

**American Bar Association Standing
Committee on Paralegals**

UNIFORM TABLE OF EXHIBITS

Include only the exhibits listed and identify with the specified number. If an exhibit does not apply to the program, indicate that it is not applicable. Exhibits marked * must be provided in the format shown.

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SANTA ANA COLLEGE

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September 3, 2015

Jessica Watson, Report Coordinator
ABA Standing Committee on Paralegals Approval Commission
321 North Clark Street
Chicago, Illinois 60654

Re: Santa Ana College revised and up-dated self-evaluation report (9/3/15)

Dear Ms. Watson:

Please find enclosed the requested Information for Site Visit form, one print copy and one cd rom copy of Santa Ana College's self-evaluation report.

In response to your July 23, 2015 letter we have revised exhibit 10 to reflect the activities and planning that have taken place since our original submittal. We have reviewed exhibits 11,13 and 14 and made any corrections that were necessary.

In response to the last site visit and interim report, the program curriculum had been reviewed and modified to create a rational sequence of classes. As part of that review, Civil Litigation Para 143 and 144 have been combined into one course Para 145. Para 130 Legal Transactions, Para 136 Real Property and Para 138 Business Organizations have been combined into a single five unit course that covers the same subject areas. Para 131 Alternate Dispute Resolution and Para 137 Torts are now Para 146 Torts and ADR. As a result, although the prior classes were taught in the reporting period, the updated combined classes are what we have reported on exhibit 14. The curriculum is the same, just the courses have been combined.

If you have any questions please email me at manzano_rick@sac.edu or call me on my cell phone 714-264-7025. I will also send you a copy via email this date.

Very truly yours,

F. Richard Manzano, Esq.
Coordinator Paralegal Program
Department Chair, Legal Studies
Business Division, Santa Ana College

PRESIDENT: Erlinda J. Martinez, Ed.D.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES:

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CHANCELLOR: Raúl Rodríguez, Ph.D.

American Bar Association
Standing Committee on Paralegals
321 North Clark Street
Mail Stop 19.1
Chicago, Illinois 60654-7598

**APPLICATION FOR REAPPROVAL OF
PARALEGAL EDUCATION PROGRAM**

Institution Name: Santa Ana College

Program Name: Paralegal

Address: 1530 West 17th Street

City: Santa Ana State: California Zip: 92706

Telephone Number: (714) 564-6858

Fax Number: (714) 564-6790

Institution Website URL: www.sac.edu

Program Website URL: www.sac.edu/paralegal

We hereby certify that the information and materials contained in this report and supporting exhibits is complete and accurate to the best of our knowledge.

Institution President: Erlinda J. Martinez, Ed.D.

Signature: _____


Program Director: F. Richard Manzano, J.D.

E-Mail Address of Program Director: manzano_rick@sac.edu

Signature: _____


Date Submitted: _____

3-17-2015

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Produced by the Standing Committee on Paralegals

**American Bar Association
Standing Committee on Paralegals**

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SECTION I

GENERAL INFORMATION

G-101 through G-107

A. Name of the Program: Paralegal

B. 1. Please check the name of the accrediting agency by which the institution is accredited:

- Middle States Association of Colleges and Schools
- New England Association of Schools and Colleges
- North Central Association of Colleges and Schools
- Northwest Association of Schools and Colleges
- Southern Association of Colleges and Schools
- Western Association of Schools and Colleges
- Accrediting Commission of Career Schools and Colleges of Technology
- Accrediting Council for Independent Colleges and Schools
- Council on Occupational Education
- New York State Board of Regents

(G-302(c))

2. Please indicate the date of the most recent reaffirmation of accreditation.

Reaffirmed for 6 years as of February 6, 2015.

3. Please indicate the current status of the institution's accreditation.

Full Accreditation, no warnings or sanctions.

C. Program Options:

1. Please complete the following for each program option in paralegal studies offered by the institution. (Note: "Program option is defined in G-103.A)."

Type of Program Option <i>(i.e., BA/BS; AAS/AA/AS; MA/MS;</i>	Name of Program Option	Date Students First Admitted	Date Option Approved by
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<i>Certificate [Specify type, such as post-baccalaureate]; Minor, etc.)</i>	<i>(i.e., Paralegal Studies, Legal Studies, Nurse Paralegal, Legal Nurse Consultant, etc.)</i>	To Option	ABA <i>(If not approved as part of your initial approval)</i>
AA	Paralegal Degree (sac.para.aa)	1972	1975
Certificate	Paralegal Certificate (sac.para.ca)	1975	1975

2. Did you notify the Standing Committee on Paralegals in advance of offering any new program options or ceasing to offer an approved program option?

Yes

3. Complete Exhibit 1, showing the number of students enrolled in each program option listed in item C.1 for the past four years.

See Exhibit 1.

4. Complete Exhibit 2, showing the number of graduates in each program option listed in item C.1 for the past seven years.

See Exhibit 2.

5. Does the program offer a minor which it does not consider a program option? If so, how do you demonstrate that the minor should not be considered a program option?

No.

D. Location of the Program:

1. Are legal specialty courses offered at locations other than the main campus of the institution? If so, please provide the following information:

No.

- a. The addresses of all other locations and the distance from the main campus.
- b. For each location, provide a list of all legal specialty courses offered there for each of the past four years.

Advanced Research 248 was offered at the Digital Media Center located at 1300 S. Bristol, Santa Ana, California. The distance is 2 miles. This location was in use at the time of the last visit from the ABA. Since spring of 2013 all paralegal courses are offered at the main campus.

2. Did you notify the Standing Committee on Paralegals in advance of offering courses at a new or additional location?

Yes. The Digital Media Center location was part of the last site visit.

(G-104.N)

- E. Does the institution offer any programs for the education of paralegals, as defined in G-103 of the Guidelines, which are not included in this report? If so, describe and explain.

No.

- F. State verbatim each recommendation and compliance issue from the site team report of your last site visit and from any related follow-up visits. After each recommendation and compliance issue state the actions that the program has taken to address each issue.

1. *Major Change: Online Format: The program was required to obtain advance approval of fully online course offerings (G-104.M.2-4). The program began offering Ethics, a legal specialty course, in Spring 2009 without obtaining prior approval from the ABA.*

In her letter of November 30, 2009, Laura Barnard, Chair, ABA Standing Committee on Paralegals Approval Commission indicated this is no longer a compliance issue.

On June 3, 2013 after a substantial curriculum review and revision, the program submitted the Substantive Change Reporting form/curriculum changes to the commission. On July 1, 2013 the program received notification that the commission had completed its review, and the new curriculum is approved to be offered to students.

2. *Program Goals and Objectives: The program must have clearly defined, publicly stated and measurable goals and explicit objectives stated in terms of the educational results to be achieved (G-201). All program literature and promotional material must state clearly and accurately the objectives of the program (G-501.A). Various versions of program goals and objectives have been submitted in the program's reports. The follow-up site visitor discussed the drafting of appropriate goals and objectives with the program director and college administrators.*

The program reviews its goals and objectives annually in its department meetings and with the advisory committee. The goals and objectives are listed on the program web site. The program sets activities to meet the goals and objectives, which are discussed with the advisory committee at its regular meetings. The division incorporates the departmental goals and budget requests into the division goals and budget requests. The division goals and budget requests are then incorporated into the Colleges budget and planning documents.

<http://sac.edu/AcademicProgs/Business/Paralegal/Pages/Program-Goals-and-Objectives.aspx>

3. *Advisory Committee Membership: A majority of the members of the program's advisory committee must be appointed from the community that the program serves and may not be currently affiliated with the institution as faculty members or employees (G-203.B.2). Only nine of the committee's 31 members were not affiliated with the college.*

In her letter of November 30, 2009, Laura Barnard, Chair, ABA Standing Committee on Paralegals Approval Commission indicated this is no longer a compliance issue.

The program continues to review membership in the committee to insure that there are representatives in compliance with the commission's regulations. The program is currently recruiting in the legal community for additional advisory members with the goal of having multiple representatives from the community.

4. *Advisory Committee Meetings: The program's advisory committee must meet at least twice a year, and minutes of these meetings, including a list of attendees, must be recorded and maintained (G-203.C). The committee has not been meeting at least twice a year. The follow-up site visitor discussed the proper functioning of the committee with the program director.*

In her letter of November 30, 2009, Laura Barnard, Chair, ABA Standing Committee on Paralegals Approval Commission indicated this is no longer a compliance issue.

The program continues to have an Advisory Committee Meeting as required in the fall and spring semesters. Copies of the agendas and minutes are attached as part of this re-application.

In addition, the program director regularly attends the Santa Ana College Work Force Council meetings as a representative of the Paralegal program. The college workforce council acts as an advisory body to vocational programs providing discussions on workforce trends, training opportunities and discussions on best practices for vocational programs. Members of the community are invited to the meeting to give input to the members on vocational training issues.

The advisory committee minutes are posted on the department web site at <http://sac.edu/AcademicProgs/Business/Paralegal/Pages/Advisory-Committee.aspx>

The workforce development web site is:

<http://sac.edu/AcademicProgs/OccupationalPrograms/Workforce/Pages/default.aspx>

5. *Assessment: The program must develop and implement an organized plan for evaluation, review, and improvement of the program (G-301.E). The assessment plan must include input from graduates, employers, students, advisory committee, faculty, school*

administrators, and the legal community (G-301.F.4). The program did not have an overall plan for assessment at the time of the original site visit, and what data had been collected had not been analyzed or used to improve the program. The follow-up site visitor discussed the development of an effective plan with the program director and college administrators.

- The program submitted its assessment plan in the follow up report to the last site visit.
- The plan is reviewed and modified at the regularly held department meetings of the full time faculty.
- The program participates in the College wide assessment plan.
- The program has created Student Learning Outcomes/Objectives for each course and for the program.
 - The Student Learning Outcomes/Objectives were created with input from the advisory committee.
 - The Student Learning Outcomes/Objectives were approved at the college level by the College Curriculum and Instruction Committee.
 - Spring 2012 and spring 2013 student survey information was reviewed, the curriculum/program offerings were discussed with the advisory committee and faculty. The curriculum and program was revised.
 - The substantial change of program forms were submitted to the ABA and approved.
 - Changes were instituted as reflected in the 2013-2014 catalog. (http://sac.edu/CatalogAndSchedule/Documents/2013-2014/catalog/SAC_Catalog_Addendum_2013-2014.pdf).
 - Materials available in the College Library were evaluated and it was determined to acquire additional resources for the Paralegal students.
 - The program will assess the Student Learning Outcomes/Objectives on spring 2015.
 - Students were surveyed by the distance education office in Para 100, 101, 107, 121, 297 and Business 105 at the beginning and end of the fall 2013 semester. The data was analyzed in spring 2014.
 - The format of the above courses were reviewed and the student assessment format was modified to include more frequent assessments with less emphasis on a comprehensive semester assessment due to the time stress created at the end of the semester. Students reviewed the material as it is covered in class and assessments are given regarding the current material.
 - Student surveys are conducted in Para 101, Para 121 and Para 297.
 - A program survey is a required project for the students in the capstone class, Para 297. The data from spring 2014 and fall 2015 will be analyzed in spring 2016.
 - Incorporated in the spring 2016 assessment will include the data collected from the graduate data surveys and the surveys from Para 101, 121 and 297.
 - Additional Legal Community and graduate surveys are scheduled for Spring 2015.

- The legal community survey will be analyzed in spring 2016.
- The intern coordinator gathers employer input at the exit interview she conducts with employers for all students in the work experience and intern program. The data collected from the exit interviews will be analyzed in spring 2015.
- The directing attorney of the Legal Aid Society of Orange County participated in the discussion on skill sets required for successful paralegals.
- The members of the advisory committee who are members of the legal community give input into the curriculum and The Student Learning Outcomes/Objectives for the program.

In fall 2014 the faculty reviewed the assessment process and revised their plan. The plan and assessment results are as follows:

Program Outcomes and Assessment

Degree Program: Paralegal Program: Associate and Certificate

Contact Person: Rick Manzano, Kristen Robinson

Program Mission Statement:

The mission of the Paralegal Program is to educate students so that the student can make ethical decisions in the workplace, understand legal concepts, use legal technology, communicate effectively orally and in writing, and to provide students with the analytical skills that are necessary to perform specifically delegated, substantive legal work under the supervision of an attorney.

Program Objectives:

- To enable students to make ethical decisions in the workplace
- To understand legal concepts
- To use legal technology
- To effectively communicate orally and in writing
- To exhibit critical thinking
- To prepare students for careers in the legal field or other related fields

Learning Outcomes:

Graduates of the program will be able to:

1. Perform manual and computerized legal research
2. Examine rules of legal ethics and substantive and procedural law
3. Identify and analyze practical and theoretical legal issues and prepare legal documents
4. Utilize technology to prepare legal documents
5. Prepare a professional resume.
6. To communicate in a Professional manner.

Assessment Methods/Type of Evidence:

Data Collection 1: Legal memorandum in PARA 297/70% meet or exceed expectations in specific areas.

Data Collection 2: Legal test/memorandum in PARA 297/70% meet or exceed expectations in specific areas; Standardized questions on PARA 121 exams /70% meet or exceed expectations in specific areas.

Data Collection 3: Legal documents assessed in PARA 297/70% meet or exceed expectations in specific areas.

Data Collection 4: Utilization of technology to prepare and submit assignments in PARA 297 /70% meet or exceed expectations in specific areas. 100% of program completers will have passed Para 120 Computers in the Law Office at a minimum grade of 70%.

Data Collection 5: Resume assignment graded by rubric in PARA 297/70% meet or exceed expectations in specific areas.

Data Collection 6: Students will be able to communicate in a professional manner in submitting assignments in the Para 297/70% meet or exceed expectations in specific areas.

Data Collection Overview:

Learning Outcome	Assessment Method/Type of Evidence	When/Where will Data Collection Take Place
1. Perform manual and computerized legal research	Legal memorandum in PARA 297/70% meet or exceed expectations in specific areas	Fall & Spring semesters/PARA 297
2. Examine rules of legal ethics and substantive and procedural law	Legal test/memorandum in PARA 297/70% meet or exceed expectations in specific areas; Standardized questions on PARA 121 exams /70% meet or exceed expectations in specific areas	Fall & Spring semesters/PARA 297 & PARA 121
3. Identify and analyze practical and theoretical legal issues and prepare legal documents	Prepare legal documents assessed by rubric/70% meet or exceed expectations in specific areas	Fall & Spring semesters/PARA 297
4. Utilize technology to	Utilization of technology	Fall & Spring

prepare legal documents	to prepare and submit assignments in PARA 297 /70% meet or exceed expectations in specific areas. 100% of program completers must successfully pass Para 120 Computers in the Law Office with a grade of 70% or greater.	semesters/PARA 297
5. Create Professional Resume	Resume assignment graded by rubric in PARA 297/70% meet or exceed expectations in specific areas	Fall & Spring semesters/PARA 297
7. Communicate in a Professional manner	Email, cover letter assignments graded by rubric in Para 297/70% meet or exceed expectations in specific areas.	Fall and Spring semesters/Para 297

Discussion of Results and Changes:

The Paralegal Program is accredited by the American Bar Association (ABA). Below is a discussion of our data collection results:

Learning Outcome 1: Perform manual and computerized legal research.

The assessment method for Learning Outcome 1 is a legal memorandum assignment in PARA 101 (Law Office Management) and PARA 297 (The Professional Paralegal). The memorandum is assessed by the instructor using a rubric. Students are graded on their ability to find the appropriate statutes and cases, explain how the statutes and cases are relevant to the issues raised in the memo, and finally to present their findings in a well-written, concise memorandum of law.

The results of the assessment are as follows:

Course	Average of All Students
PARA 101	85% Successfully Completed (17 of 20 course completers)
PARA 297	80% Successfully

	Completed (16 of 20 completers.)
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Based on the assessment results, we are meeting our goals of a minimum of 70% or higher student averages in all of the subject matter areas.

Action Plan: The assignment will continue to be used to assess the students understanding of the ethical requirements for handling client property. After reviewing the discussion board the assignment will be made available earlier in the semester as the majority of concerns were the short time period to successfully complete the assignment. Students found the discussions on the topic to be helpful in enabling them to locate the proper material and formulate the required plan as instructed for this assignment.

Learning Outcome 2: Examine rules of legal ethics and substantive and procedural law

The assessment method for Learning Outcome 2 is a legal memorandum assignment in PARA 121 (Ethics). The memorandums assessed by the instructor using a rubric. Students are graded on their ability to find the appropriate statutes and cases, explain how the statutes and cases are relevant to the issues raised in the memo, and finally to present their findings in a well-written, concise memorandum of law.

The results of the assessment are as follows:

Topic	Average of All Students
PARA 121	71% Successfully Completed (12 out of 17 students)
PARA 297	80% Successfully Completed (16 of 20 completers.)

Based on the assessment results, we are meeting our goals of a minimum of 70% or higher student averages in all of the subject matter areas.

Action plan: Revamp the instructions and begin the discussions on the assignment earlier in the semester. Include discussions on proper research techniques and samples of the format. Note: Students are not required to take the research classes prior to Para 121. The 297 course is a better bench mark for the success of the program. The bench mark in Para 121 is 70% or better. To achieve a pass in para 297 is 90% or better. The increase of percentage (although requiring an even higher percent) indicates that students who persist through the program are achieving the goals of the program.

Learning Outcome 3: Identify and analyze practical and theoretical legal issues and prepare legal documents.

The assessment method for Learning Outcome 3 is legal documents prepared in PARA 297. The basis of the evaluation is a rubric. The assessment is graded based on formatting, organization, issue discussion, proper citations to legal authorities and the student's analysis of the legal issues.

Topic	Average of All Students
PARA 297	80% Successfully Completed (16 of 20 completers.)

Learning Outcome 4: Utilize technology to prepare legal documents

The assessment method for Learning Outcome 4 is the preparation of legal documents using technology applications in PARA 297. The basis of evaluation is a rubric. The assignment is graded in part based on the formatting of the document using Microsoft word. The student is also required to research the legal issues online.

A prerequisite to the Para 297 class is Para 120 Computers in the Law Office. Program completers must pass the Para 120 class with a grade of 70% or greater. Based on the graduation requirement of Para 120 100% of all program completers have demonstrated at a minimum of 70% proficiency utilizing technology in the preparation of legal documents.

The results of the PARA 297/120 assessments are as follows:

Assessment Areas	Average of Students
Para 297	80% Successfully Completed (16 of 20 completers.)
Para 120	100% of program completers

Based on the assessment results the program has achieved its goals.

In analyzing the data it has been concluded that ore data is required to properly assess this goal. The Para 120 instructor will be asked to compile statistics on specific assignments that will show the progress of students within the course. The instructor will also be requested to collect samples of the assignments for analysis. Data from the Civil Litigation class will be collected for analysis in Spring 2015. The instructor has been requested to collect the data from the appropriate assignments and to collect samples of graded student work for analysis.

Learning Outcome 5: Create a Professional Resume

The assessment method for Learning Outcome 5 is the preparation of a resume in PARA 297 graded by rubric. Students complete a series of assignments including examining job notices, reviewing other resumes and participating in discussion boards about their resumes.

The results of the assessment are as follows:

Topic	Average of All Students
PARA 297	90% Successfully Completed (18 out of 20 students)

Based on the assessment data the program has achieved its goals.

Learning Outcome 6: Communicate Professionally

The assessment method for Learning Outcome 6 is the preparation of an email and a cover letter associated with the resume creation assignment.

Topic	Average of All Students
PARA 297 cover letter	100% Successfully Completed (20 out of 20 students)
Para 297 email	95% Successfully Completed (19 out of 20 students)

Based on the assessment data the program has achieved its goals.

- 6. General Education Requirement: All program students must complete at least 18 semester credits or the equivalent of general education courses (G-302.C). At the time of the site visit, several general education courses offered by the College did not meet the ABA definition of a general education course, and it was possible for students to graduate without the required 18 semester credits.*

In her letter of November 30, 2009, Laura Barnard, Chair, ABA Standing Committee on Paralegals Approval Commission indicated this is no longer a compliance issue.

- The college has a special review in the College Graduation office for Paralegal students.
- The AA degree requires 30 general education requirements.
- The Graduation office certifies that included in the 30 general education requirements are a minimum of 18 units that comply with the ABA requirement.

- The Graduation office reviews all applications for certificates.
- The applicant must have completed a minimum of 18 general education units that comply with the ABA requirements.
- The graduation office reviews the student transcripts to insure that the general education requirement is met..
<http://sac.edu/StudentServices/AdmissionsRecords/Pages/Graduation.aspx>
- The program policy on general education requirements is listed on the department web page located at:
<http://sac.edu/AcademicProgs/Business/Paralegal/Pages/Policies-and-Procedures.aspx>

7. *Rational Sequencing of Legal Specialty Courses: The program must have a rational sequencing plan for its legal specialty courses and a process to ensure that students follow it (G-302.I.2). At the time of the site visit, there was only one prerequisite, for Advanced Legal Research and Writing, and the introductory course in particular was not required in the first semester of legal specialty courses.*

In her letter of November 30, 2009, Laura Barnard, Chair, ABA Standing Committee on Paralegals Approval Commission indicated this is no longer a compliance issue. The program has instituted an orientation prior to the fall and spring semesters. The program is explained to students and the importance of the sequencing of the courses is discussed.

Subsequent to Chair Barnard's 2009 letter, the program curriculum had been reviewed and modified to create a rational sequence of classes. The introduction class, Paralegal 100 is a prerequisite that must be either concurrently taken with or completed with a C or better prior to enrolling in legal specialty classes.

Civil Litigation Para 143 and 144 has been combined into one course Para 145. Para 130 Legal Transactions, Para 136 Real Property and Para 138 Business Organizations have been combined into a single five unit course that covers the same subject areas. Para 131 Alternate Dispute Resolution and Para 137 Torts are now Para 146 Torts and ADR. The basic research class Para 246 is a prerequisite to the Advanced Research class Para 248. The capstone class has as a prerequisite Para 100, 101, 120, 121, 246, and either Bus 101 or 105 or all of the following: Para 107,130,131,136,137, and 138. The same curriculum is taught, just offered in a set sequence for the topics being covered. See 2014 catalog:
http://sac.edu/CatalogAndSchedule/Documents/2013-2014/catalog/SAC_Catalog_Addendum_2013-2014.pdf

8. *Program Leadership: The total time and effort devoted to program leadership must be adequate to accomplish the functions required by the Guidelines (G-402.A). The site visit team found several areas in need of attention: defining major program objectives; advising program students; assuring the proper organization and operation of the advisory committee; arranging and monitoring internships; handling placement; coordinating the program; and evaluating the overall program.*

In her letter of November 30, 2009, Laura Barnard, Chair, ABA Standing Committee on Paralegals Approval Commission indicated this is no longer a compliance issue.

In 2011 the Program was able to hire a second full time faculty member. The addition of the second full time faculty member has relieved the stress issues dealing with the program leadership. The two full time faculty members meet twice weekly during the regular semester. Issues such as the major program objectives have been reviewed and incorporated into the program review process. The program has been able to recruit new members into the advisory committee and continues to work on the goal of increasing and broadening membership and participation. The program has increased the internship program established a working relationship with the Legal Aid Society of Orange County who accepts a number of students for internship positions each semester. The Orange County Bar Association has been solicited for internship positions. The number of internship positions has increased over the last two years. Both faculty members are either a chair of or a standard member of the College Accreditation Committee. Both faculty members are members of College wide participatory governance and vocational education and technical committees.

9. *Placement Assistance: The program must make conscientious efforts to assist students with placement (G-502.C). The site visit team found that few graduates were working as paralegals or within the legal field.*

In her letter of November 30, 2009, Laura Barnard, Chair, ABA Standing Committee on Paralegals Approval Commission indicated this is no longer a compliance issue.

The program and college continue to post available jobs on the college web site. In addition, available jobs are posted through LinkedIn. A review of the Placement records shows a major increase in the number of graduates working as paralegals or in another capacity in the legal field.

The college career center posts jobs, and conducts regular work shops on resumes, interviewing and job skills.

<http://sac.edu/StudentServices/Counseling/CareerCenter/Pages/default.aspx>

The capstone class Para 297 requires the students to investigate job openings, prepare resumes and cover letters, and to discuss the job opportunities on a discussion forum. The students are required to participate in the legal community networking events.

The program sponsors the Orange County Paralegal Association student section in their job workshop. The workshop includes recruiters from the legal community who work with students on job acquisition skills.

The Business Division has hired a job placement and internship coordinator who works closely with the paralegal program faculty and students. The coordinator works with students on internship positions, job placement and career advisement. The college has hired two Career Technical Education counselors who work with the Paralegal faculty and students in preparing education plans, resume and career

advisement.

