

# SAC Paralegal Advisory Committee Meeting

Spring 2015 – May 28<sup>th</sup>, 2015

## Meeting Minutes

In Attendance:

Tom	Imboden	Retired Orange County Sheriff
West	Imboden	Graduate of Santa Ana College Paralegal Program
Kristen	Robinson	Attorney/Full-Time Faculty, Santa Ana College
Ed	Keck	Law Office Administrator Law office of Michael Procopio
Francie	LeonGuerrero	Paralegal, Knobb Martens
Rick	Manzano	Attorney/Chair Paralegal Department Santa Ana College
Kai	Williamson	Vice President Orange County Paralegal Association
Kim	Smith	Attorney – Solo Practitioner
Madeline	Grant	Interim Dean, Santa Ana College Business Division
Gabe	Shweiri	Professor, Business Division Santa Ana College
Don	Isbell	SAUSD, Director, Career Development/CTE/ROP
Bill	Tanner	Legal Aid Society of Orange County
Laurali	Kobal	Firm Administrator, Callahan & Blaine
Carol	Madeja	Managing Director, Bar Relations Outreach, State Bar of California
Sheniece	Smith	Associate General Counsel, CHOC (unable to attend as she received an award)
Jullianna	Halstead	Paralegal, Chase (unable to attend as she was sick)

1. ABA Reapproval report:
2. Program Assessment, SLOs: Rick reviewed the course SLO's for 100, 101, 121, 145, 151. Rick stated that in 297 the students have to turn in a resume. The group looked at the program assessment and review grid.
  - a. Kim Smith thinks the resume is great to measure students preparedness.
  - b. Kim Smith offered some revised language for the Ethics program outcome. She suggested that students be able to understand the difference between substantive and procedural law.
  - c. Carol wanted to know if 1 and 4 could be combined. Rick noted that we have one about research and one about using computers.
  - d. Kim said to prepare and organize legal documents.

- e. Laurali - document management. Carol manage and retrieve documents. Kim prepare and manage the documents.
  - f. Kim - examine and apply rules of legal ethics, substantive and procedural law.
  - g. Madeline said that these outcomes go to course and programs and then to the institution.
  - h. Kristen presented the assessment plan and program outcomes for program completers. The committee agreed the plan and goals are appropriate.
3. Student Satisfaction Data: we reviewed our data.
- a. Kristen Robinson stated that the satisfaction data showed that students were overall very happy with the program, but that they wanted improvements in the computers and counselling areas.
  - b. Kristen and Rick shared that there have been major improvements in the computers class (including a dedicated classroom), and that we continue to work with counselling to have better resources for students.
  - c. The committee agreed that the new classroom A-226 will be a great resource for the students.
4. EDiscovery class: Kristen stated that we are taking PARA 143 and putting it into the ediscovery class. Kristen asked the committee what programs we should be teaching our students. Relativity,
- a. Laurali stated that we should teach summation, relativity, concordance
  - b. Kim added that it is important that students understand what is data. Kim really likes to teach them about data in her classes.
  - c. Kristen reviewed with the committee an opportunity to receive training in Relativity. The company will then provide access to a live database for the students to use in the e-discovery class. This is a great opportunity to make our more competitive.
  - d. Madeline noted that there might be equity funding to send two professors to Chicago to receive the Relativity training.
5. Interpretation: Madeline asked the committee if a certificate in legal interpretation that will prepare the student to take the exam to be a certified court interpreter. Kim and Laurali said this is great.
- a. Carol said this is an important skill that helps them get a job.
  - b. Madeline: wants to talk with the languages department.
  - c. Carol has data on what languages are short for the courts and the state bar.
  - d. Kim thinks that this is really empowering for the community.
  - e. Kristen also agreed this is a great way to get a job.
  - f. Don also agreed this is a great way to get a job.
  - g. Madeline thinks we could really expand the programs into other languages.
  - h. Kristen and Rick agreed this is a great opportunity and they will look into creating the program.
6. Research courses:

- a. Kristen reviewed the updates to the Lexis access. SAC used to have 10 passwords a year, but with our new contract SAC has 60 passwords a year. Now each student in the research courses will have their own Lexis passwords for the entire semester. We should also have enough passwords to give some to the library for any student to use.
  - b. Books: Kristen and Rick also reviewed with the committee that the paralegal program now has their own library collection in A-226. This way the students can use the books for classes – even when the school or county library is closed.
  - c. The committee was very excited to hear about the Lexis access and the books. Kim and Kai both agree that the books being available are very important.
7. Grants: Madeline reviewed the pathway grant that we received.
- a. Don explained that the grant is a collaborative process of working together. Don said that Santa Ana Unified is the 8th largest district in the state. They have a Saturday law academy, project self with OC Bar, Santa Ana High School has 2 legal careers classes.
  - b. Work with Middle college, Santa Ana HS and Godinez HS. The law pathway will be great for the more driven students.
  - c. Madeline also said the Placentia/Yorba Linda to have an articulation agreement with us.
  - d. Don said that they really need to get more students enrolled at the college. So we really want to connect the students to the programs.
  - e. Laurali talked about working with project SELF, that she has worked with a student for the past three years.
  - f. Kim and Don both agreed that students who are facing extreme poverty can really be affected by realizing that they can make 15 to 18 dollars an hour is life-changing.
  - g. Kim said that Legal aid can also be a help to the parents of the children of the students as the parents will see the benefit of being in school.
8. Law Pathway update: we were selected in the program.
- a. Kristen state that we got our LAW 100.
  - b. Don said that from Santa Ana they recognize the top 100 students each year. More than 20% of the top 100 students end up going to community college.
9. Rick asked the committee to fill out the survey we have given them.
10. Other matters:
- a. West Imboden: Western state is moving campuses.
  - b. West and Laurali both said they may have books that can be donated. Laurali said these books like the judicial profiles are available.
  - c. West asked if we had looked into Westlaw. Rick responded that the price is still too high. Kristen said we could look into it.
  - d. Kim asked about how hard it was to work on a workcite with Legal Aid. Kim said there is the Public Law Center, and the self-help center at the courthouse.

We are super close to the courthouse. Kim said that at Lameroux they do workshops at limited conservatorships. Grant said this could be a great work experience class. Don said that also the HS students could work in this environment. Some students are working as interpreters. Grant said this could be an interpreter. Kai said that real-world experience is key.

11. The meeting was adjourned.