

Santa Ana Paralegal Advisory Committee
Meeting Minutes
Fall 2012
11/15/12

A130 Classroom and Library - Rick Manzano: Stated the classroom library in A130 needs books. We specifically need a set of California Jurisprudence, shepherds and Westlaw Digests. We will be able to use A130 as our own paralegal library. Rick asked the advisory committee to consider donations of books, they books can be donated to the college foundation and it can be used as a tax right-off.

Measure Q: Rick Manzano informed the committee that Measure Q passed, so there will be many upgrades made to the physical facilities at Santa Ana College.

Major Program Change: Rick Manzano informed the committee that we are changed the program to take out the program specialties. Members of the advisory committee noted that this better meets the needs of the legal market as new paralegals will often change their area of specialty to the job that is available. Kristen Robinson stated that several classes will be combined into one class to give all students training in these areas of law. Torts and ADR will be combined into one class. Rick Manzano stated that the faculty are working on writing curriculum to combine the contracts course with property and business organization into a 5 unit class. This transaction course would be a required course for the program to ensure that all students have a good basis in transactional work. Rick Manzano gave a sample problem that might be used in the course and stated that the course will be in the Fall 2013 catalogue. The members of the advisory committee agreed this was a good idea.

Accrediting body will look at the legal community.

Jobs and internships. Kristen Robinson informed the group that the Disney College has changed from on-campus interviews to online-only applications through Facebook. The department has created a LinkedIn page to post jobs and facilitate networking. Members of the advisory committee noted that most people do not like to use Facebook for professional networking and prefer LinkedIn. Rick Manzano stated that the department is strengthening its connection with Legal Aid Society of Orange County. He stated that we have had several interns with them this semester.

Adding work experience class as mandatory. Rick Manzano asked the advisory committee what they would think of making the work experience course mandatory. Currently, the class is an elective. Members of the advisory committee thought that would be a good idea to prepare the students to get jobs. Barb Pollinger stated that Fullerton College requires student to complete a work experience. Kristen Robinson was concerned about providing a work experience/internship opportunity for every student. Since our program is open enrollment it may be difficult to place every student. Kristen Robinson is exploring alternate internship opportunities including an online work experience simulation that could be used for the class.

ABA Reapproval Report: Rick stated that the faculty are already thinking ahead to the ABA reapproval report. The faculty are working on improving the graduate response rates. Rick

explained that a capstone class (PARA 298) was added to the program to prepare students to work in the field and to capture data about the students for the ABA reports. The members of the advisory committee thought this was a creative way to address this problem.

Program goals: Rick Manzano reviewed the program goals for the next two years. The department wants to create their own custom textbook for PARA 100. We want to improve the number of our graduates working as paralegals and working in the field. We want to create a paralegal program library in A130. Prepare the ABA reapproval report. The advisory committee approved of these goals.

Advisory Committee Members: Kristen Robinson stated that we needed to add members to the committee. The current members stated they would make recommendations and email them to Kristen.

Additional Items: Computer for law offices – the advisory committee suggested using TimeMap and CaseMap in the computer in the law office class and training students on these software programs. The faculty agreed this was a good idea and stated they would look into these programs.

The committee agreed to meet in the evening for Spring Semester 2013 and adjourned.