The paralegal program conducts beginning of the semester orientation meetings for both new and returning students, where the internships, education plans and career plans are discussed. One on one advisement is available at the meetings.

10. *Placement Records: The program or institution must maintain accurate and substantially complete placement records, gathered within six months of graduation and maintained for seven years (G-502.D). The program's placement records were incomplete and in some cases unavailable for review by the site visit team. More data were provided to the follow-up visitor, but these were still not complete.*

In her letter of November 30, 2009, Chair Barnard indicated: "Placement records must include the employed graduates' job titles, names of employer, cities, and states. Records of graduates continuing their education must include the degree or certificate being pursued and the name of the educational institution."

Exhibit 23, attached to this application will demonstrate the program is in compliance.

The Following were the suggestions made by the visiting team:

1. *Equality of Opportunity. The program should continue to proactively seek diverse candidates for any open adjunct faculty position. G-204.*

The Rancho Santiago Community College District Equal Employee Opportunity and Human Resources Plan may be reviewed on the Rancho Santiago Community College District Human Resources web page:

<http://www.rsccd.edu/Employment/Pages/RSCCD%20EqualEmploymentOpportunityPolicy.aspx>

2. *The program should make good faith efforts to enter into articulation agreements with other institutions to facilitate the transfer of students from their two year to a four-year institution. G-301C.3.*

The Santa Ana College Legal Studies Department (renamed Fall 2015) houses the Paralegal Program and a brand new program: *Pathway to Law School* program. The program is a result of the Legal Studies Department participating in a competitive application with the California State Bar and the California Community College's State Chancellor's office. Santa Ana College was one of 22 (only one in Orange County) selected to participate in the program. The Community Colleges Pathway to Law School Initiative requires students to complete courses based on a defined set of "success factors". The transfer initiative will align criteria from these success factors with community college courses already approved in corresponding Intersegmental General Education Transfer Curriculum (IGETC). Participants in the program will receive a certificate of completion. They will receive priority for transfer to participating UC and CSU institutions. The Paralegal and Pathway programs have conducted informational and orientation meetings in the spring 2015 semester. Students were introduced to the Career Technical Education counselors who met with students

and are available for counseling on career goals and transfer to the four year institutions.

3. *Should the program decide to continue to use employer and graduate surveys as a means of assessment, it should review the content of those instruments to insure it is asking for information useful and valuable to the program. G-301E.*

Each semester the full time faculty reviews the surveys to insure it (the survey) is asking for information useful and valuable to the program. In addition each semester the beginning and exit survey in the Paralegal 297 (capstone class) is reviewed and assessed to insure it is asking information useful and valuable to the program.

4. *The team suggests the program regularly assess the effectiveness of the online and weekend compressed courses. G-302E.5.*

The program continues to assess the effectiveness of the online and weekend compressed courses. There are student surveys, which cover the methodology of instruction. Based on the surveys the courses have been modified to address concerns expressed through the surveys. The overall program is assessed in the capstone 297 class through evaluations and surveys.

Assignments have been instituted in the online courses where the students review what they learned in the unit, what they found helpful in the assignments and what recommendations they would make regarding the format of the class. The instructor uses the student input when reviewing assignments and the effectiveness of the various units.

5. *The team suggests that that a statement similar to the one in the college catalog that it is "recommended that students complete as much of their general education as possible prior to enrolling in legal specialty courses" be prominently placed in the program brochure and on the paralegal website. G-302E.5.*

The Paralegal program web site contains the language "It is further recommended that students complete as much of their general education as possible prior to enrolling in legal specialty courses."

6. *The college should continue to support attendance by the program coordinator and select adjunct faculty members at regional and annual paralegal educator conferences. G-401G.*

The college continues to support the attendance of both full time faculty (there was one full time faculty at time of visit and adjuncts filled second position duties) to the AAFPE conferences and the California State Bar Conferences through conference funding and release time.

7. *The program should continue to encourage the professional growth of its adjunct faculty members as teachers. The program coordinator may wish to formalize the inclusion of a professional development component to the regularly scheduled adjunct (sic. meetings.)*

The program conducts teaching professional growth activities at each of the semester adjunct faculty meetings. In addition the online teaching certificate was made available and completed by a majority of the adjunct faculty. The

specialized course was moderated by the Chair of the Legal Studies Department in the fall 2015 semester. In addition the college makes available during “flex week” (the week prior to instruction each semester), various professional growth activities. All faculty may review the current Professional Development activities located on the Santa Ana College Faculty Staff Professional Development web page located at: <http://www.sac.edu/facultystaff/professional-development/Pages>

8. *The program director should record and maintain more detailed faculty meeting minutes. G401H.1*

The program maintains faculty meeting minutes of the semester faculty meetings. The division maintains the minutes for the division faculty meetings and curriculum meetings. The full time faculty in the Legal Studies department share an office and do not conduct “formal meetings.” The full time faculty discusses student petitions, scheduling, and curriculum at their twice weekly informal meeting, where the work load for the next week is discussed and assigned. Formal minutes of these meetings are not kept.

9. *The program should be more proactive in informing students of the advisability of seeking counseling regarding course selection and making sure all counselors are well versed in the requirements of the program. G-502B.*

The program conducts an orientation meeting at the beginning of each semester for new and continuing students. The CTE counselors are in attendance at the meeting and meet with students to discuss their goals and classes. The schedule for the CTE counselors are posted for students and added to announcements in Paralegal classes.

State regulation require as of spring 2015 that all students meet with counseling and prepare an education plan. Paralegal students are advised to meet with the CTE counselors who are the most familiar with the program.

The Department chair continues to attend Counseling Department Faculty meetings where he reviews the program requirements. The Department web page and college catalog are resources for the students and counselors to utilize in the preparation of the ed. plan.

10. *As the population of Orange County is heavily Hispanic, to assist students with job placement, the program should consider developing a legal terminology course in Spanish. G-502C.*

The college has had in place for a considerable period of time Business Application 056-058 interpretation and translation series designed to prepare bilingual students for interpretation skills in business, medical and legal settings. Based on the fact that the college already has course work in this area, the department is not prepared, nor does it deem it advisable to duplicate the already successful program.

The program faculty has met with the faculty in the Business Applications Department and work collaboratively to advise students on the programs and courses available. Discussions have been held regarding adding the translation class as a paralegal elective. No decision has been made at the time of the

publication of this report.

11. *The program should ensure that the campus library has current texts, practice manuals and form books in all areas of legal specialty instruction as well as texts and other resources about the paralegal profession. G-601G/6.&8.*

Current text books are made available for students in the college library. The Program is developing and already has an extensive collection of practice guides and research materials in the Program special library.

12. *The program should consider adding NFPA's The Paralegal Reporter and NALA's Facts and Findings to its library collection. G-601G.7.*

At this time the program has not received funding to pay for these additional subscriptions. Funding that has been made available has been used for materials in the research library. Students are encouraged to join NALA and NFPA where they will have online access to the publications.

Local and state bar journals; newspapers, and periodicals devoted to the paralegal profession: This resource is met exclusively through online electronic access as students are able to access the Academic Search Complete database through SAC's library. Academic Search Complete is a comprehensive scholarly and multi-disciplinary full-text database includes more than 8,500 full-text periodicals, including more than 7,300 peer-reviewed journals. In addition to full text, this database offers indexing and abstracts for more than 12,500 journals and a total of more than 13,200 publications including monographs, reports, conference proceedings, etc. The database features PDF content going back as far as 1887.

SECTION II

ORGANIZATION AND ADMINISTRATION

G-201 through G-206

- A. State the specific goals and explicit objectives of the program. Indicate where these goals and objectives are published, e.g., college catalog, program brochures, websites, etc. (G-201.A)

1. **When students complete the program they will be able to:**

1. Make ethical decisions in the workplace
 1. Students will complete the Para 121 Ethics class
 2. Students will incorporate ethical standards in the Law Office Management class through problem solving and discussion board discussions.
2. Understand legal concepts
 1. Students will demonstrate legal concepts in the legal specialty classes through examination and practical exercises.
 2. Students will draft law office memorandum and appellate briefs in the Advanced Legal writing class incorporating analysis of legal concepts.

3. Communicate effectively orally and in writing
 1. Students will draft law office memorandum.
 2. Students will use proper grammar, punctuation, and spelling.
 3. Students will create client correspondence.
4. Be proficient in using legal technology
 1. Students will demonstrate the use of the Microsoft suite (Word, PowerPoint and Excel) in their completion of assignments.
 2. Students will complete assignments using legal specific software.
5. Exhibit critical thinking skills
 1. Students will analyze cases related to the legal specialty classes.
 2. Students will analyze fact patterns to demonstrate the application of legal concepts to fact patterns.

The goals and objectives are published in:

1. the Santa Ana College Catalog
<http://sac.edu/CatalogAndSchedule/Pages/catalog.aspx>
2. The Program web page:
<http://sac.edu/AcademicProgs/Business/Paralegal/Pages/default.aspx>
3. The program brochure:
<http://sac.edu/AcademicProgs/Business/Paralegal/Documents/Paralegal%20Brochure%20Blue%20for%20ABA.pdf>
4. Specific activities and status of the activities to meet the program goals are published on the program web site:
<http://sac.edu/AcademicProgs/Business/Paralegal/Pages/Program-Goals-and-Objectives.aspx>

- B. Provide an organizational chart showing (1) the academic unit within the institution where the paralegal program is situated; (2) the title of the person to whom the program director reports; and (3) where the program fits within the structure of the institution. Include the chart as Exhibit 3 and highlight the placement of the paralegal program. (G-201.B - E)

Note: If there has been a change in the organizational structure involving the paralegal program which the Standing Committee on Paralegals was not notified of in advance, while continuing to complete this reapproval application go to the website for the American Bar Association Standing Committee on Paralegals (<http://www.abaparalegals.org>) and complete the Substantive Change Form for Organizational Changes Involving the Paralegal Program. This form must be submitted immediately. Do not submit this form as part of this reapproval application.

The program director reports to the Dean of Business who reports to the Vice President of Academic Affairs. The Vice President of Academic affairs reports to the President of the College.

See Exhibit 3.

- C. Provide information on the advisory committee:

1. Complete Exhibit 4, showing the members of the paralegal program's advisory committee.

See exhibit 4.

2. Include as Exhibit 5 copies of any written guidelines or procedures governing advisory committee activities.

At the present time there are not any written guidelines and or procedures governing advisory committee activities. After the last site visit, based on informal recommendations, the committee discussed bylaws for the committee. At that time the committee voted not to create bylaws. The program has decided to put the issue before the committee in the spring 2014 meeting for discussion.

3. How are advisory committee members appointed? What are the appointment terms?

Advisory committee members are appointed at department meetings of the full time faculty. Presently the committee is requested to recruit additional members to the committee. In an effort to broaden participation the program will be soliciting members from the Orange County Bar Association at the same time as it conducts the legal industry survey.

There are no term limits for advisory committee members.

4. If the committee has any subcommittees, indicate the specific areas of responsibility, the names of current members, and how often they meet.

There are no subcommittees.

5. List below the dates of each advisory committee meeting and any subcommittee meetings held during the past four years. Include as Exhibit 6 copies of the minutes of these meetings. The minutes must include the dates of the meetings, the names of those in attendance, and a record of substantive discussions.

(G-203)

1/27/10, 8/18/10, 2/10/11, 12/8/11, 1/26/12, 9/6/12, 2/7/13, 9/12/13, 5/29/14 and 12/11/14.

- D. Describe the procedures by which the institution maintains equality of opportunity and seeks to avoid prohibited discrimination regarding the treatment of personnel and students.

The following is the Board policy on Equal Employment Opportunity, which is published on the district web page at:

<http://www.rscsd.edu/Employment/Pages/RSCCD%20EqualEmploymentOpportunityPolicy.aspx>

**RSCCD EQUAL EMPLOYMENT OPPORTUNITY - BP4104
Adopted July 13, 2009**

The Board supports efforts to ensure equal opportunity and sees the value of having a diverse work force. Diversity in the academic environment fosters cultural, social

and civic awareness as well as mutual understanding and respect. The Board commits itself to the principle of equal employment through a continuing equal opportunity employment program.

The District prohibits discrimination and harassment based on ethnic group identification, national origin, religion, age, sex, race, color, ancestry, sexual orientation, physical or mental disability, gender identity, medical condition (cancer-related or genetic characteristics), marital status, citizenship, or service in the uniformed services, or on the basis of these perceived characteristics or based on association with a person or group with one or more of these actual or perceived characteristics. This Board policy applies to all employment practices, including recruitment, selection, promotion, transfer, salary, training and development, discipline and dismissal.

This Board policy prohibits retaliation against any employee or person seeking employment for bringing a complaint of discrimination or harassment pursuant to this policy. This Board policy also prohibits retaliation against a person who assists someone with a complaint of discrimination or harassment, or participates in an investigation or resolution of a complaint of discrimination or harassment.

The Chancellor shall develop, for review and adoption by the Board, a plan for equal employment opportunity that complies with California law as from time to time modified or clarified by judicial interpretation.

Nothing in this Board policy shall authorize in any plan for equal employment opportunity the setting of numerical goals or quotas, or preferences, in conflict with state law.

Legal Reference:

Title VII of the Civil Rights Act of 1964

Article 1, Section 31 of the California Constitution

Title 5 of the California Code of Regulations, Section 53000 et seq.

Section 87100 of the California Education Code

The district maintains a Human Resources Committee. Agendas and minutes are posted at: <http://www.rscdd.edu/Departments/Human-Resources/Pages/Human-Resources-Committee.aspx>

Responsibilities:

- Evaluate the effective use of human resources
- Review human resources policies and procedures and recommends changes
- Evaluate workplace safety and emergency preparedness plans and procedures
- Evaluate policies and procedures related to employment equity
- Monitor diversity of RSCDD employees
- Monitor compliance using human resources metrics such as:
 - Full-time/Part-time Faculty ration
 - Full-time Faculty Obligation
 - Classified staffing ratios
 - Turnover ratios and recruitment activities

- Develop recommendations to ensure ongoing compliance with human resources requirements
- Plan and evaluate professional development activities

Membership:

Santa Ana College	Santiago Canyon College	District
Vice President, Academic Affairs, Linda Rose	Vice President, Academic Affairs, Aracely Mora	Executive Vice Chancellor, Human Resources & Educational Services, John Didion - Chair
Academic Senate Representative - John Zarske	Academic Senate Representative - Morrie Barembaum	Assistant Vice Chancellor, Human Resources- Judy Chitlik
Academic Senate Representative - Vacant	Academic Senate Representative - Mary Mettler	Accounting Manager - Payroll, Diane Kincheloe
Classified Representative - Suzanne Stump	FARSCCD Representative - Rosi Enriquez	Classified Representative- Christina Gheorghe
	Classified Representative - Victoria Williams - Co-Chair	

1. Where does the institution publish its non-discrimination policy or affirmative action plan relating to students and personnel?

The non-discrimination policies are published on:

1. The district web page:
<http://www.rscdd.edu/Employment/Pages/RSCCD%20EqualEmploymentOpportunityPolicy.aspx>; <http://www.rscdd.edu/Employment/Pages/Instructions-Employment-Application.aspx>
2. On employment opportunity notices.
3. The Santa Ana College web site:
<http://sac.edu/AboutSAC/Pages/nondiscrimination.aspx>

The [Rancho Santiago Community College District](#) is committed to equal opportunity in educational programs, employment, and all access to institutional programs and activities. The District, and each individual who represents the District, shall provide access to its services, classes, and programs without regard to national origin, religion, age, gender, gender identity, gender expression, race, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, or because he or she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

Inquiries regarding compliance and/or grievance procedures may be directed to District's Title IX Officer and/or Section 504/ADA Coordinator.

Rancho Santiago Community College District
 Title IX Officer and Section 504/ADA Coordinator
 John Didion
 2323 N. Broadway

Santa Ana, CA 92706
Phone: (714) 480-7489

Legal References:

Education Code Sections 66250 et seq., 72010 et seq., and 87100 et seq.;
Title 5 Sections 53000 et seq. and 59300 et seq.;
Penal Code Section 422.55;
Government Code Sections 12926.1 and 12940 et seq.

2. Where does the institution publish its policy or procedures for the accommodation of students and personnel with disabilities?

The Student Services division, Disable Student Programs and Services web site is:
<http://sac.edu/StudentServices/DSPS/Pages/default.aspx>

Mission Statement

The mission of Disabled Students Programs & Services (DSPS) at Santa Ana College is to provide equal access to educational opportunities for students with verifiable disabilities. Through the utilization of specialized instructional programs and disability related services, DSPS encourages and fosters independence and assists students in attaining their educational, personal, and vocational goals.

Americans With Disabilities Act - AR4121 is published on the District web page at:
<http://www.rccd.edu/Trustees/Administrative-Regulations/Pages/Administrative-Regulation-Personnel-AR4121.aspx>

AR4121

The Vice Chancellor of Human Resources is the district's ADA Coordinator. All ADA and Section 504 complaints shall be submitted to the Vice Chancellor of Human Resources as defined in AR4119.

As provided by law, the district has established a process for requesting reasonable accommodation. The process is as follows:

1. Reasonable Accommodation Evaluation Process

All requests for reasonable accommodation are to be forwarded to the district's ADA Coordinator, the Vice Chancellor of Human Resources for processing. The Vice Chancellor of Human Resources will respond to inquiries about reasonable accommodation at any point in the screening and selection process or during employment. When processing requests the Vice Chancellor of Human Resources may use input from the applicant or employee, supervisor, and when necessary, appropriate medical personnel, rehabilitation services and other knowledgeable resources.

The Vice Chancellor of Human Resources, in conjunction with the Vice Chancellor of Business Operations and Fiscal Services, Executive Director of Facility Planning and Campus Services and the appropriate area Vice Chancellor will evaluate whether an

accommodation request creates an undue hardship from a financial or operations standpoint. Following examination of each specific accommodation request, the Vice Chancellor of Human Resources will forward the group's recommendation to the Chancellor. Decisions will be made by the Chancellor, documented, and become part of the recruitment file or, in the case of employee's, the employee's personnel file.

2. Request for Reasonable Accommodation Application

All requests must be submitted using the district's Request for Reasonable Accommodation Application form. The form must be completed in its entirety.

In completing particular sections of the request form, applicants must provide the following information:

- a. **Describe the Disability That Exists.** Completely describe the disability they are experiencing and describe how it interferes with the performance of their existing job responsibilities. Applicants must provide examples and supporting details or documentation.
- b. **Describe Your Job Responsibilities.** Briefly describe their total job responsibilities. They should give particular attention to those aspects of their job that are affected by the disabilities they have described. Employees may obtain copies of their job description from their supervisor, site administrator or from the Office of Personnel Services.
- c. **Specific Request for Reasonable Accommodation.** Applicant must submit documentation to support their request. Applicant must describe how their request will accommodate their disability, as defined in (a) and (b) above.

3. Request for Reasonable Accommodation Form--Physician's Statement

The applicant must complete the top portion of the Physician's Statement Form including the following information:

- a. **Date and sign** the authorization to release medical information.
- b. **Describe the Disability That Exists and Your Reasonable Accommodation Request.** Upon completion the applicant must give this form to their physician or medical provider and request that they complete the lower section of the form. The applicant's physician must provide the following information on the district's Physician's Statement form:
 - c. **Physician's Professional Opinion.** The physician must complete and sign the section giving his/her professional opinion regarding the disability and the requested accommodation to overcome the disability.
 - d. Once the physician has completed and signed the bottom of the form, the employee must return the Physician's Statement with their Request for Reasonable Accommodation Form to the Vice Chancellor of Human Resources. If the employee has questions regarding the completion of the paperwork associated with the Request for Reasonable

Accommodation, the employee should contact their direct supervisor, site administrator, Vice Chancellor of Human Resources.

Legal reference: Public Law 100-336

Responsible Manager: Executive Vice Chancellor of Human Resources & Educational Services

3. What methods are used to encourage diversity in the student body of the paralegal program?

The institution has a student outreach program Outreach staff provide detailed information regarding the quality of the programs that are offered to all prospective high school students. Parents and students are connected to campus life via the efforts of Outreach personnel in the institutions service area. Services provided include school presentations, campus tours, college prep workshops (Eng/Span/Vietnamese), community outreach, pre-orientation assistance, assessment information, and admission support. The student population is reflective of the service area of Santa Ana College. Paragraph 4 below indicates that “minority” students comprise 80% of the students in the paralegal program.

The outreach programs web site is:

<http://sac.edu/StudentServices/StudentOutreach/Pages/default.aspx>

4. Complete the following chart with respect to the ethnicity and gender of the paralegal students in each of the last four years.

Year	% of Minority Students	% of Female Students	% of Male Students
2013-14	66%	69%	31%
2012-13	80%	61%	29%
2011-12	75%	64%	26%
2010-11	80%	59%	41%
2009-10	74%	54%	46%

5. What methods are used to encourage diversity in the faculty of the paralegal program? Please include the steps taken to recruit and retain a diverse faculty. If written advertisements and/or announcements are used, include copies as Exhibit 7.

See Exhibit 7.

The following are excerpts from the RSCCD Full Time Faculty Hiring Regulations:

Recruitment

Outreach will be conducted to develop an applicant pool that is qualified and diverse. See the Advertising and Outreach sections for more information. Faculty who attend professional organizations and conferences will be encouraged to take job announcements to recruit

individuals to apply for openings for which they are qualified. When qualified candidates are identified, their names and complete addresses should be submitted to the department chair or division dean and to the Human Resources Department.

Outreach

Outreach is additional advertising or enlargement of job announcement distribution for the purpose of increasing the likelihood of a qualified and diverse pool of applicants.

Advertising

The Human Resources Department shall prepare all advertising and make arrangements for same. As indicated above, the requisition may be used a vehicle to make special requests for advertising. Advertising may include, but is not necessarily limited to:

- newspapers
- professional publications
- television
- movie theater screens
- radio
- computerized bulletin boards

Where and when advertising is placed will depend on several factors including resources available, lead time required for each publication, time constraints within the District, past experience within the discipline and past experience with the advertising type. The Human Resources Department shall develop, in conjunction with deans, department chairs and faculty a comprehensive recruitment program. That program will include:

- baseline advertising and job announcement distribution that is done for every out-of-district search.
- targeted advertising, job announcement distribution and other outreach activities as determined appropriate for each discipline.
- methods by which timely input can be made for specialties within disciplines at the time of specific openings, e.g., identifying sources for an electronic music specialty for a Music Instructor opening.

Application Period

The open application period is a minimum of 20 working days in order to provide adequate time for effective recruitment. The first workday following the closing date, the Equal Employment Opportunity Officer or designee shall determine if an adequate applicant pool has been recruited. The closing date may be extended if an adequate pool is not achieved and additional recruitment efforts are required. In such cases, the division dean and/or co-chair of the screening committee will be consulted. If a priority date system is used, screening may begin after the Equal Employment Opportunity Officer determines that there is an adequate applicant pool. In some special cases (sudden resignation, death, special projects, etc.), the time line and selection process may need modification due to business necessity. In all such cases the appropriate President shall submit a recommendation and rationale to the Executive Vice Chancellor of Human Resources and Educational Services or designee for a decision. In cases of

disagreement, the Chancellor shall consider the facts of the situation and provide direction.

6. Complete Exhibit 8 showing the composition of the faculty of the paralegal program by racial/ethnic classification and gender for each of the last four years.

(G-204)

See Exhibit 8

- E. Complete the budget chart provided as Exhibit 9, showing (1) the amounts spent for each category of expense for each of the past four years; (2) the budget for the current year; and (3) the projected budget for the next year. **(G-205)**

See Exhibit 9

- F. Has there been a change in institutional ownership or in financial support, which has not been previously reported? *If so, while continuing to complete this reapproval application, go to the website for the American Bar Association Standing Committee on Paralegals (<http://www.abaparalegals.org>) and complete the Substantive Change Form for Institutional Ownership or Financial Support. This form must be submitted immediately. Do not submit this form as part of this reapproval application.*

Note: G-201.F requires that the program must engage in planning, including long-range planning, and such planning must encompass the matters set forth in the Guidelines. G-202 requires that the paralegal education program be given status within the institution comparable to other units of similar size and function. Program Directors should be prepared to demonstrate compliance with both of the Guidelines to the site visit team at the time of the site visit.

There has not been a change in institutional ownership or in financial support.

SECTION III

EDUCATIONAL PROGRAMS

G-301 through G-302

A. Additional Educational Opportunities:

1. List all articulation agreements your program has with other institutions, including the name of each college and program.

The paralegal program does not currently have any articulation agreements with other institutions (there are no 4 year degree programs at any public institutions in California). However, Santa Ana College does have an articulation officer, and BUS 105 – Legal Environment of Business (a required course in the paralegal program) is articulated with California State University at Fullerton.

