



# Santa Ana College

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## Business Division

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### Advisory Meeting 5/17/19

1. Introduction and Attending:
  1. Francine Guerrero (lit and trademark paralegal),
  2. Jimmy Cabral (Plaintiffs personal injury attorney),
  3. Joanna Burchell - Paralegal OCDA
  4. Jessica Feeney - Paralegal, Tax Firm
  5. Sheniece Smith - Asst. General Counsel CHOC
  6. Laurali Kobal - Law Office Manager
  7. Don Isbell - SAUSD CTE
  8. Kim Smith, faculty
  9. Kristen Robinson, co-chair
  10. Rick Manzano, program director
2. Update on program. We have the pathway to Law Certificate, Kristen finalist for Faculty of the year.
3. Showed the team the updated website.
4. Janna Burchell - Professional Development and Training - she really is doing training, but not the title for the union. Reviewed the Orange County District Attorney internship requirements. The internship time can count as total experience for eventually applying for paid DA positions.
5. Francie could do a great IP class.
6. Sheniece has had interpreting interns at CHOC Family law clinic.
7. Enrollment and curriculum updates:
  1. Enrollment is robust. Online business law classes is doing very well.
  2. Pathway to Law Certificate updates were given by Kristen Robinson.
8. Don Isbell strong workforce at SAUSD got 1.5 million dollars. Law, Engineering, business are areas of focus.
9. Kristen reviewed pathway to law school and Associate of Arts for Transfer in plan A and plan B. Don said that was great about the GE patterns as it is very hard to get.

10. ABA Reapproval report - due December 2020. Jimmy noted that he has been through this with his law school.
11. Internships: Kim Smith discussed this program as very robust. Internships include, PDs, DAs, CHOC, some paid some unpaid. Kim visits every student in the site. Kim and Rick are looking at implementing a data gathering survey to find out more information. Public interest law sites: legal aid, veterans legal institute. These places have provided a nice step-in for students who are getting their first experience. Looking to bring in a few key adjuncts at certain sites to add more experience and diversity.
12. Tech Event: Kim reported back about the legal technology. Kim noted we are a silver star program. Providing more jobs with a living wage in the county of the school. CLA partnered with SAC to offer 10 hours of CLE and 3 additional hours. 110 attendees. 65 students, 45 professionals from community. Laurali's firm hosted the lunch. The grant was able to provide LinkedIn profile picture. E Discovery and Security subjects.
13. Kim said we will do the legal clinic public interest law, family law, immigration. Catalyst grant (Kim serves on), Immigration Lawyers Resource Center will host their training with our catalyst grant in Santa Ana. Kim serves on the committee to work on this. August 10th naturalization clinic and resource fair.
14. Don noted that even being at even is great in the demographics, and Kristen noted that we are up a bit.
15. Joanna Burchell said IVC said they got ABA approval, but they had to cancel their intro class for paralegal. So we may see some classes coming over.
16. Jimmy Cabral suggested looking into the issue with demographics of where students are coming from. Tustin & Garden Grove school districts are great areas. Don suggested Garden Grove as well. Don said these new pathways are great as these are real careers for students. The result may be that SAC may have students with more built out plans to enter college.
17. Don Isbell said the SAUSD was able to buy two vans. So SAUSD could bring vans of students over for events. Don said the purchased black jackets for the students to wear for events. Assistance League is working with SAUSD for a long sleeve shirt and blouse for students. So dress and transportation are being addressed for equity. Black jackets with lapel pins. Don just has to pay a teacher to use the bus. 7 students, teacher and van. 2 vans for CTE pathways.
18. Distance Ed update: online distance ed class at on state-wide inventory. CVC, OER and ZTC courses. Updates on textbooks etc. Kim said she is using the OER textbooks.
19. Program assessment update: Kim is doing an employer survey for the program assessment. The assessment of the prior survey is why the curriculum for Para 120 has been revised. The revisions were reviewed and discussed. Based on student surveys and assessment of the surveys and curriculum the college has institutionalized the licenses for Lexis for the research classes. Kim and the dean are working on funding for the licenses for the NSLT curriculum which is used in Para 120 Computers in the Law Office.
20. Joanna asked about time sheet programs. We teach it generically in Rick's capstone class, and Kim does look at it in computer class. Kristen also goes over

billing in Civ lit. Joanna said the county does not use a specific software. Joanna said the professional associations they want students to know how to do a billing software. Cell phone billing as well. Jimmy said he uses his phone and cloud based software. Jimmy said billing is not taught in law school. Jimmy said a general understanding is important to know for billing. Kristen said CLIO is being incorporated into the curriculum.

21. Joanna talked about social media and using it for good. Paralegals are being asked to have a professional Facebook. Laurali said that they are asking people to post for the firm page. Jimmy said as a solo he does have people tag his firm in some sort of successful events. Laurali said they have to watch it for privacy and ethics concerns. The DA's office is being more active on social media.
22. Kristen reviewed graduation data survey, both the employer and student satisfaction surveys.
23. Kristen updated the committee on LEX.
24. Legal Studies Foundation. Kim and Rick are working on making a non-profit type account to run a few events. Become a CLE provider to run events. Jimmy thinks it is a good idea, he just wondered about how the account would be dispersed. Jimmy said law firms and attorneys are looking for a way to donate money. He said CLE is a great way to do this as well. Jimmy said the minority bar associations should be involved. Jimmy said he could be the liaison to the Hispanic Bar Association.
25. Jimmy is interested in a Speakers night.

Meeting was adjourned.

Professor Robinson, Esq.

Legal Studies/Paralegal Department

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