

# SAC Paralegal Advisory Committee Meeting

Fall 2015 – December 3rd, 2015

## Meeting Minutes

In Attendance:

Smith	Sheniece	Attorney, Childrens' Hospital Orange County
Aranda	Mary	Paralegal, OCLegal Aid
Hallsted	Julie	Paralegal/OCPA
LeonGuerrero	Francie	Paralegal, Knobb Martens
Keck	Ed	Law Office Administrator Law office of Michael Procopio
Smith	Kim	Attorney/Adjunct Faculty
Tanner	Bill	Attorney & Director at Legal Aid Society/ Adjunct Faculty
Robinson	Kristen	Full Time Faculty, Santa Ana College
Manzano	Rick	Attorney/Chair Paralegal Department
Grant	Madeline	Interim Dean, Business Division
Imboden	Tom	Retired Orange County Sheriff
Isbell	Don	Santa Ana Unified School Distrcit
Madeja	Carol	Managing Director/Bar Relations Outreach, State Bar of California
Todaro	Diana	SBDC Business Developer/SAC Adjunct Faculty
Gonzales	J.	ACME (Grant for SAUSD)
Campos	Dollie	Current student
McHugh	Anna	Current student
Yamamoto	Fletcher	Current student
Feeney	Jessica	Current student
Galvan	Monique	Current student
Scherer	Sharon	Current student
Mathews	Kim	CTE/Grants, Santa Ana College

1. Reviewed Site Visit: Rick Manzano told the advisory committee about the upcoming site visit by the ABA on March 29th or March 30<sup>th</sup>. He informed the committee the meeting with the advisory committee would most likely be one of those evenings. He stressed how important their attendance would be at this meeting. Sheniece Smith and Ed Keck shared their experiences of going through a site visit team at other schools and at Santa Ana College. They stated that it was a positive experience, and that members of the committee should not be nervous.

2. Library Materials: digest, etc. Kristen Robinson reviewed the current library offerings. Including the fact that we are working on a deal with Chapman Law School on letting our paralegal students come in to use their library. Kim Smith mentioned that we are working on offering Relativity software training for students. Kristen Robinson and Kim Smith received training in the software. Kristen stated that we are working on the agreement with Relativity to offer the training to students for free.
3. Interpretation certificate: Rick reviewed that we are working on the legal interpretation certificate. Kristen noted that the department has received grant funding from the DSN program, and faculty will be working on this in the coming semester. Kim Smith stated that this is a great addition to the paralegal program as many students speak another language and this is great way to get a job. Don Isbell also agreed this is a great addition to the program.
4. Internships: Anna McHugh wondered if we can require an internship at Legal Aid. Kim stated that it can be a little hard to require the internship. Rick mentioned that we are working on a partnership with legal aid, but it is hard to make it a requirement. So we are highly recommending it to students, but not requiring it. Anna said she loves her internship with Legal Aid Society.
5. Civil Litigation: Sharon Scherer says there is no instruction in timelines and how you coordinate the beginning of the case to the end. People may not know the basic 70, 50, 30, 15. Could be something to add to civil litigation. Sheniece suggested putting it in civil litigation. Sharon said she went to an OCPA conference that listed the timelines. Bill Tanner said it could also be added to tort law. Sharon said she appreciated Manzano's time lines and deadlines in his classes and that if students miss the deadlines they will not get any credit for the assignment. Manzano shared what he does in his class.
6. General Writing Skills: Bill Tanner addressed the committee regarding the writing skills of students and program graduates. Everyone agreed this is a challenging area. Bill noted it is difficult to place students at Legal Aid who have poor writing skills. He suggested that perhaps there could be better screening and/or preparation in writing. Kristen shared a simple email writing assignment she has found useful in her classes. Rick noted that the discussion boards in his classes seem to be improving the writing skills. Kim Smith suggested several texts for use in courses including Strunk and White, and the Plain English for Lawyers by Bryan Garner.
7. Periodicals and Publications: Kristen asked the members for suggestions of magazines and journals the program should subscribe to. Rick noted that we are finally getting Paralegal Today . Sheniece Smith suggested American Health Lawyers Association. Daily Journal - Diana Todaro, DDS Legal software for calendaring, Janney and Janney.; Martin Deans essential forms. Rick also reviewed the new books we are bringing in for the legal interpretation
8. Program Review/Student Satisfaction Data: Kristen says the student satisfaction surveys showed a huge improvement from Fall 2014 to Spring 2015. The committee was pleased to see this growth. Kristen noted that based on previous surveys showing a weakness in computer training that the department is revamping the computer class as well. This data also drove the decision to offer Relativity to students.
9. Program Future/Certificates: Kristen asked the committee if there are other areas we should be adding to the program either through individual classes or additional certificates. Sheniece stated that a course in Health law could be very useful given the current market. Bill Tanner stated that a course that emphasized basic office skills might be useful like creating a case file, using a copier, phone etiquette, writing a business letter. Bill said

- students don't know how to write a standard business letter. Gabe suggested his department's Business Info Working Certificate; he suggested the certificate could be customized to meet the needs Bill sees in the labor force. Sharon said that SCC (and SAC) has a free adult education classes in Microsoft. She noted that this might be useful information to publicize to students.
10. Anna McHugh: said the paralegal has changed her life, and the paralegal program has really helped her and her family. She really loved our enthusiasm for the program.
  11. Bill Tanner talked about the partnership with Legal Aid. He discussed the following courses where students have a chance to work with actual clients as part of their coursework here at SAC: Family Law, torts and bankruptcy. Bill said these courses present a unique opportunity to students, but we need to send more senior students to an internship. Rick said maybe we could do more of an internship.
  12. Grant Programs:
    - a. Don Isbell reviewed the SAUSD grant. He noted that while there were challenges the first semester, 19 students completed the first course. Kim Smith added that one of the challenges involved the high school marching band practicing right outside the classroom.
    - b. Kim Mathews reviewed the PYLUSD grant. Kim noted that the department is working with faculty at El Dorado high school to help with the BUS 105 course. The school is very excited with this new partnership.
  13. The meeting was adjourned.