The Santa Ana College Legal Studies Department (renamed Fall 2015) houses the Paralegal Program and a brand new program: Pathway to Law School Program. The program is a result of the Legal Studies Department participating in a competitive application with the California State Bar and the California Community College's State Chancellor's office. Santa Ana College was one of 22 (only one in Orange County) selected to participate in the program. The Community Colleges Pathway to Law School Initiative requires students to complete courses based on a defined set of "success factors". The transfer initiative will align criteria from these success factors with community college courses already approved in corresponding Intersegmental General Education Transfer Curriculum (IGETC). Participants in the program will receive a certificate of completion. They will receive priority for transfer to participating UC and CSU institutions.

2. For those programs awarding associate degrees:

(a) Indicate the percentage of program graduates who have transferred to an institution offering a baccalaureate degree in each of the past four years.

2010-2011: 3% of the program graduates (or 1 student) transferred to a baccalaureate program.

2011-2012: 12% of the program graduates (or 4 students) transferred to a baccalaureate program.

2012-2013: 6% of the program graduates (or 2 students) transferred to a baccalaureate program.

2013-2014 8% of the program graduates (or 3 students) transferred to a baccalaureate program.

(b) Describe the methods used to encourage students and graduates to earn higher or additional degrees or certificates upon completion of the program.

Santa Ana College offers associate degrees for transfer to the California State Universities (CSU). These may include Associate in Arts (AA-T) or Associate in Science (AS-T) degrees. These degrees are designed to provide a clear pathway to a CSU major and baccalaureate degree. Santa Ana College students who are awarded an AA-T or AS-T degree are guaranteed admission with junior standing somewhere in the CSU system and given priority admission consideration to their local CSU campus or to a program that is deemed similar to their community college major.

Students who have been awarded an AA-T or AS-T are able to complete their remaining requirements for the 120-unit baccalaureate degree within 60 semester or 90 quarter units. Santa Ana College currently offers six AA-T degrees: Communication Studies, Elementary Teacher Education, Political Science, Psychology, Sociology and Theatre Arts. Additional majors are under development.

SAC also offers students an associate's degree program commonly known as "Plan B." This program is for the student planning to graduate from one of the 23 campuses of the California State University. This pathway ensures that students who leave Santa Ana College with their associate's degree will be able to count 39 units of their general education coursework taken at Santa Ana College towards their bachelor's degree.

SAC students may also complete an associate degree program that is a pathway to University of California System/California State Universities. Completion of all the requirements in the Intersegmental General Education Transfer Curriculum (IGETC) will permit a student to transfer from Santa Ana College to a campus in either the California State University or the University Of California system without the need, after transfer, to take additional lower-division, general education courses to satisfy campus general education requirements.

SAC was also recently selected to be part of the Pathway to Law School program which encourages community college students to complete their baccalaureate degree and apply to law school. Many of the paralegal students are also interested in this program. SAC also has a transfer office that is specifically designed to connect SAC students with other colleges and to promote transfers.

While these programs are available to any student at SAC, the paralegal program does provide additional information to students in the paralegal program. Paralegal students can attend any of the three orientation sessions offered at the beginning of each semester. A representative from counselling attends these sessions and provides the paralegal students with additional information about each of the degree options and the ability of the different associate degrees to transfer within the California education system.

The paralegal program has a strong connection with counsellors at the college who are specifically designated as Career Technical Education (CTE) counsellors. We list the CTE counsellors on our website and encourage students to meet with these specific counsellors to review their transcripts and create an education plan. Students are reminded of these services and the CTE counsellors at the orientation meetings, in class discussions and through personal communications with the students.

(G-301.C)

- B. Describe the program's plan for evaluation, review, and continuous improvement of the program, as follows:
 - 1. Explain how the program determines the extent to which it is meeting its stated goals and objectives. Include whether the assessment of goals and objectives is part of an institutional plan.

The program has developed an assessment cycle. First, the program determined outcomes and objectives for the program. The objectives are based on skill sets that

Paralegals need to be successful.

The program then reviewed and modified the curriculum to set measurable outcomes/objectives that are tied to the program outcomes/objectives.

The program then applied for funding through the CETEA (Vocational Education) Grant program for activities to assist in the goals relating to the goals. (In this cycle the goals were based on intern and job related experience.)

Next the program gathers data through student and industry surveys as well as specific assignments in the capstone class, Para 297, in order to assess student success in meeting the outcomes/objectives.

The program then assesses the data, and makes changes to the curriculum. As noted above there were major program changes that have been submitted and approved through the college curriculum process, and the major change was approved by the ABA in 2013.

In spring 2015 additional surveys will be sent to industry. The intern coordinator will meet with the directing attorney of the Legal Aid Society of Orange County for the purpose of analyzing the readiness and effectiveness of the intern students placed with Legal Aid in fall of 2013. The data from the student surveys and specific activities in the capstone Para 297 class will be analyzed in Spring 2015. Appropriate curriculum changes will be instituted in Fall 2015.

Updated assessment plan as of 2014-15:

1. The program will participate in the college assessment plan.
 - a. The program submitted the data to the College assessment officer who included the data in her report.
2. Student learning outcomes will be developed for each course by end of Fall 2014.
 - a. Student learning outcomes for each course have been developed.
 - b. The student learning outcomes will be assessed in Spring and Fall 2015.
 - c. An action plan will be developed for each course assessed.
3. Program objectives or outcomes will be developed by Fall 2014.
 - a. The program objectives have been developed.
4. Program objectives will be assessed in the Spring 2015 semester.
 - a. The program objectives have been assessed.
5. An action plan on the program objective assessment will be developed.
 - a. An action plan has been developed.

Assessment Methods/Type of Evidence:

Data Collection 1: Legal memorandum in PARA 297/70% meet or exceed expectations in specific areas.

Data Collection 2: Legal test/memorandum in PARA 297/70% meet or exceed expectations in specific areas; Standardized questions on PARA 121 exams /70% meet or exceed expectations in specific areas.

Data Collection 3: Legal documents assessed in PARA 297/70% meet or exceed expectations in specific areas.

Data Collection 4: Utilization of technology to prepare and submit assignments in PARA 297 /70% meet or exceed expectations in specific areas. 100% of program completers will have passed Para 120 Computers in the Law Office at a minimum grade of 70%.

Data Collection 5: Resume assignment graded by rubric in PARA 297/70% meet or exceed expectations in specific areas.

Data Collection 6: Students will be able to communicate in a professional manner in submitting assignments in the Para 297/70% meet or exceed expectations in specific areas.

2. Attach as Exhibit 10 a copy of the program's updated written assessment plan, including an analysis and summary of the assessment results.

(G-301.E - F)

See exhibit 10.

- C. Complete Exhibit 11 showing the total curriculum for each program option included in Section I.C. *If there have been substantial curriculum changes which were not approved in advance of being made, while continuing to complete this reapproval application go to the website for the American Bar Association Standing Committee on Paralegals (<http://www.abaparalegals.org>) and complete the Substantive Change Form for Substantial Curriculum Change. This form must be submitted immediately. Do not submit this form as part of this reapproval application. (G-302)*

See exhibit 11. The major change was approved by the ABA in 2013.

- D. Describe the program's sequencing plan for each program option included in Section I.C. **(G-302.E.5)**

The program has instituted an orientation prior to the fall and spring semesters. The program is explained to students and the importance of the sequencing of the courses is discussed.

Subsequent to Chair Barnard's 2009 letter stating that this is no longer a compliance issue, the program curriculum has been reviewed and modified to create a rational sequence of classes. The introduction class, Paralegal 100 is a prerequisite that must be either concurrently taken with or completed with a C or better prior to enrolling in legal specialty classes.

Civil Litigation Para 143 and 144 has been combined into one course Para 145. Para 130 Legal Transactions, Para 136 Real Property and Para 138 Business Organizations have been combined into a single five unit course that covers the same subject areas. Para 131 Alternate Dispute Resolution and Para 137 Torts are now Para 146 Torts and ADR. The

basic research class Para 246 is a prerequisite to the Advanced Research class Para 248. The capstone class has as a prerequisite Para 100, 101, 120, 121, 246, and either Bus 101 or 105 or all of the following: Para 107,130,131,136,137, and 138. The same curriculum is taught, just offered in a set sequence for the topics being covered. See 2014 catalog:

http://sac.edu/CatalogAndSchedule/Documents/2013-2014/catalog/SAC_Catalog_Addendum_2013-2014.pdf

E. General Education Requirements:

1. How is the distribution requirement for three disciplines within the general education component met? (G-302.E.2)

The degree requirements for the Associate of Arts Degree are listed on page 38 of the 2013-14 catalog which is located at:

http://sac.edu/CatalogAndSchedule/Documents/2013-2014/catalog/SAC_Catalog_13-14.pdf

The department policy on general education is:

Paralegal Degree Policy on General Education Requirements

The Paralegal program at Santa Ana College is approved by the American Bar Association. The American Bar Association has specific guidelines the program must meet in order to be in compliance with the guidelines and to maintain the program approval. Students who graduate with a degree in Paralegal Studies or who meet the qualifications for a paralegal certificate must meet the following general education criteria.

1. The student must satisfy the general education requirements under either plan A,B or C as set forth in the College Catalog. These units may be used to satisfy section 2 below.
2. The student is required to have a minimum of 18 semester units of general education that meet the criteria of the American Bar Association as set forth below:
 1. A general education course is an academic college-level course designed to give students a broadly based liberal arts education. This definition of general education may differ from the definition adopted by a particular institution or a particular accrediting agency.
 - a. A general education course ordinarily provides the students with critical reasoning and writing skills.
 - b. Such courses are usually in the areas of social and behavioral science, English composition and literature, foreign language, mathematics, humanities, natural science, and the fine arts.
 - c. Courses specifically designed to develop professional, vocational, and technical skills or that are remedial in nature are not classified as general education.
 - d. Examples of courses that are not classified as general education include, but are not

limited to, physical education, performing arts, accounting, computers, technical writing, business mathematics, business English, keyboarding, and business law.

2. Within the requirement for 18 semester credits or the equivalent of general education course work, students must take courses in at least three disciplines, such as social sciences, natural sciences, mathematics, humanities, foreign language, and English.

1. Courses listed in the Santa Ana College Catalog that meet the requirement of part 1 which may not be used to satisfy part 2 include but are not limited to the following:

All computer science courses, E.S. Professional 140, Fashion Design Merchandising 103, all courses listed under Plan A F2 and Plan B E2.

The student shall be required to certify with the graduation department, completion of courses that meet the ABA definition of general education.

The policy is available for students on the department web page:

<http://sac.edu/AcademicProgs/Business/Paralegal/Pages/Policies-and-Procedures.aspx>

The graduation uses a special form to check those applying for the paralegal degree or certificate. Part of the process they use is to verify the compliance with the general education requirements.

2. What method(s) is/are used to determine whether students demonstrate writing proficiency at the college level? **(G-302.E.3)**

The college conducts English placement exams to determine the appropriate level for students. Students must complete as part of their general education requirements for the degree a minimum of 3 units of English Composition (English 101), and 3 units of Communication and Analytical Thinking.

Each of the paralegal courses have written communication as a student learning outcome. Students are required to take Para 246 Legal Research and Analysis, and Para 248 Advanced Research and Writing. Both of these courses require writing Proficiency at or above the undergraduate degree level. The program curriculum includes both written and oral assignments in each of the classes. The capstone class requires students to communicate in writing on numerous assignments, to prepare resumes, cover letters and law office memorandum.

3. What means are used to ensure that students demonstrate competence in oral communication? **(G-302.E.4)**

As part of the degree general education requirements students are required to complete 3 units of Communication and Analytical Thinking.

Imbedded in the curriculum are assignments that require group and individual presentations. For example in the Para 107 (Criminal Procedure Class), the students are required to attend court proceedings then give an oral class report.

In Para 100 and in Para 145 Civil Litigation students conduct interviews and class presentations. In Para 145 the student is required to do an oral presentation on the discovery plan.

4. If credit is given by examination or through other means for general education courses, what methods are used to determine whether credit should be granted? Indicate how evaluation for equivalence is conducted and whether there are limits on the amount of credit that is earned through such means. (G-302.E.6)

No credit by examination is permitted for paralegal courses. The applicant for a Paralegal Certificate must demonstrate they have completed the minimum 18 units of ABA approved general education units. The AA degree requires 24 general education units. Although the college allows for credit by examination for some general education courses, any course passed by credit by exam may not be used to satisfy the 18 units of general education required by the paralegal program.

The following statement appears on the program web site under "Policies and Procedures": *"The student shall be required to certify with the graduation department, completion of courses that meet the ABA definition of general education. Any general education courses passed by credit by examination may not be used to satisfy the 18 units of general education required by the American Bar Association."*

5. If general education credit is accepted in transfer, what policies govern the acceptance of transfer of general education credits completed at other institutions? How are the courses evaluated to ensure that they meet the definition of general education and the breadth contained in these Guidelines? (G-302.E.6)

Santa Ana College will give credit for college units earned at another regionally accredited college or university. In order for transfer units to be applied towards a petition for degree or transfer certification, all official transcripts from other colleges must be on file in the Admissions office.

See 2015 catalog, page 28: http://www.sac.edu/CatalogAndSchedule/Documents/2014-2015/Catalog_14-15.pdf

The Graduation office will review the transcripts from the transferring institution to insure they meet the program and American Bar Association definition of general education and the breath contained in the guidelines.

- F. How does the program ensure that students have technology skills (other than electronic legal research skills) that are appropriate for employment as a paralegal? (G-302.G)

Students are required to complete Para 120 (Computers in the Law Office.) This course is taught in a computerized classroom and requires the students to complete tasks using technology and software appropriate for the law office. In addition, the curriculum has been designed to include in activities and in the delivery mode, use of technology. The Paralegal

101 (Law Office Management), Paralegal 121 (Ethics) and the Paralegal 297 (The Professional Paralegal) are only offered online in order to require each student to use the internet for research, communication and the submittal of assignments. Each of the lecture paralegal classes has Blackboard associated with the class. Students are required to submit their assignments via the online class module. Assignments in classes require use of Microsoft office to present the assignments. For example in Paralegal 150 (Legal Transactions) the students must prepare, edit and submit contracts and agreements as part of the practical application assignments. Para 246 (Legal Research and Analysis) and Para 248 (Advanced Research and Writing) require students to present the assignments using Microsoft office.

Traditional classes, such as Para 107 (Criminal Procedure) require students to use computers to participate in discussion boards, review of films watched in class and to submit assignments.

- G. If the program admits and graduates students who have not met the general education or total unit requirement of **G-302.H**, complete the chart provided as Exhibit 12, showing information about students receiving exemptions from the general education and/or total unit requirements for each of the last four academic years.

Students must meet the general education requirements for graduation.

- H. Complete the chart provided as Exhibit 13, showing the legal specialty courses offered for each of the past four years. (**G-302.I**)

See exhibit 13

- I. For each legal specialty course listed in Exhibit 13, complete the Course Information Sheet provided as Exhibit 14. (**G-302.I**)

See exhibit 14.

- J. Does the paralegal program include an internship or other field experience as a legal specialty course? If yes, provide the following information:

(G-302.I.1.d)

1. The systematic plan for developing, assigning, monitoring, and evaluating internships or other field experiences;

The Paralegal 105 and 299 courses Cooperative Work Experience Education-Occupational courses give 1-4 units of elective credit for new or expanded responsibilities related to the students major (paralegal.) The Paralegal Cooperative Work Experience Coordinator (Kristen Robinson, J.D.) meets individually with each student, assists in the preparation of the responsibilities and goals for the student. The student's supervisor at the work site agrees to the responsibilities and signs off on the hours the student works on the new and or expanded responsibilities. The coordinator meets with the student and the supervisor to review the students' progress and performance in the program.

2. the number of hours on the job needed to earn credit;

Pursuant to California State law, students must work 5 hours per week on new and or expanded responsibilities related to the paralegal major, for the 16-week semester to receive 1 unit of credit for a maximum of 4 units of credit.

3. how the program ensures that students and sponsors understand expectations;

The work experience coordinator meets with the student and their supervisor to insure there is an understanding of the requirements.

4. how the student, sponsors, and program faculty communicate during the course of the internship or other field experience;

There is an orientation and initial meeting with the students and the coordinator. The class includes the use of Blackboard, wherein there is a discussion board and email. The paperwork is either submitted in person to the coordinator and or may be submitted online through Blackboard. The coordinator meets individually with students during the semester and again at the end of the semester with their supervisor and the coordinator.

Those students who participate in the programs with the Legal Aid Society of Orange County have a Santa Ana Faculty member as their supervisor and meet with their faculty member on a regular basis.

5. How the program ensures that the work emphasizes paralegal skills and competencies.

The coordinator approves the activities and goals for each student to insure the activities and goals are directly related to the paralegal program and meet the State of California requirements for credit.

In addition to the structured internship program, the program also incorporates field experiences into topics classes (Landlord Tenant etc.). Students first meet with a Santa Ana College Professor who is associated with the Legal Aid Society of Orange County. Students receive classroom instruction and then meet with the Legal Aid clients with Legal Aid Society attorneys. The Santa Ana College Professor grades the students' performance in the class. The field experience is considered "homework" and practical application of the subject matter in the topics class. The program is formalizing the curriculum for the topics courses into the curriculum in spring 2015, which is intended to appear in the next catalog.

- K. Which course or courses provide instruction in ethics and professional responsibility?
Approximately how many hours in each program option are devoted to teaching this subject?
(G-302.I.3)

Ethics are incorporated directly in to Paralegal 100, Paralegal 101 and Paralegal 297. There is a specific two unit course, Para 121 Ethics, which is focused exclusively on paralegal ethics and professional responsibility. The Para 121 course is 64 hours of instruction.

- L. Which course or courses provide instruction in legal research? In electronic research? Approximately how many hours in each program option are devoted to teaching legal research? **(G-302.I.4, G-601.I - J)**

The courses which specifically provide instruction in legal research are the Paralegal 246 (4 units) and Paralegal 248 (3 units), for a total of 448 hours of instruction. The courses use both traditional hands on in the library research and electronic research.

- M. Does the program cross-list any legal specialty course with other programs or majors offered by the institution? If so, list and explain. **(G-302 and G-503)**

None of the legal specialty courses are cross listed. However, Paralegal 107 Criminal Procedure is cross-listed with Criminal Justice 107. Both sections are instructed by paralegal instructors and may only be used as elective units.

The Paralegal 147 International Commercial Agreements and Distribution Law (1 unit), Para 148 International Intellectual Property Law (1 unit) and Paralegal 149 The Law of Global Commerce (1 unit) are cross listed with the International Business Degree. These courses are elective units that expose students to international business laws and contracts and students outside of the paralegal program.

The program curriculum only requires 3 units of electives. The program offers these six units as electives because it broadens the students experience and requires them to interact with non-paralegal students in a legal setting. This will allow the student to develop communication skills with “non-legal” individuals, which should assist them when communicating with clients who do not have a legal background.

- N. What policies govern the acceptance of transfer of legal specialty credits completed at other institutions? Include criteria for accepting courses in transfer, procedures to protect the academic quality and integrity of the program, limits on the number of legal specialty courses that may be accepted in transfer, and where these policies and procedures are written. The criteria must include procedures for ensuring that programs provide at least ten semester credits or the equivalent of legal specialty courses through traditional classroom instruction as provided in G-302.J. **(G-302.I.6)**

The following policy is published on the program web page:

<http://sac.edu/AcademicProgs/Business/Paralegal/Pages/Policies-and-Procedures.aspx>

Transfer of Course Policy

In order to transfer legal specialty courses from another institution the following policy will be observed:

1. The other institution must be accredited by a recognized regional accrediting agency and approved by the American Bar Association.

2. The course description must be comparable to the course description at Santa Ana College.
3. The unit value or hours must be comparable to the unit value at Santa Ana College.
4. Students may not substitute any course for Para 248 Advanced Research and Writing, Para 121 Ethics or Para 297 The Professional Paralegal.
5. Students must submit the Santa Ana College “Petition to substitute or waive major requirements for degrees and certificates” form along with the course syllabus from the instructor at the other institution, a copy of the course description at the other institution and a certified copy of the student’s transcript showing a grade of C or better. A credit/no credit or pass/fail grade will not be accepted.
6. The Department director/chair shall review the submitted material and any other material available to determine if the coursework meets the same rigor and preparation as the Santa Ana course work.
7. The decision of the Department director/chair shall be final.
8. Students are not allowed to test out of or waive legal specialty courses with the following exception: Students who are experienced the use of legal application software may test out of Computers in the Law Office; however they are required to take a substitute course such as Advanced Microsoft Office in order to receive an approval of the waiver petition. If a student feels they will not benefit from an elective course due to their experience, they are advised to take a different elective.

Students must complete at least 12 semester units in legal specialties at Santa Ana College, including Para 100, Para 101, Para 121, Para 248 and Para 297 in order to receive a degree from the college.

All applicants for the Paralegal Degree and the Paralegal Certificate must certify through the graduation department that they have met the American Bar Association requirement that they have completed a minimum of 10 semester units of Legal Specialty courses through traditional classroom instruction.

Paralegal 101, 121 and 297 are only offered online and do not meet this requirement. Paralegal 120 Computers in the Law Office (4), 145 Civil Litigation (4), Legal Transactions (5) and Para 146 Torts and ADR 146 (4) all meet the ABA requirement of traditional Classroom instruction. In the event a course is transferred from another

institution, and the student plans to use said course to meet this requirement, the student will need to certify through the Paralegal Department chair that the course meets the ABA requirements. On the petition for substitution of the course, the student will need to indicate that said course was offered in the traditional format and provide evidence satisfactory to the Paralegal department chair.

Students must petition the Paralegal Department Director/Chair for consideration for credit of legal specialty courses and must provide relevant transcripts and course descriptions. The student shall submit the form to the business division office.

The Paralegal Department Director/Chair, in consultation with the dean will approve or deny the form and forward to the graduation office. The decision of the Department Director/Chair shall be final.

- O. What policies govern the award of legal specialty credit by course challenge, examination or portfolio? Include procedures to protect the academic quality and integrity of the program, limits on the number of legal specialty credits that may be earned through such means, procedures for evaluating and approving the award of such credit, and where these policies and procedures are written. (G-302.I.6)

The following Policy is published on the program web page.

<http://sac.edu/AcademicProgs/Business/Paralegal/Pages/Policies-and-Procedures.aspx>

Santa Ana Paralegal Department Policy on Credit by Examination and Pass/Fail.

No paralegal course may be taken by credit by examination with the following exception:

The department chair at his/her sole discretion may allow a substitution for the Paralegal 120 Computer in the Law Office Course. If a student is able to demonstrate to the department chair, to the department chair's satisfaction, that the student has the skill sets being taught in the class, then the student may enter into an education plan to satisfy that requirement. The education plan will include one or more advanced Microsoft class (Word, Excel etc.)

- P. Are any legal specialty courses offered through alternative delivery formats, such as compressed, accelerated, hybrid with 50% or more online instruction, hybrid with less than 50% online instruction, or fully online courses? If so, indicate which courses were submitted for approval or certified in advance of being offered and when the courses were approved or certified. Hybrid courses containing less than 50% online instruction do not require prior approval. *If courses are being offered in alternative delivery formats which were not submitted for approval or certified in advance of being offered, go to the website for the American Bar Association Standing Committee on Paralegals (<http://www.abaparalegals.org>) and complete either the Substantive Change Form for*

Courses Offered in Alternative Formats or the Substantive Change Form for Courses Offered in Alternative Formats Certification while continuing to complete this reapproval application. This form must be submitted immediately. Do not submit either of these forms as part of this reapproval application. (Refer to G-302.J for interpretations relating to alternative formats.)

Each course has been approved for a hybrid format through the college curriculum process. Blackboard is available to all instructors in all of the classes. **None of the hybrid courses would contain more than 50% online instruction.** Courses are authorized to include a online instructions methods to allow the instructor to assign discussions, quizzes or tests outside of the lecture class.

Courses not offered as online (listed as alternative on Exhibit 13) are scheduled for the full traditional classroom instruction schedule. For example, the Para 100 classes are scheduled and meet for the full traditional classroom instruction schedule. Assignments and discussions are posted online and the students are required to complete the assignments online in addition to submitting homework and class generated assignments via Blackboard. This course meets the full in class schedule.

There are three courses that are taught in the online (alternative) format:

- Para 101 Law Office Management (2 units) approved prior to 2000
- Para 121 Ethics (2 units) approved in 2009
- Para 297 (formally numbered 298) (2 units) The Professional Paralegal approved 2011

Paralegal 150 Legal Transactions is a five Unit Course designed to be taught 4 hours of class room instruction and 1 hour of “hybrid” instruction. The 1 hour of hybrid instruction is additional outside of the 4 hour classroom work the student participates in an online environment.

