

SAC Paralegal Advisory Committee Meeting

Fall 2016 – December 8th, 2016

Meeting Minutes

In Attendance:

Kristen	Robinson	Attorney/Full-Time Faculty, Santa Ana College
Ed	Keck	Law Office Administrator Law office of Michael Procopio
Mirna	Moncado	Attorney/Private Practice
Mary	Aranda	Paralegal, Legal Aid Society of Orange County
Rick	Manzano	Attorney/Chair Paralegal Department Santa Ana College
Don	Isbell	SAUSD, Director, Career Development/CTE/ROP
Laurali	Kobal	Firm Administrator, Callahan & Blaine
Connie	Hoffman	Paralegal/Legal Aid Society of Orange County
Jessica	Feeney	Paralegal/ Colonial House Consulting
Francine	Leon Guerrero	Paralegal/ Knobbe Martins

1. Introduction of new members: Mirna Morcado
2. Strong Workforce Grant: Rick Manzano informed the committee that the paralegal program did receive the grant. With this funding we were able to hire Job developer person to work with Theresa Hagelbarger. This person will work with the HS to make pathways. They will also work with the community to do internships and the like.
3. Kristen Robinson mentioned the legal office technician certificate that the department is developing . Don Isbell thought this certificate was a good idea.
4. Don Isbell asked about options for the high schools students and thought the Landlord tenant class for the graduating seniors at Santa Ana High School. This would be a good class to get the HS students in with. Rick Manzano suggested BUS 105, or PARA 121, PARA 101. Rick Manzano said the online classes might not be the best for the incoming HS students as they are not familiar with blackboard and the course moves very quickly.. Kristen Robinson suggested a summer orientation or summer law day for the high school students. Kristen Robinson could do the in-person BUS 105 course. Rick Manzano agreed an event or an orientation meeting be a good thing. Don Isbell said the summer bridge could be counseling class where the students prepare their education plans. Don Isbell said the study skill class could be good as well. Don Isbell suggested a google questionnaire to see what they want to do. Laurali Kobal said she has had project-self students in her firm who are from the high school and it has been an great experience. Don Isbell said the counseling class is a great idea.
5. Rick Manzano went over new course offerings for Fall 2017: LAW 58 – Legal Interpreting will debut in Fall, Legal Terminology for Fall. Kristen said that another new class would be continuing: PARA 138. The course was taught by Kai Williamson, and

the department received wonderful feedback from the students in the course. The committee thought corporate compliance was a great area to include in the program.

6. OER Initiative - Open Education Resources. Kristen Robinson explained that the college is trying to reduce the cost of textbooks for students, and is considering several OER programs. Rick Manzano explained his use of OER in the business law class, and the grant opportunities. Francie said she can ask her firm librarian for youtube video suggestions that could be incorporated in the classes as OER or just as additional resources. Don Isbell asked how students access the textbook for OER - is it embedded in the online LMS. Rick Manzano said the material is just a PDF of the book available for free. Kristen Robinson stated that it can be other web-based materials besides just PDFs. Rick Manzano is developing the OER material for BUS105. Kristen said they are still looking for the perfect textbook for Intro to Paralegal. Rick said the books for the program are 1700\$ for total semester. Don Isbell and Connie Hoffman both agreed that books are really expensive and could be a barrier for student success. Kristen said Rick is a leader in OER on campus. Don Isbell asked what OER really is, and Francie explained that OER is open license materials. Jessica says you can also get books for cheaper on Amazon, and the sell back is cheaper there as well. Connie also said she used half.com for her books. Jessica said she got her book very cheap by comparison shopping.
7. Pathway to Law School: Kristen Robinson updated the group on the Pathway to Law School, and that several paralegal students are interested in the program. Don Isbell wants to make their own flyers. Registration starts for the younger high school kids in mid-february.
8. Committees: Kristen Robinson suggested doing targeted zoom conference calls for different task groups.. Laurali thought this was a great idea and suggested we call them Task Teams. The group thinks this is a great idea. Kristen will email the group these titles, and people can join up what they like.
9. Professional Dress: Mirna Moncado said the HS students said they might need help for finding professional clothing. Rick Manzano said Talleur San Jose has a program to get professional clothing for students. Working Women's Wardrobe is a good charity. Don Isbell said this would be very interesting for the high school students. Connie and Mary shared that LASOC offered a CLE on professional dress and it was very well received. They are forwarding the name of the group that put the training on.
10. Meeting was adjourned. The group will meet again Spring semester.