

SAC PAC
Minutes
Spring 2012
1/26/12

Attending:

Susan Boyle - Paralegal
Alicia Roane - Paralegal
Barb Pollinger – Adjunct Professor, SAC
Cynthia Pena – Student, SAC
Renee Pappos – Student, SAC
Ed Keck – Paralegal
Kristen Robinson – Professor, SAC
Rick Manzano – Dept. Chari, SAC

1. Introduction and Welcome
2. ABA Reapproval Report: The report is due December of 2013. Rick Manzano noted that we are using the capstone class to help get data from the students in order to prepare the report.
3. New Courses: Rick Manzano noted that in order to show competency and strengthen sequencing we are combining contracts with business associations and real property. Kristen Robinson noted that the program would like to create more online classes. Rick Manzano noted that in the capstone class students must pass competency exam. The course also forces the students to create a portfolio and a resume.
4. Student Skills: The committee noted that students need strong English skills. Barb Pollinger specifically identified grammar and writing skills. Kristen Robinson noted that students prepare client letters as well as other writing projects in the classes. The committee also noted that it might be helpful for paralegal students to take a technical or business writing course. Rick Manzano noted that students prepare resume and cover letters for a sample job posting. Barb Pollinger also noted that students write legal memorandums in class as well.
5. Student Learning Outcomes: Rick Manzano noted that the program is updated the SLO's for the courses. Rick stated that these are an important assessment tool for the school and our program. We are updating our SLO's to more accurately reflect our program. Rick stated that he feels students be able to meet deadlines as one of their outcomes for each course. The Dean as well as Vice President of Instruction has asked that all professors list the SLO's in their course syllabus.
6. Budget: Rick Manzano updated the committee on the ongoing budget issues in the state of California and the effect this has on our program. The school is enforcing the policy to

drop classes that do not have 20 students enrolled. The department noted that this is a difficult to add new classes.

7. Legal Aid Society of Orange County: Kristen Robinson stated that we are continuing to work with LASOC to provide internship opportunities for our students.
8. PARA 100 Textbook: Rick Manzano and Kristen Robinson stated that we are not happy with our current textbook for PARA 100. Barb Pollinger agreed that we should find a new textbook, or at least add another book. Kristen stated that the department is exploring additional textbook options for this class.
9. Market trends: Barb Pollinger noted that many students struggle with basic phone etiquette, business attire and professional attitude; perhaps the program should address these needs. Rick noted that the capstone class did address professionalism in the workplace. Kristen Robinson noted that many students do not have professional Facebook pages and many employers are looking at these. Kristen stated that she has created a LinkedIn group for the students and alumni and encourages everyone to join.
10. PARA 120: Rick Manzano stated that the computer class is using Summation and they would like to add LiveNote. Kristen noted that the IT department had to update the computers in the classroom.
11. Meeting is adjourned. The next meeting will be Fall of 2013.