Q. For each method of alternative delivery used in each of the past four years:

1. Explain how the program ensures that students take at least ten semester credits or the equivalent of legal specialty courses through traditional classroom instruction or the equivalent as defined in G-302.J.1.

The program requires a minimum of 21 Legal Specialty Units. Only 4 of the required units are online, therefore the student must take 17 units in the traditional classroom instruction format.

2. Provide as Exhibit 15 a detailed course outline for each course showing how the hours devoted to classroom time and the structured instructional activity outside of class or in online instruction are equivalent to the number of classroom hours that are normally required to award credit for such a course.

See exhibit 15.

3. Explain how courses were selected for delivery in the alternative format and how the

courses were developed.

The courses were developed by faculty with the intended outcome of requiring the students to develop workplace skills in addition to the subject matter of the course. Each of the courses lent themselves to intellectual discussions on the philosophy of ethics, and or management. The courses were chosen to be online in order to expose students to students who were on a different tract of study (Day, Evening and Saturday.) It was determined that the discussions would include students working in a law office and those who had never held a job. The comments on the discussion boards indicate that students do appreciate the insight that students working in an office bring to the discussions.

The courses give all of the assignments and due dates to the students at the beginning of the semester. There a various times the students must participate in discussion boards and or submit assignments in a sequential manner. This will develop time management and planning to meet deadlines similar to a law office setting. Some of the assignments require multiple activities spread over the semester which culminates in the final project or assignment. This does not allow the student to wait until the last minute to meet a due date but requires the ability to think and prepare work in a lineal, sequential manner.

4. Provide information on how students are screened to assess their ability to succeed in the alternative format or otherwise trained or prepared to succeed in taking course work in this format.

Students are exposed to Blackboard during the orientation and in Paralegal 100. The Students are required to participate in the distance education office online student orientation. There are videos on the class web site and on the distance education web site that explain how to use Blackboard. The distance education staff will assist students with technical problems. The student lab has assistance that will assist students in submitting assignments and accessing information.

5. Provide information on the training and support for the development and instruction of courses delivered in the alternative format.

All faculty are required to be certified in Blackboard prior to using Blackboard in the class environment. The distance education office has an online teaching certificate that is required to teach hybrid or online classes. The distance education office will work with faculty on a one on one basis and has numerous tutorials available.

6. Provide information on the assessment that is conducted to determine the effectiveness of the alternative format and attach as Exhibit 16 a summary of the results of such assessment of the last four years.

See exhibit 16.

7. Additionally, for totally online courses, provide the following additional information:

- a. What means are used to ensure that there is interaction between faculty members and students, and among students?

The courses are taught using Blackboard. The class requires participation in discussion boards, blogs and journals. The discussion board assignment requires the students to answer a series of prompts and to actively interact with a minimum of 10 students. The grading rubric includes the interaction between the student and the professor.

Each class includes a general class question forum wherein the students and the Professor interact. The blog requires interaction between students. The student journal is only accessed by the student and the instructor who comments on the journal entries. Questions may be posed and responded to in this forum. The instructor has regular office hours and is accessible via telephone and email.

- b. By what means are faculty members accessible to students?

Each class includes a general class question forum wherein the students and the Professor interact. The blog requires interaction between students. The student journal is only accessed by the student and the instructor who comments on the journal entries. Questions may be posed and responded to in this forum. The instructor has regular office hours and is accessible via telephone and email.

- c. How do faculty members respond to students who have questions? How is feedback given to students on assignments and tests?

There is a class question forum. The professor responds on the forum. Students may email the instructor or in the comment section for each assignment, the student may post a question or state an observation. There are grading rubrics and a comment section for the instructor in the grading section for the discussions, blogs, journals and all assignments. Tests and quizzes are set up with auto responses depending on the answer given to the questions. The essay questions have a comment section for both the student and the instructor.

- d. What technical support is provided to ensure proper functioning of the system and back-up in the event of technical difficulties?

The college has a distance education office and an IT department that ensure proper functioning of the system and back-up in the event of technical difficulties. The Blackboard web site is maintained by Black board Inc. On their web site, which is linked to the student and faculty web site, Blackboard provides technical assistance for the site.

- e. What system is used to verify the identity of students submitting work or taking a test at a distance?

Each student has a unique identification number and log in onto the Blackboard system. The program director is a member of the distance education committee.

The distance education committee is presently exploring authentication methodologies to be employed.

(G-302.J)

SECTION IV

FACULTY

G-401 through G-403

- A. Identify the name and the title of the person who serves as program director. Indicate whether this position is full-time. If the position is not full-time and the person designated as program director does not serve the institution on a full-time basis, identify the person responsible for the program who is full-time with the institution. (G-402)

The program director is F. Richard Manzano, Esq. He has been a full time faculty member at Santa Ana College for over 25 years.

- B. Has the person identified as the program director been in his/her position for fewer than four years? If so, provide the name or names of the person or persons who have served in this capacity for the past four years with dates of service, status as full-time or part-time, and indicate the reasons for the change. (G-402)

Professor Manzano has been the program director for more than 4 years.

- C. If there has been a change in the program director during the past four years, did the program notify the Standing Committee on Paralegals of such change in the program director? ***If not, while continuing to complete this reapproval application, go to the website for the American Bar Association Standing Committee on Paralegals (<http://www.abaparalegals.org>) and complete the Form to Report Change in Program Director. This form must be submitted immediately. Do not submit this form as part of this reapproval application.***

- D. Provide as Exhibit 17 a resume for the person designated as the program director. If the program director is not full-time, provide a resume for the person responsible for the program who is full-time with the institution. Also, provide a resume for all other persons having substantial responsibilities for program direction or administration. Each resume must include the beginning date of service with the institution and the program, relevant professional qualifications, and experience working with paralegals and/or as a paralegal. (G-401.A - D)

See exhibit 17.

- E. For the program director and each person having responsibility for program direction and administration (including where the program director is part-time, the person responsible for the program who is full-time with the institution) indicate how much time is devoted to the program and to other duties, using the three categories below. Be sure to show the

approximate time allocation during the year for each area, e.g., percentages of full-time or actual hour amounts for each person.

1. **Paralegal Program.** (Estimated time: 140 hours per semester) The chair is responsible for maintaining the **Paralegal Program Approval with the American Bar Association**. The additional administrative duties associated with this task include but are not limited to the following:
 - a. Obtaining approval from the ABA of any curriculum changes.
 - b. Submitting reports on the employment status of Graduates. This requires us to individually contact every graduate of the program numerous times, and create documentation in the format acceptable to the ABA.
 - c. Surveys of Graduates and research through the research department. Requires multiple follow up with graduates. The records must be maintained for a period of 7 years.
 - d. Attendance to the American Federation of Paralegal Educator's Conference two times per year. This was a recommendation for compliance from the ABA.
 - e. Attendance to training sessions on the changes in the ABA approval process.
 - f. Ongoing maintenance of data required for the re-approval applications with the ABA.
 - g. Preparation of the re-approval applications (See application posted on the Paralegal Department Web site.) The application is submitted every three years. Data collection takes place continuously. In the past this has been supported by CETEA funding that was no longer available as of this year.
 - h. Maintenance of faculty and adjunct continuing legal education and professional development activities for reporting to the ABA.
 - i. Preparation of and delivery of Professional Development activities as required by the ABA to faculty on improvement of teaching methodology. In spring 2014 the Department facilitated a semester long, online certification course for the adjunct faculty in the Business Division in order to meet state regulations for online instruction.
 - j. Recruit members for the **Program Community Advisory Committee**. Must remain in contact with the members, and recruit new members to insure compliance with the makeup of the committee requirements of the ABA. Recruitment emails and flyers are sent to members of the legal community, The Orange County Bar Association and the Orange County Paralegal Association.

- k. Conduct regular surveys of the legal community for assessment of the skill sets and curriculum for the program as required by the ABA. Incorporate the surveys into evaluation processes for the department and the advisory committee.
 - l. Conduct regular surveys of graduates for the last 7 years.
 - m. Conduct regular surveys of current students.
 - n. Prepare program assessment plans and results for the ABA, in addition to complying with the College policies for assessment. This includes responding to inquiries from the ABA staff. Since January 2015 we have spent an average of 10 hours per week compiling data and formulating a response to the ABA which is due in mid-March.
 - o. Maintain current information on the department web site regarding the ABA regulations, the State of California regulations, policies and procedures approved by the ABA on transfer, waivers and graduation policies. Keep the policies of the program on transfer, credit and procedures current on the program web site. Update information on meetings and outside guest speakers for the program, such as the recent visit from the Dean of Admissions from the U.C. Davis School of Law.
 - p. In order to comply with ABA requirements, review graduation petitions and work with the graduation department on maintaining the ABA approved general education requirements (they are different than the degree general education requirements.)
 - q. Obtain approval from the ABA on distance learning activities.
 - r. Maintain records for the ABA on distance learning activities.
 - s. Attend the State Bar of California Annual meeting for information on updates in the regulations of Paralegals and law office management.
 - t. Conduct training of adjunct faculty for certification for online and hybrid offerings.
 - u. Plan and conduct program orientation meetings with students prior to each semester.
2. In order to comply with the ABA requirements on assisting students in obtaining jobs:
- a. Plan, coordinate and present the joint Santa Ana College/Orange County Paralegal student section meeting with presenters and recruiters for jobs in the legal profession. This meeting takes place on a Saturday each semester. Requires coordination of the facilities, speakers, parking permits for attendees and coordination of the lunch activities.
 - b. Solicit and maintain current job listing on the Paralegal Department web site.

- c. Refer prospective employers/employees to the Career Center.
 - d. Respond to student requests regarding employment opportunities.
 - e. Seek out internship opportunities and coordinate placement of students with the Legal Aid Society of Orange County.
 - f. Maintain records on student and graduate employment.
3. Update and maintain program marketing materials including but not limited to:
- a. Program brochure.
 - b. Brochures for the High School Counselors.
 - c. Web site links for high school students and counselors.
 - d. Web site information for prospective students.
 - e. Informational materials and updates for SAC counselors.
 - f. Each semester attend a meeting with the counselors regarding changes, updates in the program. Meet with individual counselors regarding program requirements. Coordinate activities with the CTE counselors.
4. Work with the online research providers for training of students. This semester we negotiated a new contract that provided many additional resources at a reduced cost for the online legal research provider.
5. Maintain the Paralegal special library in A-226. Solicit and pick up donations from the legal community of books, obtain annual updates to the digests and other legal research materials.
- 6. Installation and/or maintenance of equipment essential to the programs of the department.**

The Paralegal Department has a special "library" maintained in A-226. The library consists of books used in the research classes. In prior years the class met at the Orange County Law Library. Due to budget cuts the Orange County Law Library now closes at 5 p.m. (Class is 6-10 p.m.) The SAC library does not have a budget or space to include the research materials mandated by the American Bar Association. The department has obtained donations from private attorneys for the library. Due to closures of Courts in Pomona the program was able to obtain a number of the research materials needed for the research classes. The materials need to be cataloged, checked out to students, and kept up to date. Funds both donations and sources such as lottery funds are researched, obtained and then the required annual updates are ordered and incorporated into the existing research materials. This requires removing the old pocket updates and inserting the new pocket

updates into the affected materials. A 226 is a computerized research classroom. The department has to monitor and maintain passwords (Nexis) and keep the software current for the online research portion of the classes.

1. Duties that are not related to the paralegal program. (Approximately 20 hours per semester.)

1. Member Distance Education Advisory Committee (attend meetings)
2. Member Workforce Council (Vocational Education).(attend meetings)

2. Teaching. (If the person teaches for the institution, specify the usual full-time teaching load at the institution and the amount of release or reassigned time, if any, that is given for direction of the program.)

(G-402)

The person responsible for these activities is the department chair, F. Richard Manzano, Esq. (note her receives considerable assistance from Professor Robinson, the second full time faculty member.) In addition to teaching a full time teaching load, he receives the equivalent of 2 hours of release time per week during the two full semesters (spring and fall.)

The release time has been renegotiated by the Faculty Union and the District. Although it is known the release time will be increased, the exact amount of release time for administrative duties in the Legal Studies department is unknown at the time of the submittal of this report.

F. Please indicate who has primary responsibility for each of the following functions that relate to Guideline requirements: (G-402)

FUNCTION	NAME AND TITLE OF PERSON RESPONSIBLE
Defining major program objectives	F. Richard Manzano Esq. Department Chair
Representing the program throughout the administrative and academic structure of the institution	F. Richard Manzano Esq. Department Chair
Determining the financial needs and formulating the program budget	Allen Dooley, Dean
Attracting, selecting, and retaining qualified faculty and encouraging faculty professional development	F. Richard Manzano Esq. Department Chair
Advising program students	F. Richard Manzano Esq. Department Chair
Assuring the proper organization and operation of the advisory committee	F. Richard Manzano Esq. Department Chair
Maintaining liaison with the legal, paralegal, and paralegal education communities	F. Richard Manzano Esq. Department Chair
Identifying and responding to the occupational and educational needs of the community	F. Richard Manzano Esq. Department Chair

Arranging and monitoring internships or other field experiences, if offered	Kristen Robinson Esq. Full time faculty
Handling placement or coordination with the central placement office	Kristen Robinson, Esq. Full time faculty
Evaluating the adequacy of the library/information resources	F. Richard Manzano Esq. Department Chair
Coordinating the educational program	F. Richard Manzano Esq. Department Chair
Evaluating the overall program including regular assessment of the legal community, students, graduates, and employers as required in G-301.E	F. Richard Manzano Esq. Department Chair

- G. What measures are taken to support and encourage the professional growth of the program director and all faculty members in the paralegal program as both teachers and professionals? Complete Exhibit 18, listing the program director's and each faculty member's participation in such professional growth activities during the past four years. **(G-401.F - G)**

See exhibit 18

The college has an extensive faculty development program. The program director has participated in the Classroom Research Project that explored various teaching methods, and five modules of the Online Teaching Certificate. He participates as a guest facilitator in the current program and conducts regular faculty development meetings at the semester department meetings.

The faculty contract requires each faculty member to certify the hours they spend in release time activities during the flex week period prior to the beginning of each semester. The division dean is responsible for the compliance with the faculty contract.

- H. List below the dates of each paralegal faculty meeting held during the past four years. Include as Exhibit 19 copies of the minutes of these meetings. The minutes must include the dates of the meetings, the names of those in attendance, and a record of substantive discussions. **(G-401.H)**

S8/19/10, 1/27/11, 8/25/11, 1/26/12, 8/23/12, 1/24/13, 8/22/13, 2/6/14.

- I. Complete Exhibit 20, showing all faculty members who are now teaching and who have taught legal specialty courses for each of the last four years. **(G-401, G-403.A)**

See exhibit 20.

- J. As Exhibit 21, provide an updated resume for each faculty member listed in Exhibit 20. Each resume must include a description of the faculty member's professional qualifications, including experience working with paralegals or as a paralegal. **(G-401.A, C - E)**

See Exhibit 21.

- K. What clerical, technical, and other support services are provided to faculty members?

(G-403.B)

There is not any direct clerical, technical or other support for the paralegal program. The division dean has two clerical staff that she may assign to assist the paralegal program on an as needed basis. All requests go through the division dean.

The ITS staff has a help desk and technicians that respond on a college wide basis for technical issues. The institution has a research department that responds to requests. The normal college wide support, such as publications, mail room, etc. are available similar to other programs in the college.

SECTION V

ADMISSIONS AND STUDENT SERVICES

G-501 through G-503

- A. What are the admission requirements and procedures used to select students? Indicate what printed or electronic publications of the program and institution contain admission requirements and procedures. **(G-501)**

The admission requirements are posted on the college web site at:<http://sac.edu/StudentServices/AdmissionsRecords/Pages/Apply-To-College.aspx> and in the college catalog on page 16 which is located at:
http://sac.edu/CatalogAndSchedule/Documents/2013-2014/catalog/SAC_Catalog_13-14.pdf

The policy (state law) is stated as follows:

You may apply for admission at SAC if you:

- Have graduated from high school or
- Have passed the CA High School Proficiency Certificate Exam or
- Have passed the GED examination or
- Have not graduated from high school but are 18 years or older and may profit from SAC instruction or
- Are an eligible high school student who has satisfied specific admissions requirements or
- Are an international student who has satisfied specific admissions requirements

- B. Provide as Exhibit 22 copies of all print catalogs, advertisements, promotional materials, brochures, flyers, and copies of all website pages that feature the paralegal program. Indicate on the catalog cover the numbers of the pages of the catalog that refer to the paralegal program. If your institution does not have a print catalog, provide copies of any online catalog pages related to the paralegal program and include the URL address of the online catalog. **(G-501.A - B)**

See exhibit 22.

Included are the college catalog which may be accessed at

<http://sac.edu/CatalogAndSchedule/Pages/catalog.aspx>

Promotional materials (brochure) which is included on the program web page located at <http://sac.edu/paralegal>

- C. Indicate where statements are published in the institution's and program's literature that explain that paralegals may not provide legal services directly to the public except as permitted by law. Indicate which of the documents provided in Exhibit 22 contain this statement and the page number on which the statement appears in each such document.

The statement that the program is not intended to prepare the student for the practice of law appears on page 98 of the catalog.

The following statement is on the home page of the department web site: **Note:** This American Bar Association approved program is not intended to prepare the student for the practice of law. Paralegals are not allowed to practice law in the state of California. This program is intended to prepare the student to perform legal services under the direct supervision of an active member of the California State Bar as set forth in the Business and Professions code 6450 and the Rules of Professional Responsibility which may be reviewed on the California State Bar WEB site:

http://www.calbar.ca.gov/state/calbar/calbar_home.jsp

The following statement is on the brochure:

Paralegals may not provide legal services directly to the public. In California paralegals must work under the direction and supervision of a licensed California Attorney. See California Business and Professions Code section 640 et seq. for more details.

(G-501.A.3)

- D. Describe how the required orientation to the paralegal profession is provided to new students. Include information on materials provided, when the orientation takes place, and what persons are involved in the process. **(G-502.A)**

The program orientation for new and returning students is scheduled in the week prior to instruction. The program faculty meet with the students and provide the brochure. There are demonstrations on how to access and use Blackboard, discussions on sequencing of classes, on policies and procedures. The requirements for certificates and degrees are discussed.

A member of the Orange County Paralegal Association presents her perspective on the paralegal profession.

The Paralegal 100 class which is a prerequisite to all of the legal specialty classes explores in detail the paralegal profession and the program requirements. Students participate in exercises that explore the paralegal profession, basic ethics and professional responsibilities

as well as the differences between Paralegals and other legal service providers in the State of California.

The Career Education Counselors are present to answer student questions and to present the services available to students.

E. Describe the student services provided in each of the following areas and provide the name and title of the person(s) responsible for the following:

1. Course selection, advisement, and registration.

The counseling department is responsible for advising students on course selection, advisement and registration. The dean of Counseling is Micki Bryant. Students also may meet with the fulltime paralegal faculty. The Career Technical Education Counselors also may advise students. They also report to Bart Hoffman who is the Dean of Hyman Services and is responsible for oversight of the CTE programs.

2. Career counseling.

In addition to meeting with the full time paralegal faculty, students may receive counseling through the counseling department, and the Career and Job Resource Center. The contact at the center is Sandy Morris.

Jannette Noriega and Maria Rios are the Career Technical Education counselors who counsel students in the paralegal program. The college recently committed to hiring a third CTE part time counselor.

Theresa Hagelbarger is the internship coordinator working with the Accounting and Paralegal students.

3. Support programs such as remediation and tutoring.

Support programs are provided in the Student Services. The person with overall responsibility for Student Services is Sara Lundquist, Vice President of Student Services.

4. Student organizations and associations.

The person with overall responsibility for Student Services is Sara Lundquist, Vice President of Student Services.

5. Other services or activities.

The person with overall responsibility for Student Services is Sara Lundquist, Vice President of Student Services.

(G-502)

F. Describe how graduates are assisted in securing suitable employment by answering the

following questions:

1. How and when does the program assist students in developing resume writing, interviewing, and job search skills?

The Santa Ana College **Career/Job Resource Center** provides all the resources necessary for students to find a satisfying major, set career goals, and obtain successful employment.

The Career/Job Resource Center offers access to computerized resources and hard copy information on careers, training programs, job placement services and workshops.

Individuals and entire classes can utilize the Career Job/Resource Center to explore career keyed to interests, skills, personality and values. Information is available on employment trends and salaries locally, nationally and on the international level. The web site for the center is:<http://www.sac.edu/student-services/counseling/careercenter/Pages/default.aspx>

The program sponsors the Orange County Paralegal Association Student Section Jobs conference. The conference has professional recruiters who give breakout sessions on job search skills.

The Paralegal 100 class curriculum includes resume writing, interviewing and job search skills. The capstone Para 297 class curriculum includes resume writing, cover letters, job search and networking activities.

Students in the program may seek guidance from the two Career Technical Education counselors and the Internship Coordinator.

2. How does the program provide information and resources about current paralegal employment opportunities?

Students are encouraged to join LinkedIn and to follow Santa Ana College. Current positions are announced on the LinkedIn site. Jobs are posted on the Santa Ana College program web page. <http://www.sac.edu/paralegal>.

Students are encouraged to join the Orange County Paralegal Association student section and follow the job opportunity postings.

The curriculum in the Paralegal 297 class requires the students to research, post and discuss on Blackboard employment opportunities and the requirements employers are search for when hiring new paralegals.

3. What is the name and title of the person who has the chief responsibility for the employment/placement services?

Kristen Robinson, Esq. is a full time professor in the paralegal program. She is the person who has been delegated by the program director to keep the program information current.

The individuals the program deals with in the Santa Ana College Career Guidance center are Marisela Godinez – Career Guidance Coordinator and Sandy Morris – Job Placement Faculty Coordinator. Theresa Hagelbarger is the Intern and Job Placement coordinator with the Business Division who works directly with students in the Paralegal Program.

(G-502(a) and G-502.C)

- G. Complete the form provided as Exhibit 23, showing employment and related information for all graduates for each of the past four years. **(502(a), 502.C - D)**

See exhibit 23

- H. What methods are used to give students the opportunity to express their views and make suggestions regarding the paralegal program? **(G-502.E)**

The faculty contract provides for the evaluation of all faculty. The Paralegal 100, 101, 121 and 297 class include mandatory surveys that are submitted anonymously that require the students to give input and suggestions on the classes and the program. Part of the assessment plan includes surveys to recent graduates.

The advisory committee has student members who are encouraged to participate in the committee discussions. Students email the program director with their views unsolicited.

The program has an orientation meeting for new and continuing students. All current students are included in the notice, encouraging them to participate in the meeting and the question and answer sessions of the meeting.

- I. If the program provides continuing education for its graduates and/or paralegals, list the continuing education offerings for the past four years. Include any promotional flyers or materials as Exhibit 24. **(G-502.F)**

NA.

- J. If non-paralegal students are enrolled in any legal specialty classes, provide information for each term for the last four years showing (1) the name and number of course(s); (2) the total number of students enrolled; (3) the number of non-paralegal students enrolled and (4) the reason that non-paralegal students are permitted to enroll in each course. **(G-503)**

In the California Community College system, students are not required to declare a major until graduation. Paralegal 100 is required as a prerequisite to taking the paralegal legal specialty courses. At the orientation and in the Para 100 courses, students are encouraged to meet with the Career Technical Education Counselors to form an education plan and to choose their classes.

SECTION VI

LIBRARY

G-601

- A. Which law library facilities does the program rely on to meet the requirements of the Guidelines? Check all that apply.

- Law school library.
 City, county, or bar library.
 Section of the institution's library.
 A library collection and area set up specifically to serve the paralegal program.

(G-601.A, 601.E)

- B. If the program relies on a library that is not located on the institution's campus, provide the following information:

1. Distance of the library or libraries from the institution's facilities, including all locations where paralegal classes are held.

The Orange County Public Library, which is a supplement to the college library and the special paralegal collection in A-226, is 1.21 miles. This library is open to all members of the public.

2. Understanding or written agreement between the library and the program regarding student use, including accessibility and permission to provide onsite instruction. If there is a written agreement, include as Exhibit 25.

(G-601.F)

This is a public law library and students have the same access as do all members of the public.

- C. Provide the following information about library use and accessibility for each library listed in A above:

1. What are the hours of library operation? College Library: M-Th 8-8 and Fridays 9-1. The paralegal resource center located in A-130 is available for specific classes and by appointment.
The Orange County Public Law Library: Monday-Thursday 8:00 am to 5:55 pm, Friday 8:00 am to 4:55 pm, Saturday 9:00 am to 4:55 pm.

2. Is instruction in legal research permitted within the library facility? State restrictions, if any.

Yes.

3. What kind of assistance (including staffing) is provided to students when using

the library?

