundred and forty students. There were twenty three graduates in the 2017/2018 school year and seventeen students that graduated last year.

(b). The Los Angeles Paralegal Association had a conference last Saturday, October 12, 2019. Lori wrote a grant which allowed ten students to attend the conference. Students enjoyed the conference and were motivated after attending. Business cards were created for the students to handout to people at the conference. One student won a one thousand dollar scholarship.

(c). A mock interview will take place on Saturday, November 2, 2019 from 9:30AM-11:30AM. Several board members offered to volunteer.

**Old Business:**

(a). Lori discusses the LEX Honors Society, which is a lifetime membership. Members are recognized at graduation with a pin and a cord. Donations received go towards the fifty dollar membership fee that students are required to pay.

(b). The program is putting in for a major change with the ABA that would allow students to get a certificate when students come to COC with an Associate's Degree or a Bachelor's Degree.

The spring advisory board meeting is scheduled for April 22, 2020 at 6:00PM.