The college library has a research librarian who will assist the students. When the Paralegal 100 class conducts its research exercises in the library, the class instructor is present. The Paralegal 246 instructor uses both the college library and A-130. He is present during the research exercises.

The Orange County Law Library is a public library that provides current research and is available to the public. A resident of Orange County can become a **Registered Borrower** with the Orange County Public Law Library through the following steps:

1. Shows proof of Orange County residency;
2. Files a proper application in person; and
3. Deposits \$100.00 in cash, check or charge with the Library (refundable).
4. There is no annual due/fee for the borrowing privileges.

A Registered Borrower may borrow up to 5 books or other Library materials for 21 days. No renewals are permitted A fine of \$1.00 a day is charged for each overdue item.

The Orange County Public Law Library also provides a Reference Librarian at the Public Services counter. The Law Librarians also provides e-mail reference service, Email a Librarian!, for people who cannot get to the library because of distance or time constraints. A valid email address is required for a response.

(G-601.C - D)

- D. How does the program evaluate the adequacy of the library and information resources?
(G-601.B)

The library collection is reviewed annually by the full time faculty, the Para 246 instructor and the advisory committee. Based on the review the program has accumulated additional

legal resource materials to use on campus. In addition Lexis/Nexus and the Orange County Public Law Library are available to students.

- E. If your program has an affiliation with an ABA approved law school that allows paralegal students full use of the hard copy collection in the law school's library, submit as Exhibit 26 the following: No.

1. A letter from the law school librarian confirming that paralegal students can use the law library's hard copy collection.
2. An inventory of the paralegal periodicals and texts required by G-601.G.7 - 8.

- F. If your program does not have an affiliation with an ABA approved law school, submit as Exhibit 26, an inventory of materials in the collection under each of the following categories, noting the most recent update.

1. State code(s).
2. State or regional reporter(s).
3. State or regional digest(s).
4. A resource for checking validity and currency of primary source materials, e.g., Shepard's Citations.
5. Legal encyclopedia(s).
6. Texts, practice manuals, and form books for all legal specialty courses. (*Include name, author, edition, date of publication, and publisher. Be sure to include the materials for every legal specialty course.*)
7. Local and state bar journals, legal newspapers, and periodicals devoted to the paralegal profession.
8. Texts and other resources (not listed in #7 above) about the paralegal profession. (*Include name, author, edition, date of publication, and publisher.*)
9. Law dictionaries. See exhibit 26

(G-601.G)

G. Does your program provide access to (1) a resource for checking the validity and currency of primary source materials, e.g., Shepard's Citations; (2) a legal encyclopedia; (3) local and state bar journals; newspapers, and periodicals devoted to the paralegal profession; or (4) law dictionaries, **exclusively** in electronic format? If so, provide the following information to demonstrate compliance with Guideline interpretations:

1. Indicate which collection requirements noted above are met exclusively through electronic access.
2. Indicate what electronic resources are used to meet the requirement(s).

Shepard's Citations: This resource is met exclusively through online electronic access through SAC's contract with Lexis, which includes Shepard's Citations.

Local and state bar journals; newspapers, and periodicals devoted to the paralegal profession: This resource is met exclusively through online electronic access as students are able to access the Academic Search Complete database through SAC's library. Academic Search Complete is a comprehensive scholarly and multi-disciplinary full-text database includes more than 8,500 full-text periodicals, including more than 7,300 peer-reviewed journals. In addition to full text, this database offers indexing and abstracts for more than 12,500 journals and a total of more than 13,200 publications including monographs, reports, conference proceedings, etc. The database features PDF content going back as far as 1887.

It should be noted that most of SAC's legal library collections are provided for students as a teaching and learning resource and not necessarily for current legal research as our campus does not have the budget to subscribe to updated paper resources. We provide resources for our

students to learn how to use the relevant books, and we teach our students how to update their research.

Students who need to do current legal research are informed to use Lexis, or to use the Orange County Public Law Library. This law library provides current research and is available to any resident of Orange County. All members of the public may use the facility, in order to check out books: a resident of Orange County can become a **Registered Borrower** with the Orange County Public Law Library through the following steps:

1. Shows proof of Orange County residency;
2. Files a proper application in person; and
3. Deposits \$100.00 in cash, check or charge with the Library (refundable).
4. There is no annual due/fee for the borrowing privileges.

A Registered Borrower may borrow up to 5 books or other Library materials for 21 days. No renewals are permitted A fine of \$1.00 a day is charged for each overdue item.

The Orange County Public Law Library also provides a Reference Librarian at the Public Services counter.

The Law Librarians also provides e-mail reference service, Email a Librarian!, for people who cannot get to the library because of distance or time constraints. A valid email address is required for a response.

- A. What access do students have to research materials and resources in electronic formats? List and describe each electronic format (i.e., subscription services, Internet access, etc) including the number of passwords if applicable and the number of terminals at which students may access materials in each format. **(G-601.J)**

Students are required to purchase a Lexis/Nexus password as part of the Paralegal 246 and 248 classes. In the library students who do not have a password can be logged onto the system by the reference librarian. The program presently has 40 passwords. Instructors have access to the passwords for use in the classrooms.

SECTION VII

PHYSICAL PLANT

G-701 through G-703

A. Describe the office space that is assigned to the program director, staff, and faculty in the program. (G-703.A)

The two-fulltime faculty share an office in the Business Division. There is an adjunct office available for use by the adjunct faculty.

B. Describe the areas where students may meet privately with faculty and staff. (G-703.B)

Students are able to meet with the faculty in their office. The division has a shared office space for adjunct faculty where they can meet with their students.

Note: G-701 and G-702 require that the physical facilities, space, equipment and other instructional aids be sufficient and suitable for the program. Program Directors should be prepared to demonstrate compliance with both of the Guidelines to the site visit team at the time of the site visit.

**Information for Site Visit to *Santa Ana College,*
*Santa Ana, CA***

**Please return this to Peggy Wallace, Staff Counsel, ABA Standing Committee
on Paralegals Approval Commission, 321 North Clark Street, Chicago, IL
60654-7598; e-mail: peggy.wallace@americanbar.org;
phone: 312-988-5618; fax: 312-988-5483.**

Complete Name and Address of School and Program:

Santa Ana College Paralegal Program

1530 W 17th Street

Santa Ana, California 92706

Please list **ALL** locations at which legal specialty courses are offered, since each must be visited.

1530 West 17th Street, Santa Ana, Ca

To facilitate the scheduling of your site visit, please provide this information promptly:

1. Dates on which your program is in session from now through spring 2016:

Fall Semester: 8/24-12/4

Spring Semester: 2/8/16-5/27

2. Days of the week on which legal specialty classes are to be scheduled:

M-Th and Sat.

3. Other dates from now through spring 2016 on which you are **unavailable** for a site visit:

11/11/15, 11/26-29/15, 12/4/15-2/7/16, 4/1/16-4/11/16.

Additional comments to help in scheduling your visit:



Signature of Program Director

Note: See separate Instruction Sheet for instructions for completing Exhibit 1.

EXHIBIT 1

Enrollment Chart/Students by Program Option

Year ^(A)	Certificate ^(B)	Baccalaureate	Associate	Minor	Total ^(C)
2010-2011	38		346		384
2011-2012	45		400		445
2012-2013	41		400		441
2013-2014	40		298		338

EXHIBIT 2

Number of Graduates by Program Option

Year ^(A)	Certificate ^(B)	Baccalaureate	Associate	Minor	Total ^(C)
2006-2007	13		24*		37
2007-2008	7		17*		24
2008-2009	9		22*		31
2009-2010	5		26*		31
2010-2011	7		30*		37
2011-2012	6		28*		34
2012-2013	8		28*		36
2013-14	10		30*		40

*** Many of the students who earned Associates degrees also earned a certificate. Students who earned both an Associate degree and a certificate were counted only once as earning an Associate degree.

Santa Ana College Organizational Chart

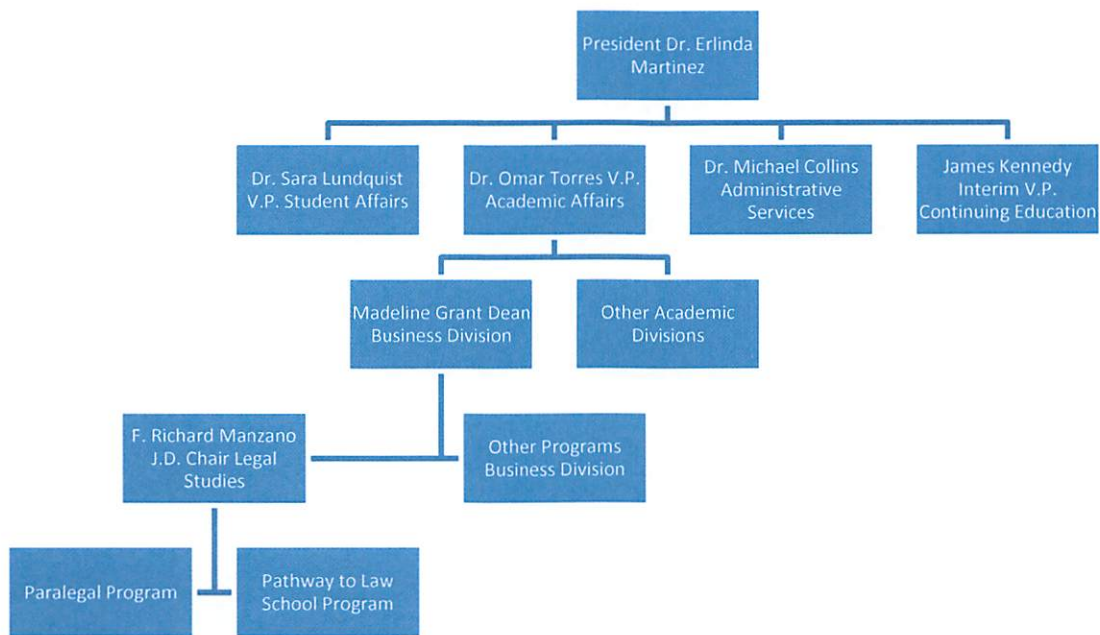


Exhibit 3 page 2

Santa Ana College Business Division Organizational Chart

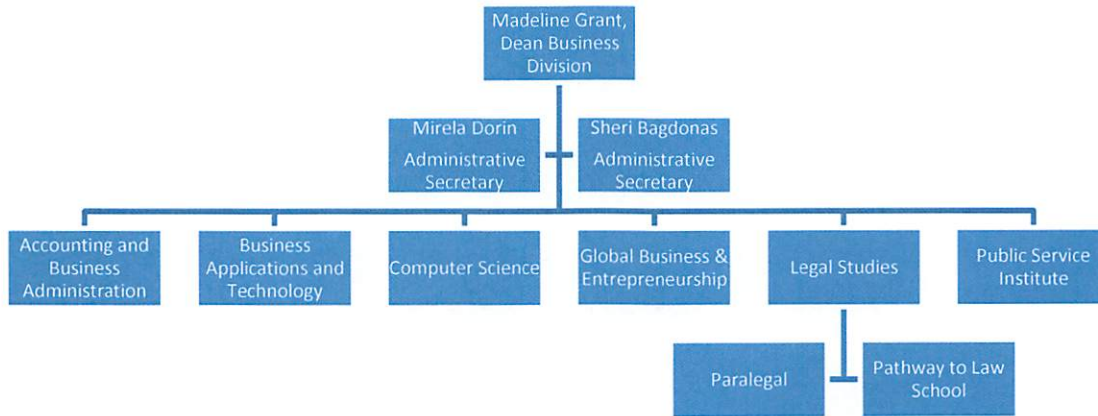


Exhibit 4 Advisory Committee Members

Category ^(A)	Name	Primary Place of Employment	Title/Nature of Business ^(B)	Initial Appt Date	Meetings Attended ^(C)
Practicing Attorney	Scott Barnes	Legal Aid Society Orange County	Attorney/ Public Interest	2013	S13
Practicing Attorney	Colby Burchell	Orange County District Attorney	District Attorney/ Government	2009	S09
Practicing Attorney	Kevin Mueller	Kevin Mueller Law Firm	Attorney/Legal	2009	S09
Practicing Attorney	Sheniece Smith*	Childrens' Hospital Orange County	Attorney/Corporate	2013	S13, F13, S14, F14
Public Sector Paralegal	Mary Aranda	Legal Aid Society Orange County	Paralegal/ Public Interest	2012	S12, F13
Public Sector Paralegal	Alicia Roane	Orange County District Attorney	Paralegal/ Government	2007	S10, S11
Public Sector Paralegal	Joanna Burchell	Orange County District Attorney	Paralegal/ Government	2009	S09,S10
Private Sector Paralegal	Julie Hallsted*	JP Morgan	Sr. Documentation Specialist/ Corporate	2013	S13, F13, S14
Private Sector Paralegal	Francine LeonGuerrero*	Knobbe Martens, LLP	Paralegal/Legal	2013	S13, F13, S14, F14
Private Sector Paralegal	Kai Williamson*	Carrington Mortgage Services	Paralegal/ Corporate	2010	F10, S11,F12, S12, S14
Private Sector Paralegal	Susie Boyle	Independent Contractor	Independent Paralegal	2009	S09, F09, S10
Private Sector Paralegal	Sylvia Lebeda	Pacific Life Insurance Co.	Paralegal/ Corporate	2010	S10, F10, S11
Private Sector Paralegal	Roxie McClintock	Independent Contractor	Paralegal/ Independent	2010	S10

Private Sector Paralegal	Coreen Mueller	Lennar Corporation	Paralegal/ Corporate	2009	S09
Private Sector Paralegal	Linda Nunn	Independent Contractor	Paralegal	2007	S10, S11
Private Sector Paralegal	Sheri Webb	Irell & Manella LLP	Paralegal/ Legal	2009	S09
Manager of Paralegals	Laurali Kobal*	Callahan & Blaine	Manager of Paralegals	2014	New Appointment
Faculty	Ed Keck*	Frank Coughlin, APLC; Adjunct SAC	Paralegal/Legal	2006	S10, F10, S11, F11, S12, F13, S14, F14
Faculty	Kristen Robinson*	Full Time Faculty, SAC	Asst. Prof./ Education	2011	F11, S12, F12, S13, F13, S14, F14
Faculty	Rick Manzano*	Department Chair, SAC	Professor/ Education	1985	S10, F10, S11, F11, S12, F12, S13, F13,
Faculty	Kim Smith*	Attorney, Adjunct Faculty	Attorney Solo/ Professor	2014	S14
Faculty	Bill Tanner*	Attorney, Adjunct Faculty	Public Sector Attorney – Legal Aid/	2013	S14
School Administrator	Madeline Grant*	Interim Dean, Business Division, SAC	Dean/Education	2014	F14
School Administrator	Allen Dooley	Dean, Business Division, SAC	Dean/Education	2011	F10, SP11, F11, SP12, F12, SP13
School Administrator	Bart Hoffman*	Dean, Human Services and Technology, SAC	Dean/Education	2009	S10
School Administrator	Hilda Roberts	Dean, Business Division, SAC (currently retired)	Dean/Education	2004	S10, F10, S11
Other	Tom Imboden*	Retired Orange County Sheriff	Community	2009	F10, S10, S11, F12, S13, F13
Other	West Imboden*	Alumni	Alumni	2009	F10, S11, F12, S13, F13
Other	Don Isbell*	Director Career Development/CTE, Santa Ana Unified School District	Community	2014	F14

Other	Carrie Cornwall*	Director of Marketing & PR, Olive Crest	Community	2014	New Appointment
Other	Carol Madeja*	Managing Director/Bar Relations Outreach, State Bar of California	Community	2014	New Appointment
Other – Judge	Carl Biggs	Judge Superior Court/ Adjunct	Judge/ Legal	2009	S10, F10, S11

- Denotes current members.

Exhibit 5 Advisory Committee Guidelines and Procedures

At the present time there are not any written guidelines and or procedures governing advisory committee activities. After the last site visit, based on informal recommendations, the committee discussed bylaws for the committee. At that time the committee voted not to create bylaws.



Santa Ana College

1530 West 17th Street, Santa Ana, California 92706

Business Division

F. Richard Manzano, J.D.
Chair, Paralegal Department
Manzano_rick@sac.edu
714-538-6806

Paralegal Advisory Meeting minutes 1/27/2010

Members present:

Rick Manzano, chair, Hilda Roberts, dean, Bart Hoffman Dean of Vocational Education, Tom Imboden, public member, Barbra Pollinger faculty, Brad McGiss, public attorney, Linda Nunn, graduate, Sylvia Labeda, paralegal, Carl Biggs, Judge OCSC, Edward Keck, managing paralegal, Joanna Burchell, paralegal, Alicia Roane, paralegal government and OC paralegal association, Roxie Mc Clintock, paralegal, Susie Boyle, paralegal.

Update on ABA approval process

The committee discussed the steps being taken to gather employer information and the graduate surveys. Members present reviewed the employer survey. Those present completed the survey and found it to be adequate. The members who were unable to attend will be sent the surveys for completion and input.

Alicia reported that the OCPA salary survey has added questions on where members went to school. This information is available to members.

Internship Positions

Alicia Roane is a paralegal with the Orange County Paralegal association. She has in place intern positions for students in the program. Alicia and Rick will prepare a pre-screening process prior to applicants being sent to the DA's office. The positions will not be paid. It takes a lot of resources to "hire" Students can not have any criminal background as the DA will do a background check.

Judge Biggs indicated that the clerk's office is down 20%. He will follow through on the prior contacts to establish similar inter positions with the clerk's office.

Rick Manzano has been discussing paid positions with the Costa Mesa office of the IRS.

Employer and Student Surveys

Brad indicated that the most important skill for all employees and paralegals are communication skills. He shared the story of a young attorney who sent a letter to a doctor about a change in a hearing date. The doctor sent it back with a red ink for all the spelling and grammar errors.

The committee indicated the student surveys need to include information on why a student does not have a job. Alicia has found that many students only want to work in a particular type of office, such as a probate office and they will not look for entry level positions in a litigation firm.

Curriculum

The adjunct faculty will be given a form to fill out this semester to document how much time they actually spend on each topic and the practical application assignments. This data will be reviewed by the committee at the next meeting.

The para 100 class has been made a prerequisite to the majority of the paralegal courses. 143 is a prerequisite to 144 (litigation and discovery) 246 is a prerequisite to 248 (research and writing). The committee agreed that the prerequisites were appropriate.

The committee discussed online offerings. Alicia expressed the opinion and the majority agreed that face to face courses are important. Since most courses are taught by lawyers, it gives the students exposure to the strong personalities they will encounter in the work place. For some students this will help develop the interpersonal communication skills they will need to be successful.

The employer survey being conducted by Barbra Pollinger asks for skills employers look for when hiring. The staff will review the surveys and the curriculum and bring the analysis to the next meeting for comment and review.

Irvine Valley College Petition to start a Paralegal Program

Irvine Valley College is less than 10 miles from Santa Ana College. When a community College wants to start a new vocational education program they are required to submit an application to a regional committee of vocational deans from the various colleges for approval prior to submission to the Chancellors office. Over the winter break Rick, Hilda and Bart have attended the meetings and objected to an additional paralegal program based on need which is the number of positions available and the four state funded programs, Santa Ana, Coastline, Fullerton and University of California at Irvine. The chair of the committee refused to allow information on UCI as they are not a community college. Rick felt this was ignoring the elephant in the room since they produce a large number of graduates (over 50% of the OCPLA per Alicia). Based on Department of Labor data there is not an unmet need as the existing public funded programs exceed the number of jobs available. In addition over 1/3 of Santa Ana students are from the Irvine service area. Alicia felt the program would be a good addition to the area and she supports a new program. The majority of the committee agreed that it was not a prudent expenditure of taxpayer dollars and agreed that further objections should be voiced directly to the State Chancellor's office.

SAC Paralegal Advisory Committee Meeting

Spring 2013 – May 9th, 2013

Meeting Minutes

1. In Attendance:

Allen	Dooley	Dean Business Division
Julie	Hallsted	Paralegal/OCPA
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
Sheniece	Smith	Attorney, Childrens' Hospital Orange County
Kai	Williamson	Vice President Orange County Paralegal Association
Scott	Barnes	Attorney – LASOC
Tammy	Zutler	Student – Santa Ana College Paralegal Program
Manny	Diaz	Private Paralegal
Kim	Smith	Attorney – Solo Practioner

2. Welcome by Rick Manzano
3. Introduction of New Members
4. Discussion of New Marketing Materials
 - a. Kristen Robinson gave each member of the committee a copy of the new program brochure. Rick Manzano reviewed the program's new website and updated social media accounts. The committee thought the brochure looked excellent and provided clear information about the program.
5. Program Needs/CTEA Grant
 - a. Rick Manzano noted that the program had recently purchased with CTEA grant funds apple TV converters. These devices allow instructors to use their Ipads to teach a class from anywhere in the room.
 - b. Rick also informed the committee that the faculty was given CTEA grant funds to attend several conferences this year to improve teaching methods and to stay current in the legal market.
 - c. The committee agreed that these were a good use of CTEA funds, and that the faculty should be given funds to attend the AAFPE conference and the California Bar Association Conference.
6. Discussion on Materials available in A130

- a. Rick Manzano explained that with the closure of the Orange County Law Library, we have had to come up with other options for our students in the legal research class. We have had several donations of library materials that we value at \$100,000. Keith Lamarra secured a donation of the California Reporter. Kristen Robinson secured a donation of the California Digest as well as other materials from the Los Angeles County Courthouse library system that was closing. Rick explained that we were in the process of creating a classroom set of library materials that would ensure our students had access to the proper books.
 - b. Kim Smith suggested that Legal Aid's library at their Orange County office could serve as a library resource for the program. Kim also suggested that the program subscribe to some legal newspapers and publications.
 - c. Sheniece Smith noted that it is very important to teach students the online legal search engines. Kim Smith also agreed.
 - d. Ed Keck noted that students can access Lexis for free on the California Court's website. Although the search engine has some limitations, it is a great tool for the students.
 - e. Ed also questioned whether or not the classroom set would be available outside of a specific scheduled class. Could students use the classroom set of books in A130 when there was not a paralegal class scheduled (as they can with the library)? Sheniece Smith agreed this was an important issue. Tammy Zutler also felt this was important. Rick Manzano and Kristen Robinson stated that they would look into the access of these books to the students outside of class time.
 - f. Kim Smith also stated that Legal Aid has several packets of forms that would be a good resource for students and could be made available.
7. Review Program Changes
- a. Rick Manzano reviewed the recent changes to the program. PARA 150 is the new legal transactions class that combines contracts, real estate and business organizations. PARA 146 combines Torts and Alternative Dispute Resolution. Both of these courses will now be required. The courses were combined to create a stronger sense of sequencing. The committee felt these changes would enhance the program.
 - b. Julie Hallsted noted that requiring students to complete work experience would ensure that they had "real-world" experience and make them more employable. Julie thought it was a great idea to create the new PARA 150 course as this mirrors the workplace.
8. Cooperative Work Experience
- a. Rick also discussed that the faculty are considering making the cooperative work experience a requirement of the program.
 - b. Kim Smith noted that this would be a great idea and that Legal Aid has several clinics on Family Law and Workers Comp that could be combined with the

Budget Issues

Hilda reported that we are doing more with less. Next year's state budget should require more cuts than we have made to date.

Other

The committee reviewed the use of CETEA funding grants the Paralegal department and Business Division. The funds have been used to outfit A 205 with laptops which will allow the instructors to incorporate in class access to the internet for computer aided research as recommended by the committee at the last meeting.

A 203 has also been outfitted with 20 desktop stations. The CETEA funds are also being used to coordinate the surveys, curriculum development and the internship program.

Minutes
Santa Ana College Paralegal Advisory Committee
August 18, 2010
6:00 p.m.
7702 E. Live Oak, Orange, Ca.

Welcome: Rick Manzano (Faculty), Hilda Roberts (Administration), Barbara Pollinger (faculty), Hon. Carl Biggs (Judiciary), West Imboden (student), Kai Williamson (Paralegal), Sylvia La Beda (private paralegal),

ABA Three Year Report Status

The ABA Committee on Paralegal Education Programs will meet again in October. September 1 we will submit the update on the status of graduates from the program. West Imboden has spent many hours emailing, Googling, using Facebook to try to contact prior year graduates. The return rate for the earlier years is very low. The return rate for 2009-10 graduates was much better. We had current as of January 2010 email addresses. First we sent a request from the department. Very low response. Next West sent a personal email, addressed to the graduate, congratulating them on graduation and requesting the data. The response is now well over 50%.

Plans for future graduates. Through the graduation office, students go through a graduation check. We will add an informational/survey document as part of the graduation check. The information required will be a current mailing address, email address and the data for the survey. This information will be rechecked at 6 months and 1 year.

The department is considering a capstone class. This class would be an online class discussed below. Data for the graduate survey would also be collected in this class. Once the replacement for Chris DeBoer is hired (we are still number one on the frozen hiring list) the department will form a student/alumni association and see if this can be an avenue for the graduate data, and to assist our graduates in finding employment in the legal field.

The three year status report is due mid September. Rick and West will have it completed and in the mail by September 10.

State Budget Impact Issues

The state budget for California has yet to be passed. Hiring is very tight. We are still number 1 on the hiring list. We do have some Federal Vocational Education dollars. Based on the federal grant we are still equipping class rooms with computers. A205 now has 20 stations and updated projectors. The Federal dollars are also being used this summer and fall for the intern position with the department.

Administrative changes for the Business Division

Dean Hilda Roberts has officially retired. Dean Carol Comeau (Human Services Division) is the acting dean of the Business Division. She has been working closely with the chairs in keeping the division running.

Goals and Objectives Review of 2009-10

Activities for 2009-2010

- a. The curriculum has been revised to require 100 as a prerequisite for the remainder of the program.
- b. 246 (Research) is a prerequisite to 248 (Advanced Research and Writing)
- c. 143 and 144 (Civil litigation series) are scheduled in 8 week blocks.
- d. Research components are required in 101 (Law Office Management) and 121 (Ethics) Activities include independent research to locate the rules and regulations that apply in California and to apply them to factual scenarios.
- e. The SACPARALEGAL web site has been updated to link to employment sources including the OCPLA and we are receiving intern and graduate positions that will be forwarded to graduates and posted on the web site.

Setting goals for 2010-11

Assessment Plan Review Review of Student Surveys.

Student surveys have been conducted for the courses in Spring 2010 and Summer 2010. Generally the students are satisfied with the format of the courses and the amount of material covered in the classes. A common comment was the desire to have instruction in research early in the program.

Professor Manzano will discuss incorporating more time in the curriculum into the Para 100 (intro) class with the faculty at the department meeting 8/19. Para 100 is now a prerequisite to all of the remainder of the program.

Capstone Class advisory member survey.

The department is putting together a capstone class for all graduates of the program. The plan will be to receive approval of the ABA to offer the class in an online format. The plan of instruction will be to create discussion boards on subject matter that employers would expect an entry level paralegal to be competent in. There would be an assessment of each subject area. Students would be required to pass each area with a minimum score.

Another suggested activity is to have the students prepare a resume. The resume would be peer reviewed and reviewed by the instructor.

Standardized assessment.

The department is reviewing having standardized assessment in courses. Input is requested from the advisory board.

OCPLA School Donation

Kai Williamson, OCPLA President (and advisory member) announced a \$1,000.00 donation to the Santa Ana Paralegal Association. The donation is for a scholarship to be awarded to two ongoing students in the program. In consultation with faculty in the department, the following students will be informed this week that they will receive \$500.00 each at the OCPA's 24th Educational Conference where they are invited as a guest.

West Imboden and Maritza Hernandez

Next Meeting (January 18, 2011)

Minutes
Santa Ana College Paralegal Advisory Committee
February 10, 2011
6:00 p.m.
7702 E. Live Oak, Orange, Ca.

Welcome: Rick Manzano (Faculty), Hilda Roberts (Administration), Barbara Pollinger (faculty), Hon. Carl Biggs (Judiciary), West Imboden (student), Kai Williamson (Paralegal), Sylvia La Beda (private paralegal), Ed Keck (paralegal/faculty), Tom Imboden (Retired Orange County Sheriff), Linda Nunn (private paralegal/alumni), Alicia Roane (President OCPA/paralegal OC District Attorney) and Kai Williamson.

The state budget for the last few years has had a very negative impact on the budget for the California Community Colleges. The Santa Ana College Faculty Priorities committee has ranked the replacement of Chris DeBoer in the paralegal department as number one. However there has been a hiring freeze for the last two years. The college however recognized the need to hire some faculty even though the budget picture is still not good. The faculty priorities committee re-ranked the paralegal position to number two. This is not of great significance since the college President has determined she will hire the top ranked 9 positions. Rick announced that the college hiring process is underway and a full time faculty member should be added to the department by Fall 2011.

The materials available in the library were reviewed. Although digests are available at the Orange County Public Library and online, the committee wanted the chair to explore acquisitions of digests for the student use.

The goals and activities of the department were discussed. The committee reviewed the program curriculum and discussed changes for the purpose of creating a sequencing plan that would require the students to take courses in a logical sequence. Barbra indicated she has taught 143 and 144 (Civil Litigation) and with the way they are scheduled 8 week and 8 weeks, it is possible for a student to have two different instructors for 143 and 144. Since they use different fact patterns for the class, it causes a lot of confusion and time to bring everyone to the same page. It was discussed that the 143 and 144 courses were going to be combined into one class with the same curriculum, but offered in a full semester to keep the sequence in order. Para 246 is still a prerequisite to 248. The need to have Para 100 as a prerequisite was discussed. Rick indicated he is developing a capstone class to assist in the assessment of the program objectives.

West shared his current experiences with the Paralegal program as a student.



Santa Ana College

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Business Division

F. Richard Manzano, J.D.
Chair, Paralegal Department
Manzano_rick@sac.edu
714-538-6806

MINUTES PARALEGAL ADVISORY MEETING
12-8-11

1. Introduction of members: Bart Hoffman, Tom Imboden, Alicia Roane, Joanna Burchell, Ed Keck, Kristen Robinson, Rick Manzano, Allen Dooley, Sylvia Lebeda, Roxie McClintock, Brad McGirr, Coreen Mueller, Linda Nunn, Barb Pollinger, Sheri Webb, Kai Williamson.
2. The new Dean Allen and Full Time Faculty Member.
3. Discussion on Assessment Activities. Roxie McClintock an alumni of the program indicated that one of the main barriers she found for employment was her lack of experience in a law office setting. She has been in the workplace for over 30 years, but it was the lack of legal experience that seemed to be a barrier. The committee discussed the importance of developing the practical work experience/ intern program. Kristen who will be the coordinator of the intern program has begun preliminary discussions with the Legal Aid Society of Orange County.
4. The relationship/partnership with the Orange County Paralegal Association was discussed. It was agreed that the college sponsoring the OCPA student section job conference would be a benefit to students and the legal community. Rick will explore the partnership with Alicia and Kai.
5. ABA status Report has been submitted and we are awaiting the response from the ABA.

**SAC PAC
Minutes
Spring 2012
1/26/12**

Attending:

Susan Boyle - Paralegal
Alicia Roane - Paralegal
Barb Pollinger – Adjunct Professor, SAC
Cynthia Pena – Student, SAC
Renee Pappos – Student, SAC
Ed Keck – Paralegal
Kristen Robinson – Professor, SAC
Rick Manzano – Dept. Chari, SAC

1. Introduction and Welcome
2. ABA Reapproval Report: The report is due December of 2013. Rick Manzano noted that we are using the capstone class to help get data from the students in order to prepare the report.
3. New Courses: Rick Manzano noted that in order to show competency and strengthen sequencing we are combining contracts with business associations and real property. Kristen Robinson noted that the program would like to create more online classes. Rick Manzano noted that in the capstone class students must pass competency exam. The course also forces the students to create a portfolio and a resume.
4. Student Skills: The committee noted that students need strong English skills. Barb Pollinger specifically identified grammar and writing skills. Kristen Robinson noted that students prepare client letters as well as other writing projects in the classes. The committee also noted that it might be helpful for paralegal students to take a technical or business writing course. Rick Manzano noted that students prepare resume and cover letters for a sample job posting. Barb Pollinger also noted that students write legal memorandums in class as well.
5. Student Learning Outcomes: Rick Manzano noted that the program is updated the SLO's for the courses. Rick stated that these are an important assessment tool for the school and our program. We are updating our SLO's to more accurately reflect our program. Rick stated that he feels students be able to meet deadlines as one of their outcomes for each course. The Dean as well as Vice President of Instruction has asked that all professors list the SLO's in their course syllabus.
6. Budget: Rick Manzano updated the committee on the ongoing budget issues in the state of California and the effect this has on our program. The school is enforcing the policy to

drop classes that do not have 20 students enrolled. The department noted that this is a difficult to add new classes.

7. Legal Aid Society of Orange County: Kristen Robinson stated that we are continuing to work with LASOC to provide internship opportunities for our students.
8. PARA 100 Textbook: Rick Manzano and Kristen Robinson stated that we are not happy with our current textbook for PARA 100. Barb Pollinger agreed that we should find a new textbook, or at least add another book. Kristen stated that the department is exploring additional textbook options for this class.
9. Market trends: Barb Pollinger noted that many students struggle with basic phone etiquette, business attire and professional attitude; perhaps the program should address these needs. Rick noted that the capstone class did address professionalism in the workplace. Kristen Robinson noted that many students do not have professional Facebook pages and many employers are looking at these. Kristen stated that she has created a LinkedIn group for the students and alumni and encourages everyone to join.
10. PARA 120: Rick Manzano stated that the computer class is using Summation and they would like to add LiveNote. Kristen noted that the IT department had to update the computers in the classroom.
11. Meeting is adjourned. The next meeting will be Fall of 2013.

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.

relevant classes; a student could take Family Law and at the end of the course participate in a family law clinic.

- c. Rick noted that some of these courses could be tailored for new attorneys and working paralegals as well. The PSI could offer these courses and charge a fee for training or CLE's.

9. General Discussion from the Committee

- a. Tammy Zutler suggested offering more 8-week and 4-week classes to meet the needs of the students.
- b. Sheniece Smith noted that UCI offers several classes on Saturdays. Rick Manzano noted that Santa Ana's Saturday classes have been very well-attended over the years.
- c. Kim Smith suggested a short course covering Mechanics Liens.

10. Legal Market Survey

- a. Rick Manzano explained that with our ABA reapproval report due in December, we needed to get a legal market survey completed.
- b. A survey was passed out to the committee members, and most of the members filled one out.

11. Fall 2013 Meeting

- a. Kristen Robinson asked the committee members if they would prefer a lunch or evening meeting for Fall Semester. The committee unanimously felt that an evening meeting would be best for Fall Semester 2013.

12. The meeting was adjourned.

**SAC PAC
Minutes
Fall 2013
9-12-13**

Welcome

1. Attendance and Introductions:

Ed Keck – adjunct, paralegal
Julie Hallstead – Paralegal
Sheniece Smith – assoc gen counsel for
CHOC Kristen Robinson – Prof. Santa Ana
College Rick Manzano – Prof. Santa Ana
College Tom Imboden – retired sheriffs
West Imboden – alumni, cal state long beach, taking lsats
Francine Guerrero – Paralegal Knobbe Martins, IP paralegal

2. ABA Reapproval Report Status. Rick Manzano reviewed this. Deadline is Dec 15, but we may ask for a one month extension. We will post the information online. Graduate data is very difficult to obtain. Kristen Robinson stated that probably half of the graduates are working in the field or as paralegals. Sheniece Smith wanted to know if we had numbers for the other programs, and how their students are doing relative to our program. Rick said that we don't have that information, but it might be worth asking at the regional AafPE conference. Sheniece said the capstone class has them do a resume which helps prepare the students to enter the job market. Manzano reviewed the capstone class and the requirements. Rick noted that we have to list all the library books, give course outline of records, and various other materials for the self-study ABA report.

3. New SAC Website. Rick Manzano shared the website with the group including the following areas:

- Mission Statement – this was approved by the ABA last time.
- Program outcomes.
- Kristen Robinson stated that she would send committee members the link to the web page.
- Manzano noted that virtually all students are working with computers. Sheniece Smith noted that many students may not know the advanced office software. Kristen Robinson said that SAC could develop an advanced course, but Manzano noted that we need 20 students for the class to make.
- Program Information – revised course offerings and our program. Manzano stated that legal transactions has now been combined to include contracts, real estate, and business organizations. Torts has also been combined with Torts and ADR.
- Specialty courses must be complete within 5 years of completing the program. Kristen Robinson stated that we need to list the specialty courses on the brochure with the asterisks to note the 5-year rule.
- Ed Keck asked what the cycle is for the electives. Rick Manzano replied usually 3 semester cycle, and he noted that it can depend on student demand, and professor availability.

- Faculty page – need to update the profiles and pictures.
4. AC Bylaws. Kristen Robinson wants to know if the committee wants to adopt bylaws. Group unanimously said they do want to adopt bylaws. Sheniece Smith said that it shows our group is serious. Bylaws should be simple to meet the needs of our group. Kristen Robinson will email the group some sample language, that could be reviewed and adopted at our Spring 2014 meeting, Ed Keck recommended that the term of service be renewable.
 5. Goals – Rick Manzano stated that we need to import the goals to the new website. Rick Manzano said that we do not have any ties with 4-year schools, but we would like to make some agreements.
 6. Pathway to Law School: Rick Manzano reviewed a new program from the state bar that our President wants us to apply for. Only 20 community colleges will be chosen to have this special pathway to law school program. Committee thinks this is an exciting opportunity for Santa Ana College. Kristen Robinson will send the AC the materials and see if they want to write letters in support of our application. Julie will get her husband to write letters
 7. Other items:
 - West Imboden wanted to know about legal internship opportunities. Kristen Robinson noted that we have many internships with local firms as well as with Legal Aid SOC. Bill Tanner, one of our adjunct professors, is a director at LASOC, and he brings students to Legal Aid. He has also invited the students to the family law clinic. Kristen Robinson said we are still trying to work on a contract with the district and LASOC
 - Sheniece Smith noted that CHOC may be starting a guardianship clinic. Sheniece Smith also said that Public law center will come as well.
 - Francine Guerrero noted that Knobbe also has a pro bono clinic and that students could intern here. Manzano said he would be willing to give time. Robinson said she would give time as well.
 - Ed Keck – wanted to know if we hear back from the workplace about our students. We do as Kristen Robinson interviews each work experience provider. Kristen and Rick also noted that we will survey the legal community in January 2014. Julie said bad interns can hurt the work environment. Ed Keck wanted to make sure our interns are accountable.
 - Julie Halstead- wanted to know what the group thought about the limited practice license being proposed by the state bar. . Sheniece is against it. Julie is against it. Kristen is against it. A
 8. The meeting was adjourned. The next meeting will be in Spring semester 2014 and it will be in the evening.

SAC Paralegal Advisory Committee Meeting Spring 2014 – May 29th, 2014 Meeting Minutes

In Attendance:

Ed Keck
Bill Tanner
Francine Leon-Guerrero
Julie Hallstead
Kim Smith
Rick Manzano
Kristen Robinson

1. ABA reapproval process. We submitted all of the paperwork and the report. Kristen stated that after speaking with other programs at the national conference; most programs have an 18 months lag time between the report and the site visits. The ABA will be moving to online forms and the report will be submitted electronically. We will keep gathering data. Until we hear from the ABA we are in a holding pattern.
2. This summer we are working on the website. We want to build a faculty profile section with photos.
3. Law School Pathway program: We will be renaming the department Legal Studies to reflect both the paralegal program and the pre-law program. Street Law course. Southwestern - Lauren Cohen. Street law course: consumer law. Pro bono, low bono, gap clients. Kim said this is a great opportunity to flip the classroom.
4. New Courses: Members of the committee stated that the following courses should be considered: landlord tenant; street law, corporations class, title and Survey course, mortgage class, education law, health law, admin law course, workers comp, immigration, intellectual property, employment law. Rick Manzano stated that we have a landlord/tenant law course, workers compensation course, immigration law course and a labor law class. Kristen also explained that the timeline to get a new course approved by the state is close to 18 months now, but the faculty would look at developing new courses.
5. A130/Library Classroom. Rick Manzano stated that the OC law library has changed the law library hours, so we can't use it anymore for the evening research class. Kristen stated that the college did secure a large donation of the California Digest that will be used for the research course to establish a separate "paralegal classroom library." Rick discussed the possibility of adding an online certification process with either Westlaw or Lexis to supplement the research capabilities. Julie Halstead offered to ask the OCPA board if they would help fund additional locked cabinets to hold books in A130.
6. Paralegal Fund: Kristen noted that the faculty has thought about opening a fund with the Santa Ana Foundation to pay for student events, scholarships or even book fees. The committee thinks that it is a good idea to have a fund. We will explore creating a fund and reaching out to the legal community to ask for donations.
7. Deadlines: Julie Halstead wants to make sure students can follow instructions. Julie said there are no late deadlines. Students have to learn how to turn in deadlines.
8. Awards: Committee recognizes Bill Tanner for receiving the Katherine Darmer award. Kai Williamson for being awarded the OCPA lifetime achievement award.
9. Legal Community Update: Bill Tanner updated the group about his Incubator project with the state bar of California partnering with the access to justice commission. Legal aid has worked on 435 case files and made 180 court appearances. This is currently being offered to new lawyers

and law schools, but Bill sees that this could be a good partnership for the paralegal programs. Law schools will hire legal aide to be the professors for these incubators programs.

10. Discussion on LLLT. OCPA is not in favor of the LLLT. Julie Halstead said that OCPA is concerned about the quality of these programs. OCPA is pushing members to do more Pro bono. Bill Tanner said Joe Dunn at the state bar said this LLLT is partially being done to regulate the people that are already providing services. Bill Tanner said there was a bill that Gov. Brown vetoed the bill to enforce the unauthorized practice of law. Julie Halstead noted that most states with paralegal oversight, have a paralegal section of the state bar. Kristen Robinson noted that the program does want to reach out to the state bar and get more involved with policy regarding paralegals.
11. The meeting was adjourned with the next meeting set for Fall of 2014.

**SAC Paralegal Advisory Committee Meeting
Fall 2014 – December 11th, 2014
Meeting Minutes**

In Attendance:

Sheniece Smith,
Ed Keck,
Rick Manzano
Kristen Robinson
Franci Leon Guerrero (by phone),
Madeline Grant,
Don Isabel from Santa Ana Unified
Carole Madeja and Bill Tanner both called in sick.

1. Intro of members
2. Kristen stated that they are looking for an advertising person or marketing person to join the committee to assist with ideas to market the program.
3. Law school pathway updates. We have worked hard on the curriculum and the certificate. Sheniece said this is a great idea as she didn't know how to go to law school.
4. Sheniece Smith recommended Antoinette Balta's Veterans' Legal Institute as a good service/internship opportunity for the students.
5. Introduction of Madeline Grant as new Interim Dean of the Business Division. Dean Grant had previously been the department chair of Global Business
6. Paralegal Classroom & Library: A226 will be a new center for the paralegal classes. Rick stated that we will be scheduling all classes in this room (unless there is a conflict).
7. Library needs. The committee thanks to Francie for the donation of books from her firm.
8. New courses: it is very difficult to offer new classes on short notice. Rick stated that the state has changed the approval process for classes so that now every class must go to the state for approval. We can no longer just approve a topics class locally, every class will go to the state which can take 2 years for approval. Sheniece stated that we need to be able to change things and respond to the market. Dean Grant agreed that this is a problem for many programs and really affects the CTE programs. She stated that the LOWDL groups are considering sending something to the state on this point. Sheniece noted that a class Conservatorships and Guardianships could be a good idea. She runs a clinic for the patients at CHOC, and she has helped over 50 families.
9. Computer programs: Rick and Kristen asked the committee to report on what software they are using in their offices. microsoft office suite. Lexis/Westlaw suite. Bankruptcy software: New Hope, DissoMaster; Trusts: FORE! Estate planning package, Wills and trusts (irrevocable

trusts). Sheniece smith said that she has a contact with several. Madeline Grant said they could have a PSI course access course. Excel class tailored for the student. Maybe put together a legal tech certificate

- Madeline asked does a student with a MOS certificate have an advantage: Sheniece said it does help them for getting the job.
- Adobe certificates are available.

10. ABA reapproval process updates: Rick stated that we have submitted our docs. Kristen said we will be collecting additional data as we anticipate they will ask for more information.

11. New certificate option: Rick went over the new certificate of paralegal we will be putting through curriculum. This certificate will be more in line with the ABA requirements as it will require 18 units across 3 general education areas. Kristen stated that we have had a problem with students finishing the math requirement for the Associate's Degree, so we are changing the degree. Rick stated that he hopes this will allow for more students to finish the program. Ed and Sheniece stated that this is a good idea as the math requirements for any jobs vary greatly.

12. Santa Ana Unified Partnership:

- Kristen and Madeline noted that the program wants to have a strong connection with SAUSD to encourage their students to come to college and to consider the paralegal program.
- Rick stated that we are looking at offering a section of BUS 105 that would be scheduled at a convenient time for the SAUSD students.
- Don Isabel said the paralegal is a great option for an exit point to get work, and then continue to go to school. Maybe offer a intro to the legal profession course, aimed at hs students. Don offered that something could be done through the bridge or CAP program. Maybe something that is dual credit. Maybe offer an internship in the morning for the highschool. Don said SAUSD is shooting for college and career readiness. Internship between junior and senior year or during senior year. Madeline said we could also offer a BUS 105 course for the HS cohort.

13. Meeting was adjourned. The next meeting will be Spring of 2015



Santa Ana College

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Business Division

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Paralegal Advisory Meeting minutes 1/27/2010

Members present:

Rick Manzano, chair, Hilda Roberts, dean, Bart Hoffman Dean of Vocational Education, Tom Imboden, public member, Barbra Pollinger faculty, Brad McGiss, public attorney, Linda Nunn, graduate, Sylvia Labeda, paralegal, Carl Biggs, Judge OCSC, Edward Keck, managing paralegal, Joanna Burchell, paralegal, Alicia Roane, paralegal government and OC paralegal association, Roxie Mc Clintock, paralegal, Susie Boyle, paralegal.

Update on ABA approval process

The committee discussed the steps being taken to gather employer information and the graduate surveys. Members present reviewed the employer survey. Those present completed the survey and found it to be adequate. The members who were unable to attend will be sent the surveys for completion and input.

Alicia reported that the OCPA salary survey has added questions on where members went to school. This information is available to members.

Internship Positions

Alicia Roane is a paralegal with the Orange County Paralegal association. She has in place intern positions for students in the program. Alicia and Rick will prepare a pre-screening process prior to applicants being sent to the DA's office. The positions will not be paid. It takes a lot of resources to "hire" Students can not have any criminal background as the DA will do a background check.

Judge Biggs indicated that the clerk's office is down 20%. He will follow through on the prior contacts to establish similar inter positions with the clerk's office.

Rick Manzano has been discussing paid positions with the Costa Mesa office of the IRS.

Employer and Student Surveys

Brad indicated that the most important skill for all employees and paralegals are communication skills. He shared the story of a young attorney who sent a letter to a doctor about a change in a hearing date. The doctor sent it back with a red ink for all the spelling and grammar errors.

The committee indicated the student surveys need to include information on why a student does not have a job. Alicia has found that many students only want to work in a particular type of office, such as a probate office and they will not look for entry level positions in a litigation firm.

Curriculum

The adjunct faculty will be given a form to fill out this semester to document how much time they actually spend on each topic and the practical application assignments. This data will be reviewed by the committee at the next meeting.

The para 100 class has been made a prerequisite to the majority of the paralegal courses. 143 is a prerequisite to 144 (litigation and discovery) 246 is a prerequisite to 248 (research and writing). The committee agreed that the prerequisites were appropriate.

The committee discussed online offerings. Alicia expressed the opinion and the majority agreed that face to face courses are important. Since most courses are taught by lawyers, it gives the students exposure to the strong personalities they will encounter in the work place. For some students this will help develop the interpersonal communication skills they will need to be successful.

The employer survey being conducted by Barbra Pollinger asks for skills employers look for when hiring. The staff will review the surveys and the curriculum and bring the analysis to the next meeting for comment and review.

Irvine Valley College Petition to start a Paralegal Program

Irvine Valley College is less than 10 miles from Santa Ana College. When a community College wants to start a new vocational education program they are required to submit an application to a regional committee of vocational deans from the various colleges for approval prior to submission to the Chancellors office. Over the winter break Rick, Hilda and Bart have attended the meetings and objected to an additional paralegal program based on need which is the number of positions available and the four state funded programs, Santa Ana, Coastline, Fullerton and University of California at Irvine. The chair of the committee refused to allow information on UCI as they are not a community college. Rick felt this was ignoring the elephant in the room since they produce a large number of graduates (over 50% of the OCPLA per Alicia). Based on Department of Labor data there is not an unmet need as the existing public funded programs exceed the number of jobs available. In addition over 1/3 of Santa Ana students are from the Irvine service area. Alicia felt the program would be a good addition to the area and she supports a new program. The majority of the committee agreed that it was not a prudent expenditure of taxpayer dollars and agreed that further objections should be voiced directly to the State Chancellor's office.

Budget Issues

Hilda reported that we are doing more with less. Next year's state budget should require more cuts than we have made to date.

Other

The committee reviewed the use of CETEA funding grants the Paralegal department and Business Division. The funds have been used to outfit A 205 with laptops which will allow the instructors to incorporate in class access to the internet for computer aided research as recommended by the committee at the last meeting.

A 203 has also been outfitted with 20 desktop stations. The CETEA funds are also being used to coordinate the surveys, curriculum development and the internship program.

Minutes
Santa Ana College Paralegal Advisory Committee
August 18, 2010
6:00 p.m.
7702 E. Live Oak, Orange, Ca.

Welcome: Rick Manzano (Faculty), Hilda Roberts (Administration), Barbara Pollinger (faculty), Hon. Carl Biggs (Judiciary), West Imboden (student), Kai Williamson (Paralegal), Sylvia La Beda (private paralegal),

ABA Three Year Report Status

The ABA Committee on Paralegal Education Programs will meet again in October. September 1 we will submit the update on the status of graduates from the program. West Imboden has spent many hours emailing, Googling, using Facebook to try to contact prior year graduates. The return rate for the earlier years is very low. The return rate for 2009-10 graduates was much better. We had current as of January 2010 email addresses. First we sent a request from the department. Very low response. Next West sent a personal email, addressed to the graduate, congratulating them on graduation and requesting the data. The response is now well over 50%.

Plans for future graduates. Through the graduation office, students go through a graduation check. We will add an informational/survey document as part of the graduation check. The information required will be a current mailing address, email address and the data for the survey. This information will be rechecked at 6 months and 1 year.

The department is considering a capstone class. This class would be an online class discussed below. Data for the graduate survey would also be collected in this class. Once the replacement for Chris DeBoer is hired (we are still number one on the frozen hiring list) the department will form a student/alumni association and see if this can be an avenue for the graduate data, and to assist our graduates in finding employment in the legal field.

The three year status report is due mid September. Rick and West will have it completed and in the mail by September 10.

State Budget Impact Issues

The state budget for California has yet to be passed. Hiring is very tight. We are still number 1 on the hiring list. We do have some Federal Vocational Education dollars. Based on the federal grant we are still equipping class rooms with computers. A205 now has 20 stations and updated projectors. The Federal dollars are also being used this summer and fall for the intern position with the department.

Administrative changes for the Business Division

Dean Hilda Roberts has officially retired. Dean Carol Comeau (Human Services Division) is the acting dean of the Business Division. She has been working closely with the chairs in keeping the division running.

Goals and Objectives

Review of 2009-10

Activities for 2009-2010

- a. The curriculum has been revised to require 100 as a prerequisite for the remainder of the program.
- b. 246 (Research) is a prerequisite to 248 (Advanced Research and Writing)
- c. 143 and 144 (Civil litigation series) are scheduled in 8 week blocks.
- d. Research components are required in 101 (Law Office Management) and 121 (Ethics) Activities include independent research to locate the rules and regulations that apply in California and to apply them to factual scenarios.
- e. The SACPARALEGAL web site has been updated to link to employment sources including the OCPLA and we are receiving intern and graduate positions that will be forwarded to graduates and posted on the web site.

Setting goals for 2010-11

Assessment Plan Review

Review of Student Surveys.

Student surveys have been conducted for the courses in Spring 2010 and Summer 2010. Generally the students are satisfied with the format of the courses and the amount of material covered in the classes. A common comment was the desire to have instruction in research early in the program.

Professor Manzano will discuss incorporating more time in the curriculum into the Para 100 (intro) class with the faculty at the department meeting 8/19. Para 100 is now a prerequisite to all of the remainder of the program.

Capstone Class advisory member survey.

The department is putting together a capstone class for all graduates of the program. The plan will be to receive approval of the ABA to offer the class in an online format. The plan of instruction will be to create discussion boards on subject matter that employers would expect an entry level paralegal to be competent in. There would be an assessment of each subject area. Students would be required to pass each area with a minimum score.

Another suggested activity is to have the students prepare a resume. The resume would be peer reviewed and reviewed by the instructor.

Standardized assessment.

The department is reviewing having standardized assessment in courses. Input is requested from the advisory board.

OCPLA School Donation

Kai Williamson, OCPLA President (and advisory member) announced a \$1,000.00 donation to the Santa Ana Paralegal Association. The donation is for a scholarship to be awarded to two ongoing students in the program. In consultation with faculty in the department, the following students will be informed this week that they will receive \$500.00 each at the OCPA's 24th Educational Conference where they are invited as a guest.

West Imboden and Maritza Hernandez

Next Meeting (January 18, 2011)

Minutes
Santa Ana College Paralegal Advisory Committee
February 10, 2011
6:00 p.m.
7702 E. Live Oak, Orange, Ca.

Welcome: Rick Manzano (Faculty), Hilda Roberts (Administration), Barbara Pollinger (faculty), Hon. Carl Biggs (Judiciary), West Imboden (student), Kai Williamson (Paralegal), Sylvia La Beda (private paralegal), Ed Keck (paralegal/faculty), Tom Imboden (Retired Orange County Sheriff), Linda Nunn (private paralegal/alumni), Alicia Roane (President OCPA/paralegal OC District Attorney) and Kai Williamson.

The state budget for the last few years has had a very negative impact on the budget for the California Community Colleges. The Santa Ana College Faculty Priorities committee has ranked the replacement of Chris DeBoer in the paralegal department as number one. However there has been a hiring freeze for the last two years. The college however recognized the need to hire some faculty even though the budget picture is still not good. The faculty priorities committee re-ranked the paralegal position to number two. This is not of great significance since the college President has determined she will hire the top ranked 9 positions. Rick announced that the college hiring process is underway and a full time faculty member should be added to the department by Fall 2011.

The materials available in the library were reviewed. Although digests are available at the Orange County Public Library and online, the committee wanted the chair to explore acquisitions of digests for the student use.

The goals and activities of the department were discussed. The committee reviewed the program curriculum and discussed changes for the purpose of creating a sequencing plan that would require the students to take courses in a logical sequence. Barbra indicated she has taught 143 and 144 (Civil Litigation) and with the way they are scheduled 8 week and 8 weeks, it is possible for a student to have two different instructors for 143 and 144. Since they use different fact patterns for the class, it causes a lot of confusion and time to bring everyone to the same page. It was discussed that the 143 and 144 courses were going to be combined into one class with the same curriculum, but offered in a full semester to keep the sequence in order. Para 246 is still a prerequisite to 248. The need to have Para 100 as a prerequisite was discussed. Rick indicated he is developing a capstone class to assist in the assessment of the program objectives.

West shared his current experiences with the Paralegal program as a student.



Santa Ana College

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Business Division

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MINUTES PARALEGAL ADVISORY MEETING
12-8-11

1. Introduction of members: Bart Hoffman, Tom Imboden, Alicia Roane, Joanna Burchell, Ed Keck, Kristen Robinson, Rick Manzano, Allen Dooley, Sylvia Lebeda, Roxie McClintock, Brad McGirr, Coreen Mueller, Linda Nunn, Barb Pollinger, Sheri Webb, Kai Williamson.
2. The new Dean Allen and Full Time Faculty Member.
3. Discussion on Assessment Activities. Roxie McClintock an alumni of the program indicated that one of the main barriers she found for employment was her lack of experience in a law office setting. She has been in the workplace for over 30 years, but it was the lack of legal experience that seemed to be a barrier. The committee discussed the importance of developing the practical work experience/ intern program. Kristen who will be the coordinator of the intern program has begun preliminary discussions with the Legal Aid Society of Orange County.
4. The relationship/partnership with the Orange County Paralegal Association was discussed. It was agreed that the college sponsoring the OCPA student section job conference would be a benefit to students and the legal community. Rick will explore the partnership with Alicia and Kai.
5. ABA status Report has been submitted and we are awaiting the response from the ABA.

**SAC PAC
Minutes
Spring 2012
1/26/12**

Attending:

Susan Boyle - Paralegal
Alicia Roane - Paralegal
Barb Pollinger – Adjunct Professor, SAC
Cynthia Pena – Student, SAC
Renee Pappos – Student, SAC
Ed Keck – Paralegal
Kristen Robinson – Professor, SAC
Rick Manzano – Dept. Chari, SAC

1. Introduction and Welcome
2. ABA Reapproval Report: The report is due December of 2013. Rick Manzano noted that we are using the capstone class to help get data from the students in order to prepare the report.
3. New Courses: Rick Manzano noted that in order to show competency and strengthen sequencing we are combining contracts with business associations and real property. Kristen Robinson noted that the program would like to create more online classes. Rick Manzano noted that in the capstone class students must pass competency exam. The course also forces the students to create a portfolio and a resume.
4. Student Skills: The committee noted that students need strong English skills. Barb Pollinger specifically identified grammar and writing skills. Kristen Robinson noted that students prepare client letters as well as other writing projects in the classes. The committee also noted that it might be helpful for paralegal students to take a technical or business writing course. Rick Manzano noted that students prepare resume and cover letters for a sample job posting. Barb Pollinger also noted that students write legal memorandums in class as well.
5. Student Learning Outcomes: Rick Manzano noted that the program is updated the SLO's for the courses. Rick stated that these are an important assessment tool for the school and our program. We are updating our SLO's to more accurately reflect our program. Rick stated that he feels students be able to meet deadlines as one of their outcomes for each course. The Dean as well as Vice President of Instruction has asked that all professors list the SLO's in their course syllabus.
6. Budget: Rick Manzano updated the committee on the ongoing budget issues in the state of California and the effect this has on our program. The school is enforcing the policy to

drop classes that do not have 20 students enrolled. The department noted that this is a difficult to add new classes.

7. Legal Aid Society of Orange County: Kristen Robinson stated that we are continuing to work with LASOC to provide internship opportunities for our students.
8. PARA 100 Textbook: Rick Manzano and Kristen Robinson stated that we are not happy with our current textbook for PARA 100. Barb Pollinger agreed that we should find a new textbook, or at least add another book. Kristen stated that the department is exploring additional textbook options for this class.
9. Market trends: Barb Pollinger noted that many students struggle with basic phone etiquette, business attire and professional attitude; perhaps the program should address these needs. Rick noted that the capstone class did address professionalism in the workplace. Kristen Robinson noted that many students do not have professional Facebook pages and many employers are looking at these. Kristen stated that she has created a LinkedIn group for the students and alumni and encourages everyone to join.
10. PARA 120: Rick Manzano stated that the computer class is using Summation and they would like to add LiveNote. Kristen noted that the IT department had to update the computers in the classroom.
11. Meeting is adjourned. The next meeting will be Fall of 2013.

**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.

SAC Paralegal Advisory Committee Meeting

Spring 2013 – May 9th, 2013

Meeting Minutes

1. In Attendance:

Allen	Dooley	Dean Business Division
Julie	Hallsted	Paralegal/OCPA
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
Sheniece	Smith	Attorney, Childrens' Hospital Orange County
Kai	Williamson	Vice President Orange County Paralegal Association
Scott	Barnes	Attorney – LASOC
Tammy	Zutler	Student – Santa Ana College Paralegal Program
Manny	Diaz	Private Paralegal
Kim	Smith	Attorney – Solo Practioner

2. Welcome by Rick Manzano
3. Introduction of New Members
4. Discussion of New Marketing Materials
 - a. Kristen Robinson gave each member of the committee a copy of the new program brochure. Rick Manzano reviewed the program's new website and updated social media accounts. The committee thought the brochure looked excellent and provided clear information about the program.
5. Program Needs/CTEA Grant
 - a. Rick Manzano noted that the program had recently purchased with CTEA grant funds apple TV converters. These devices allow instructors to use their Ipads to teach a class from anywhere in the room.
 - b. Rick also informed the committee that the faculty was given CTEA grant funds to attend several conferences this year to improve teaching methods and to stay current in the legal market.
 - c. The committee agreed that these were a good use of CTEA funds, and that the faculty should be given funds to attend the AAFPE conference and the California Bar Association Conference.
6. Discussion on Materials available in A130

- a. Rick Manzano explained that with the closure of the Orange County Law Library, we have had to come up with other options for our students in the legal research class. We have had several donations of library materials that we value at \$100,000. Keith Lamarra secured a donation of the California Reporter. Kristen Robinson secured a donation of the California Digest as well as other materials from the Los Angeles County Courthouse library system that was closing. Rick explained that we were in the process of creating a classroom set of library materials that would ensure our students had access to the proper books.
 - b. Kim Smith suggested that Legal Aid's library at their Orange County office could serve as a library resource for the program. Kim also suggested that the program subscribe to some legal newspapers and publications.
 - c. Sheniece Smith noted that it is very important to teach students the online legal search engines. Kim Smith also agreed.
 - d. Ed Keck noted that students can access Lexis for free on the California Court's website. Although the search engine has some limitations, it is a great tool for the students.
 - e. Ed also questioned whether or not the classroom set would be available outside of a specific scheduled class. Could students use the classroom set of books in A130 when there was not a paralegal class scheduled (as they can with the library)? Sheniece Smith agreed this was an important issue. Tammy Zutler also felt this was important. Rick Manzano and Kristen Robinson stated that they would look into the access of these books to the students outside of class time.
 - f. Kim Smith also stated that Legal Aid has several packets of forms that would be a good resource for students and could be made available.
7. Review Program Changes
- a. Rick Manzano reviewed the recent changes to the program. PARA 150 is the new legal transactions class that combines contracts, real estate and business organizations. PARA 146 combines Torts and Alternative Dispute Resolution. Both of these courses will now be required. The courses were combined to create a stronger sense of sequencing. The committee felt these changes would enhance the program.
 - b. Julie Hallsted noted that requiring students to complete work experience would ensure that they had "real-world" experience and make them more employable. Julie thought it was a great idea to create the new PARA 150 course as this mirrors the workplace.
8. Cooperative Work Experience
- a. Rick also discussed that the faculty are considering making the cooperative work experience a requirement of the program.
 - b. Kim Smith noted that this would be a great idea and that Legal Aid has several clinics on Family Law and Workers Comp that could be combined with the

relevant classes; a student could take Family Law and at the end of the course participate in a family law clinic.

- c. Rick noted that some of these courses could be tailored for new attorneys and working paralegals as well. The PSI could offer these courses and charge a fee for training or CLE's.

9. General Discussion from the Committee

- a. Tammy Zutler suggested offering more 8-week and 4-week classes to meet the needs of the students.
- b. Sheniece Smith noted that UCI offers several classes on Saturdays. Rick Manzano noted that Santa Ana's Saturday classes have been very well-attended over the years.
- c. Kim Smith suggested a short course covering Mechanics Liens.

10. Legal Market Survey

- a. Rick Manzano explained that with our ABA reapproval report due in December, we needed to get a legal market survey completed.
- b. A survey was passed out to the committee members, and most of the members filled one out.

11. Fall 2013 Meeting

- a. Kristen Robinson asked the committee members if they would prefer a lunch or evening meeting for Fall Semester. The committee unanimously felt that an evening meeting would be best for Fall Semester 2013.

12. The meeting was adjourned.

**SAC PAC
Minutes
Fall 2013
9-12-13**

Welcome

1. Attendance and Introductions:

Ed Keck – adjunct, paralegal
Julie Hallstead – Paralegal
Sheniece Smith – assoc gen counsel for
CHOC Kristen Robinson – Prof. Santa Ana
College Rick Manzano – Prof. Santa Ana
College Tom Imboden – retired sheriffs
West Imboden – alumni, cal state long beach, taking lsats
Francine Guerrero – Paralegal Knobbe Martins, IP paralegal

2. ABA Reapproval Report Status. Rick Manzano reviewed this. Deadline is Dec 15, but we may ask for a one month extension. We will post the information online. Graduate data is very difficult to obtain. Kristen Robinson stated that probably half of the graduates are working in the field or as paralegals. Sheniece Smith wanted to know if we had numbers for the other programs, and how their students are doing relative to our program. Rick said that we don't have that information, but it might be worth asking at the regional AafPE conference. Sheniece said the capstone class has them do a resume which helps prepare the students to enter the job market. Manzano reviewed the capstone class and the requirements. Rick noted that we have to list all the library books, give course outline of records, and various other materials for the self-study ABA report.

3. New SAC Website. Rick Manzano shared the website with the group including the following areas:

- Mission Statement – this was approved by the ABA last time.
- Program outcomes.
- Kristen Robinson stated that she would send committee members the link to the web page.
- Manzano noted that virtually all students are working with computers. Sheniece Smith noted that many students may not know the advanced office software. Kristen Robinson said that SAC could develop an advanced course, but Manzano noted that we need 20 students for the class to make.
- Program Information – revised course offerings and our program. Manzano stated that legal transactions has now been combined to include contracts, real estate, and business organizations. Torts has also been combined with Torts and ADR.
- Specialty courses must be complete within 5 years of completing the program. Kristen Robinson stated that we need to list the specialty courses on the brochure with the asterisks to note the 5-year rule.
- Ed Keck asked what the cycle is for the electives. Rick Manzano replied usually 3 semester cycle, and he noted that it can depend on student demand, and professor availability.

- Faculty page – need to update the profiles and pictures.
4. AC Bylaws. Kristen Robinson wants to know if the committee wants to adopt bylaws. Group unanimously said they do want to adopt bylaws. Sheniece Smith said that it shows our group is serious. Bylaws should be simple to meet the needs of our group. Kristen Robinson will email the group some sample language, that could be reviewed and adopted at our Spring 2014 meeting, Ed Keck recommended that the term of service be renewable.
 5. Goals – Rick Manzano stated that we need to import the goals to the new website. Rick Manzano said that we do not have any ties with 4-year schools, but we would like to make some agreements.
 6. Pathway to Law School: Rick Manzano reviewed a new program from the state bar that our President wants us to apply for. Only 20 community colleges will be chosen to have this special pathway to law school program. Committee thinks this is an exciting opportunity for Santa Ana College. Kristen Robinson will send the AC the materials and see if they want to write letters in support of our application. Julie will get her husband to write letters
 7. Other items:
 - West Imboden wanted to know about legal internship opportunities. Kristen Robinson noted that we have many internships with local firms as well as with Legal Aid SOC. Bill Tanner, one of our adjunct professors, is a director at LASOC, and ee brings students to Legal Aid. He has also invited the students to the family law clinic. Kristen Robinson said we are still trying to work on a contract with the district and LASOC
 - Sheniece Smith noted that CHOC may be starting a guardianship clinic. Sheniece Smith also said that Public law center will come as well.
 - Francine Guerrero noted that Knobbe also has a pro bono clinic and that students could intern here. Manzano said he would be willing to give time. Robinson said she would give time as well.
 - Ed Keck – wanted to know if we hear back from the workplace about our students. We do as Kristen Robinson interviews each work experience provider. Kristen and Rick also noted that we will survey the legal community in January 2014. Julie said bad interns can hurt the work environment. Ed Keck wanted to make sure our interns the accountable.
 - Julie Halstead- wanted to know what the group thought about the limited practice license being proposed by the state bar. . Sheniece is against it. Julie is against it. Kristen is against it. A
 8. The meeting was adjourned. The next meeting will be in Spring semester 2014 and it will be in the evening.

SAC Paralegal Advisory Committee Meeting Spring 2014 – May 29th, 2014 Meeting Minutes

In Attendance:

Ed Keck
Bill Tanner
Francine Leon-Guerrero
Julie Hallstead
Kim Smith
Rick Manzano
Kristen Robinson

1. ABA reapproval process. We submitted all of the paperwork and the report. Kristen stated that after speaking with other programs at the national conference; most programs have an 18 months lag time between the report and the site visits. The ABA will be moving to online forms and the report will be submitted electronically. We will keep gathering data. Until we hear from the ABA we are in a holding pattern.
2. This summer we are working on the website. We want to build a faculty profile section with photos.
3. Law School Pathway program: We will be renaming the department Legal Studies to reflect both the paralegal program and the pre-law program. Street Law course. Southwestern - Lauren Cohen. Street law course: consumer law. Pro bono, low bono, gap clients. Kim said this is a great opportunity to flip the classroom.
4. New Courses: Members of the committee stated that the following courses should be considered: landlord tenant; street law, corporations class, title and Survey course, mortgage class, education law, health law, admin law course, workers comp, immigration, intellectual property, employment law. Rick Manzano stated that we have a landlord/tenant law course, workers compensation course, immigration law course and a labor law class. Kristen also explained that the timeline to get a new course approved by the state is close to 18 months now, but the faculty would look at developing new courses.
5. A130/Library Classroom. Rick Manzano stated that the OC law library has changed the law library hours, so we can't use it anymore for the evening research class. Kristen stated that the college did secure a large donation of the California Digest that will be used for the research course to establish a separate "paralegal classroom library." Rick discussed the possibility of adding an online certification process with either Westlaw or Lexis to supplement the research capabilities. Julie Halstead offered to ask the OCPA board if they would help fund additional locked cabinets to hold books in A130.
6. Paralegal Fund: Kristen noted that the faculty has thought about opening a fund with the Santa Ana Foundation to pay for student events, scholarships or even book fees. The committee thinks that it is a good idea to have a fund. We will explore creating a fund and reaching out to the legal community to ask for donations.
7. Deadlines: Julie Halstead wants to make sure students can follow instructions. Julie said there are no late deadlines. Students have to learn how to turn in deadlines.
8. Awards: Committee recognizes Bill Tanner for receiving the Katherine Darmer award. Kai Williamson for being awarded the OCPA lifetime achievement award.
9. Legal Community Update: Bill Tanner updated the group about his Incubator project with the state bar of California partnering with the access to justice commission. Legal aid has worked on 435 case files and made 180 court appearances. This is currently being offered to new lawyers

and law schools, but Bill sees that this could be a good partnership for the paralegal programs. Law schools will hire legal aide to be the professors for these incubators programs.

10. Discussion on LLLT. OCPA is not in favor of the LLLT. Julie Halstead said that OCPA is concerned about the quality of these programs. OCPA is pushing members to do more Pro bono. Bill Tanner said Joe Dunn at the state bar said this LLLT is partially being done to regulate the people that are already providing services. Bill Tanner said there was a bill that Gov. Brown vetoed the bill to enforce the unauthorized practice of law. Julie Halstead noted that most states with paralegal oversight, have a paralegal section of the state bar. Kristen Robinson noted that the program does want to reach out to the state bar and get more involved with policy regarding paralegals.
11. The meeting was adjourned with the next meeting set for Fall of 2014.

**SAC Paralegal Advisory Committee Meeting
Fall 2014 – December 11th, 2014
Meeting Minutes**

In Attendance:

Sheniece Smith,
Ed Keck,
Rick Manzano
Kristen Robinson
Franci Leon Guerrero (by phone),
Madeline Grant,
Don Isabel from Santa Ana Unified
Carole Madeja and Bill Tanner both called in sick.

1. Intro of members

2. Kristen stated that they are looking for an advertising person or marketing person to join the committee to assist with ideas to market the program.

3. Law school pathway updates. We have worked hard on the curriculum and the certificate. Sheniece said this is a great idea as she didn't know how to go to law school.

4. Sheniece Smith recommended Antoinette Balta's Veterans' Legal Institute as a good service/internship opportunity for the students.

5. Introduction of Madeline Grant as new Interim Dean of the Business Division. Dean Grant had previously been the department chair of Global Business

6. Paralegal Classroom & Library: A226 will be a new center for the paralegal classes. Rick stated that we will be scheduling all classes in this room (unless there is a conflict).

7. Library needs. The committee thanks to Francie for the donation of books from her firm.

8. New courses: it is very difficult to offer new classes on short notice. Rick stated that the state has changed the approval process for classes so that now every class must go to the state for approval. We can no longer just approve a topics class locally, every class will go to the state which can take 2 years for approval. Sheniece stated that we need to be able to change things and respond to the market. Dean Grant agreed that this is a problem for many programs and really affects the CTE programs. She stated that the LOWDL groups are considering sending something to the state on this point. Sheniece noted that a class Conservatorships and Guardianships could be a good idea. She runs a clinic for the patients at CHOC, and she has helped over 50 families.

9. Computer programs: Rick and Kristen asked the committee to report on what software they are using in their offices. microsoft office suite. Lexis/Westlaw suite. Bankruptcy software: New Hope, DissoMaster; Trusts: FORE! Estate planning package, Wills and trusts (irrevocable

trusts). Sheniece smith said that she has a contact with several. Madeline Grant said they could have a PSI course access course. Excel class tailored for the student. Maybe put together a legal tech certificate

- Madeline asked does a student with a MOS certificate have an advantage: Sheniece said it does help them for getting the job.
- Adobe certificates are available.

10. ABA reapproval process updates: Rick stated that we have submitted our docs. Kristen said we will be collecting additional data as we anticipate they will ask for more information.

11. New certificate option: Rick went over the new certificate of paralegal we will be putting through curriculum. This certificate will be more in line with the ABA requirements as it will require 18 units across 3 general education areas. Kristen stated that we have had a problem with students finishing the math requirement for the Associate's Degree, so we are changing the degree. Rick stated that he hopes this will allow for more students to finish the program. Ed and Sheniece stated that this is a good idea as the math requirements for any jobs vary greatly.

12. Santa Ana Unified Partnership:

- Kristen and Madeline noted that the program wants to have a strong connection with SAUSD to encourage their students to come to college and to consider the paralegal program.
- Rick stated that we are looking at offering a section of BUS 105 that would be scheduled at a convenient time for the SAUSD students.
- Don Isabel said the paralegal is a great option for an exit point to get work, and then continue to go to school. Maybe offer a intro to the legal profession course, aimed at hs students. Don offered that something could be done through the bridge or CAP program. Maybe something that is dual credit. Maybe offer an internship in the morning for the highschool. Don said SAUSD is shooting for college and career readiness. Internship between junior and senior year or during senior year. Madeline said we could also offer a BUS 105 course for the HS cohort.

13. Meeting was adjourned. The next meeting will be Spring of 2015

Exhibit 7



Position

Assistant Professor of Paralegal #AC11-0215

Business Division/Santa Ana College Tenure

Track position

Salary

RSCCD has one of the highest faculty salary schedules among California's 72 community college districts. New faculty may be placed as high as step 11 on the salary schedule based upon verified teaching/work experience.

The starting salary may range from \$51,661 to \$87,376/year for the 10-month academic year, depending upon education and experience. Additional compensation is provided for work beyond the basic teaching contract.

Benefits

The district will contribute up to \$19,806.00 per year toward the medical/dental insurance expense for the employee and any eligible dependents, plus \$1,250 per year for additional fringe benefit expenses; Life insurance coverage of \$50,000 or the employee's annual salary, whichever is greater; ten days of sick leave per year. Membership in the State Teachers' Retirement System.

Starting Date: 2011 Fall Semester

Deadline to Apply: Monday, February 28, 2011

Responsibilities

Teach all assigned classes in the Santa Ana College ABA approved Paralegal program. The teaching assignment may include evening and/or off-campus assignments. Maintain accurate records of student enrollment, attendance, and academic progress. Assist in the preparation of reports to the ABA and participate in curriculum revision for program improvement. Serve on Division and College Committees as assigned. Obtain and maintain data on graduate's employment and educational progress post completion of the program as required by the ABA.

Requirements

Minimum Qualifications (Applicants must meet one of the following):

- Possess from an accredited institution: Any bachelor's degree plus two years of professional experience directly related to the faculty member's assignment or any associate degree plus six years of professional experience directly related to the faculty member's assignment, OR
- Possess a valid California Community College credential authorizing service in the discipline, OR
- The equivalent (applicants who do not meet the above minimum qualifications must complete the Equivalencies Section in the application form and provide conclusive evidence of such).

Desirable Qualifications:

- Juris Doctorate degree is desirable.
- Teaching Experience with multiple subjects in an ABA approved Paralegal program with demonstration of past curriculum development.
- Experience working as a Paralegal with attorneys.
- Familiarity with the ABA program approval process.
- Experience in teaching students from diverse ethnic and cultural backgrounds and widely varying levels of proficiency preferred.
- A working knowledge of, and experience with, student learning outcomes and assessment.

Selection Criteria

Application Screening

In addition to the requirements and responsibilities listed, the following criteria will be considered in selecting candidates for interviews:

- Educational experience - breadth and depth
- Work experience - breadth and depth
- Demonstrated leadership capabilities
- Curriculum development
- Program development

- Community involvement
- **Demonstrated experience in working with a diverse socioeconomic community**
- Credentials or minimum qualifications authorizing service in other areas of need
- Demonstrated ability to work cooperatively with others
- Bilingual ability (if needed)

Based upon the information presented on the application materials, a limited number of candidates with qualifications most pertinent to the position will be invited to participate in the selection process, which may include a written test and oral interview.

Interview

Applicants selected for an interview may be required to take additional tests or assessments and will be notified of such prior to the date of the interview. During the oral session, those selected for interviews, in addition to the above, may be evaluated on the following factors:

- Oral communication skills
- Presentation
- Problem solving skills
- Successful teaching, problem solving or performance demonstration
- Writing skills/demonstration

Applicants are requested to provide thorough yet concise information on their related experience to ensure correct evaluation of their qualifications. A predetermined set of questions will be asked during all interviews. Evaluation criteria will be applied consistently to all applicants.

Method of Application

For consideration in the selection process, interested persons must complete the online district academic application by the specified closing date for the position at www.rscsd.org. All materials must be submitted online. A computer and scanner are available at the Human Resources Department, 2323 North Broadway, Santa Ana, California, 92706, between the hours of 8:00 a.m. and 5:00 p.m., Monday - Friday.

In addition to online application, please upload the following required materials with your online application:

- Resume
- Unofficial transcripts (showing that the minimum qualifications

are met) Travel reimbursement is available to those meeting the

established district criteria.

Pre-Employment Requirements

Candidates selected for employment will be required to provide current verification of a negative TB test or chest x-ray, complete the district's fingerprinting process, and bring proof of their legal right to work in the United States. Cost of TB testing, fingerprinting and the fee for criminal record check will be paid for by the candidates.

The District is an equal opportunity employer and does not discriminate against any employee or applicant for employment because of race, sex, color, age, religion, national origin, disability, marital status, Vietnam-era veteran status or sexual orientation.

The District will make reasonable accommodations for applicants with disabilities. Applicant should contact the Human Resources Office for assistance.

Post: Wednesday, January 5, 2011

EXHIBIT 8

**Composition of Paralegal Program
Faculty by Gender and Racial-Ethnic
Background**

Year (A)	Gender	Black/African American	Native American/ Alaskan Native	Asian	Native Hawaiian/ Other Pacific Islander	White	Hispanic/ Latino	Other	Total	% Minority
2014	Male	1	0	0	0	3	1	0	5	40
	Female	1	0	0	0	3	0	0	4	25
2013	Male	1	0	0	0	5	1	0	7	29
	Female	3	0	0	0	2	0	0	5	60
2012	Male	2	0	0	0	5	1	0	8	38
	Female	1	0	0	0	2	0	0	3	33
2011	Male	1	0	0	0	5	1	0	7	29
	Female	1	0	1	0	3	0	0	5	40

EXHIBIT 9**Expenditures and Budgets**

Category	Month/Year 7/1/2009- 6/30/2010^(A)	Month/Year 7/1/2010- 6/30/2011^(A)	Month/Year 7/1/2011- 6/30/2012^(A)	Month/Year 7/1/2012- 6/30/2013^(A)	Month/Year 7/1/2013- 6/30/2014^(B)	Month/Year 7/1/2014- 6/30/2015^(C)	Month/Year 7/1/2015- 6/30/2016
Salaries^(D)	\$162,107.93	\$163,000	\$333,481	\$348,294	\$342,388	\$356,083	\$359,643.83
Professional Development^(E)	\$18745.20	\$10,000	\$1200	\$485	\$1366	\$1500	\$6000
Membership^(F)	\$1350	\$1350	\$1763	\$1820	\$2440	\$2500	\$1802.85
Instructional Equipment and Supplies	\$42,933.95	\$1200	\$2498	\$7406	\$1600	\$2500	\$0
Library Materials and Resources	\$0	\$5284	\$6155	\$6155	\$6155	\$6155	\$5800
Technical and Support Services^(G)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Assessment^(H)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Advisory/Faculty Meetings	\$0	\$0	\$120	\$500	\$289	\$300	\$300
Other^(I)	\$1652.82	\$3,000	\$	\$	\$	\$	\$6000.00
TOTALS:	\$226,789.90	\$183,834.00	\$345,217.00	\$364,660.00	\$354,238.00	\$369,038.00	\$379,546.68

Faculty Participation in Professional Development

	Name ^(A) (Alphabetically)	Title/Name Professional Development Activity ^(B)	Date
1	Alexander, Rasheed	Required MCLE of 25 hours, including 4 hours of legal ethics, 1 hour of substance abuse and 1 hour of elimination of bias.	Current
2	Biggs, Carlton	Judge - Superior Court of California	Current
3	De Boer, Chris	Required MCLE of 25 hours, including 4 hours of legal ethics, 1 hour of substance abuse and 1 hour of elimination of bias.	Current
4	Harmon, James	Required MCLE of 25 hours, including 4 hours of legal ethics, 1 hour of substance abuse and 1 hour of elimination of bias.	Current
5	Keck, Ed	OCPA 27 th Educational Conference, General Law (2.5) – Litigation and Technology, Ethics (2.5)	September 21, 2013
	Keck, Ed	Pitfalls of Non-Compliance with B&P Code 6450, Ethics (1.0)	10-Dec-12
	Keck, Ed	OCPA 26th Educational Conference: General Law (2.5) – Litigation (Trial Preparation) and Litigation (e-Discovery) Ethics (2.25)	8-Sep-12
	Keck, Ed	Discovery – Redaction & Privilege, General Law (1.0)	23-Mar-11
	Keck, Ed	Employment Law Update - General Law (1.0)	19-Jan-11
	Keck, Ed	OCPA 25th Education Conference, General Law (2.0) – Litigation Ethics (2.0)	24-Sep-11
	Keck, Ed	Ethical Requirements of Paralegal Oversight in CA, Ethics (1.0)	23-Dec-10
	Keck, Ed	OCPA 24th Education Conference, General Law (3.0) – Litigation (Trial Preparation) and Technology (Computer Forensics) Ethics (2.0)	25-Sep-10
	Keck, Ed	Ethics and ADR, Ethics (1.0)	19-May-10
	Keck, Ed	California Wage-Hour Class Actions: Effects of <i>Hertz v Friend</i> , General Law (1.0)	4-May-10
	Keck, Ed	Medical Records Collection and Analysis, General Law (1.0)	21-Apr-10
	Keck, Ed	2010 Updates to California Statutes and Rules, General Law (1.0)	6-Feb-10
	Keck, Ed	Nuts and Bolts of Case Analysis, General Law (1.0)	25-Aug-09
	Keck, Ed	Department meeting teaching activities at Department Meetings	1-27-11 – 2-6-14
6	Lamarra, Keith	Required MCLE of 25 hours, including 4 hours of legal ethics, 1 hour of substance abuse and 1 hour of elimination of bias.	Current
7	Mallory, Cornelia	Required MCLE of 25 hours, including 4 hours of legal ethics, 1 hour of substance abuse and 1 hour of elimination of bias.	Current

8	Manzano, Richard	Online Teaching Modules 1-5: New Technologies, Intro to Online Teaching & Learning, Effective and Engaging Interaction, Assessment Methods, Capstone Project	15-Aug-13
	Manzano, Richard	AAFPE Pacific Regional Conference: Teaching E-Discovery, Resume and Cover Letter Skills, Student Response Systems, Marketing, Non-Credit Courses	March 14-16, 2013
	Manzano, Richard	State Bar of California Annual Meeting: Recent Developments from the Bench, Dealing with Difficult Clients and Opposing Counsel, Non-Judicial Foreclosure in California, Discovery Requirements for Prosecutors and Defense Attorneys, DUIs, Trial Practice, Punitive Damages, Writ Practice, Summary Judgment, Retreat and other Case Notes	September 16-18, 2011
	Manzano, Richard	State Bar of California Annual Meeting: Bar Discipline Information, Technology in the Law Office, Probate and Trust Issues, Arbitration and Mediation Update, Post-Mortem Administration, Employing Paralegals, Legal Ethics, Legal Issues for Websites, Commercial and Residential Law	September 10-12, 2009
9	Nelson, Alphonsie	Required MCLE of 25 hours, including 4 hours of legal ethics, 1 hour of substance abuse and 1 hour of elimination of bias.	Current
10	Pollinger, Barb	Required MCLE of 25 hours, including 4 hours of legal ethics, 1 hour of substance abuse and 1 hour of elimination of bias.	Current
11	Rients, David	Required MCLE of 25 hours, including 4 hours of legal ethics, 1 hour of substance abuse and 1 hour of elimination of bias.	Current
12	Robinson, Kristen	Online Teaching Modules 1-5: New Technologies, Intro to Online Teaching & Learning, Effective and Engaging Interaction, Assessment Methods, Capstone Project	15-Aug-13
	Robinson, Kristen	AAFPE Pacific Regional Conference: Teaching E-Discovery, Resume and Cover Letter Skills, Student Response Systems, Marketing, Non-Credit Courses	March 14-16, 2013
	Robinson, Kristen	AAFPE Pacific Regional Conference: New Technology in the Classroom, ABA Assessment, Internship Experiences, Marketing	April 19-21, 2012
	Robinson, Kristen	New Faculty Development Course, Santa Ana College: Online Education, Using	Spring 2012
		Technology, Disaster Preparedness, Instructional Support Services, Student Services	
	Robinson, Kristen	Blackboard Training and initial certification course	Fall 2011
	Robinson, Kristen	AAFPE Pacific Regional Conference: Various topics	Spring 2011
	Robinson, Kristen	Teaching Students with Disabilities	1-Jan-11
	Robinson, Kristen	Blackboard Gradebook Course	1-Jan-11
	Robinson, Kristen	New Faculty Development Course, Mt. San Antonio College: Brain Based Learning, Student Learning Outcomes, Curriculum Development, Online Course Development	Spring 2011
	Robinson, Kristen	Los Angeles Paralegal Association Fall Conference	1-Oct-10
13	Shelley, Gerald	Deceased	N/A

14	Smith, Kim	National Institute for Trial Advocacy (NITA) seminars on trial skills provided through the Youth Law Center (20 hours)	Sept 16-18, 2011
	Smith, Kim	Participated in NITA's Deposition Training (20 hours)	Sept 16-18, 2012
	Smith, Kim	Attended training on the Legal Issues of Educating Individuals with Disabilities, and educating dangerous student - provided by LRP Publications (20 hours)	May 2-4, 2011
	Smith, Kim	Blackboard Training and initial certification course	Spring 2013
15	Tanner, Bill	Required MCLE of 25 hours, including 4 hours of legal ethics, 1 hour of substance abuse and 1 hour of elimination of bias.	Current
	Tanner, Bill	Blackboard Training and initial certification course	Fall 2012
16	Williamson, Kai	1 hour ethics MCLE training Potential Ethical Traps and Pitfalls for Social Media in Litigation- offered by Orange County Paralegal Association	10/9/2013
	Williamson, Kai	Annual Educational Conference for Paralegals- 6 hours on varies legal topics-offered by the Orange County Paralegal Association "Inspiration Through Education Theme"	9/21/2013
	Williamson, Kai	Quality Standards for Online Instructors: What does that mean to you?-1 hour online Webinar offered by UCI	8/14/2013
	Williamson, Kai	Three day Seminar on Employment and Labor Law- offered by the National Association of Legal Assistance	July 10 th -July 12 th 2013
	Williamson, Kai	1 hour MCLE training The Basics in Consent Law (HIPPA)- offered by Orange County Paralegal Association	06/12/13
	Williamson, Kai	1 hour MCLE training From Immigration Basics to Solution in 2013- offered by Orange County Paralegal Association	04/17/13
	Williamson, Kai	1 hour MCLE training Real Estate trends and updates for 2013- offered by Orange County Paralegal Association	02/13/13

	Williamson, Kai	1 hour MCLE training "Considerations of Arrest and Convictions Records in Employment Decisions"	10/10/2012
	Williamson, Kai	Annual Educational Conference for Paralegals- 6 hours on varies legal topics-offered by the Orange County Paralegal Association "35 years of Success and Stepping into the Future Theme"	9/22/2012
	Williamson, Kai	Three day Seminar on Real Estate Law- offered by the National Association of Legal Assistance	July 11-13, 2012
	Williamson, Kai	1 hour MCLE training Everything you ever wanted to know about Federal Subpoenas-offered by Orange County Paralegal Association	6/13/2012
	Williamson, Kai	1 hour MCLE training Calendaring as a Risk Management Strategy- offered by Orange County Paralegal Association	4/11/2012
	Williamson, Kai	1 hour MCLE training "Identity Theft: Protect yourself, your client and your office"! offered by Orange County Paralegal Association	2/8/2012
	Williamson, Kai	1 hour ethics MCLE training Social Networking and Ethical Issues- offered by Orange County Paralegal Association	10/19/2011
	Williamson, Kai	Annual Educational Conference for Paralegals- 6 hours on varies legal topics-offered by the Orange County Paralegal Association "Excellence Through Education Theme"	09/17/11
	Williamson, Kai	Three day Seminar on Corporate Law- offered by the National Association of Legal Assistance	July 20-22, 2011
	Williamson, Kai	1 hour MCLE training "Sink or Swim: What you must know about Maritime Law and How it applies to your practice" offered by Orange County Paralegal Association	10/20/2010
	Williamson, Kai	Annual Educational Conference for Paralegals- 6 hours on varies legal topics-offered by the Orange County Paralegal Association "Rebuilding your Future" a Professional Development Conference Theme	
	Williamson, Kai	1 hour MCLE training Paralegals First line of defense to Legal Malpractice Claims	6/9/2010
	Williamson, Kai	Annual Educational Conference sponsored by California Alliance of Paralegal Association 6 hours on varies legal topics including Corporate and Bankruptcy	6/26/2010
	Williamson, Kai	2 hour Ethics Dinner Subpoena's in the Workplace and Ethical Pitfalls	4/14/2010
	Williamson, Kai	2 hour Ethics Dinner Ethical Issues in today's Mortgage Environment - offered by Orange County Paralegal Association	2/10/2010
	Williamson, Kai	1 hour ethics MCLE training on Standards of Professionalism and Civility among Attorney's and Legal Professionals	10/28/2009
	Williamson, Kai	Annual Educational Conference for Paralegals- 6 hours on varies legal topics-offered by	9/26/2009

		the Orange County Paralegal Association "Enrich your Career Theme"	
	Williamson, Kai	1 hour MCLE Mergers and Acquisitions Training- offered by Orange County Paralegal Association	6/18/2009
	Williamson, Kai	Three day Seminar on Human Resource Law- offered by the National Association of Legal Assistance	July 8-11, 2009
	Williamson, Kai	Annual Educational Conference sponsored by California Alliance of Paralegal Association 6 hours on varies legal topics including Insider Trading	6/27/2009
	Williamson, Kai	1 hour MCLE Securities Law Training: offered by Orange County Paralegal Association	5/21/2009
	Williamson, Kai	2 hours Dinner Seminar on What Bankruptcy can and can't do for you in these tough economic times- offered by Orange County Paralegal Association	2/11/2009
	Williamson, Kai	1 hour MCLE on Sub Division Map Act (Part 2) : offered by Orange County Paralegal Association	2/19/2009
	Williamson, Kai	1 hour MCLE on Sub Division Map Act (Part 1): offered by Orange County Paralegal Association	1/22/2009
	Williamson, Kai	Blackboard Training and initial certification course	Fall 2013

Updated assessment plan as of 2015-16:

1. The program will participate in the college assessment plan.
 - a. The program submitted the data to the College assessment officer who included the data in her report. <http://www.sac.edu/Accreditation/2014SelfEval>.
 - b. The Legal Studies Department (which includes the Paralegal Program) will be in the first group to use the Trac Dat system as the depository for assessments conducted in the Fall 2015 and Spring 2016 semesters. The fall semester is a test group and the remainder of the college will be online in spring 2016.
 - c. The Legal Studies Department will participate in the College departmental capstone review in 2015-16. The present instructions and resources for this review are located at:
http://www.sac.edu/Program_Review/Documents/Program%20Review%20Resources/Portfolio%20Assessment-Program%20Review_How%20to%20Answer%20the%2019QT.pdf
2. Student learning outcomes have been developed and or revised for each course and will be uploaded into the college Trac Dat system.
 - a. Student learning outcomes for each course have been updated.
 - b. At the department meeting each instructor and the department faculty reviewed the SLO's for each course in the schedule for fall 2015.
 - c. Each instructor identified an assignment or project that would be gathered and assessed at the January 2016 department meeting.
 - d. The student learning outcomes will be assessed in spring 2016.
 - e. An action plan will be developed for each course assessed.
 - f. Assessment results from data gathered in spring 2015 will be uploaded to the college Track Dat system in fall 2015.
 - g. Assessment results from data gathered in spring 2015 will be uploaded to the college Track Dat system in fall 2015.
 - h. Assessment results from data gathered in fall 2015 will be uploaded to the college Track Dat system in spring 2016.
3. Program objectives or outcomes have been developed.
 - a. The program objectives have been developed.
4. Program objectives will be assessed in the fall 2015 semesters.
 - a. The program objectives have been assessed and will be uploaded to Track Dat in the fall 2015 semester.
5. An action plan on the program objective assessment will be developed.
 - a. An action plan has been developed.
 - b. Assessment results will be loaded into the College Track Dat system fall 2015.
6. The program will develop a plan to assess employers.
 - a. The Work Experience and Internship coordinators will survey employers in Orange County for data during the fall 2015 semester. The data will be evaluated in the spring 2016 semester.
 - b. A survey will be sent to all current students and graduates who are employed in a law office requesting that they facilitate the employer survey with their employer during the fall 2015 semester. The results will be analyzed and uploaded in the spring 2016 semester.
 - c. The program faculty will meet with area paralegal programs for the purpose of

- pooling employer and community assessments.
7. The program will develop a plan to assess the cross section of the community.
 - a. The community members of the advisory committee contribute their input in the bi-annual advisory meeting.
 - b. During the fall 2015 semester the program faculty will gather community data available through the California Department of Labor and through the College CTE office.
 - c. Spring 2016 the program faculty will review and assess the data and determine if additional data is required.
 - d. Program faculty will meet with representatives from the feeder k-12 districts and assess needs based on the input from the district representatives.
 - e. During the fall 2015 program faculty will attend the Santa Ana College Work Force council meetings, and bring the data to the department faculty for analysis in the spring 2016 semester.
 - f. Fall 2015 the program faculty will conduct a survey of a cross section of the community.
 - g. The survey results will be analyzed by spring 2016.
 8. Data and Analysis will be presented to the advisory committee.
 - a. Spring 2015 program assessment and student satisfaction surveys were reviewed.
 - b. The advisory committee reviewed the program assessment and review.
 - c. The advisory committee reviewed A 226 addition to the Paralegal program and determined it would be a good additional resource.
 - d. The committee was asked to solicit donations for the Paralegal Resource Room.
 - e. Committee member West Imboden who is a law student at Western Law School has obtained a number of practice guide donations from the law library.
 9. The program will conduct student satisfaction surveys.
 - a. The survey was conducted in fall 2014 and spring 2015.
 - b. The results were analyzed.
 - c. Over all happy with program, areas lacking is counseling and computers.
 - d. As a result of the survey, the program has worked with CTE counselors to improve program advisement.
 - e. The division has assigned a computer classroom which is designated the Paralegal Resource Room.
 - f. The Paralegal program has entered into agreements with Lexis.
 - g. Students have access to Lexis.
 - h. The PRR has up to date hardware, legal software and multiple hardcopies of research materials.

Assessment Methods/Type of Evidence:

Data Collection 1: Legal memorandum in PARA 297/70% meet or exceed expectations in specific areas.

Data Collection 2: Legal test/memorandum in PARA 297/70% meet or exceed expectations in specific areas; Standardized questions on PARA 121 exams /70% meet or exceed expectations in specific areas.

Data Collection 3: Legal documents assessed in PARA 297/70% meet or

exceed expectations in specific areas.

Data Collection 4: Utilization of technology to prepare and submit assignments in PARA 297 /70% meet or exceed expectations in specific areas. 100% of program completers will have passed Para 120 Computers in the Law Office at a minimum grade of 70%.

Data Collection 5: Resume assignment graded by rubric in PARA 297/70% meet or exceed expectations in specific areas.

Data Collection 6: Students will be able to communicate in a professional manner in submitting assignments in the Para 297/70% meet or exceed expectations in specific areas.

Data Collection Overview:

Learning Outcome	Assessment Method/Type of Evidence	When/Where will Data Collection Take Place
1. Perform manual and computerized legal research	Legal memorandum in PARA 297/70% meet or exceed expectations in specific areas	Fall & Spring semesters/PARA 297
2. Examine rules of legal ethics and substantive and procedural law	Legal test/memorandum in PARA 297/70% meet or exceed expectations in specific areas; Standardized questions on PARA 121 exams /70% meet or exceed expectations in specific areas	Fall & Spring semesters/PARA 297 & PARA 121
3. Identify and analyze practical and theoretical legal issues and prepare legal documents	Prepare legal documents assessed by rubric/70% meet or exceed expectations in specific areas	Fall & Spring semesters/PARA 297
4. Utilize technology to prepare legal documents	Utilization of technology to prepare and submit assignments in PARA 297 /70% meet or exceed expectations in specific areas. 100% of program completers must successfully pass Para 120 Computers in the Law Office with a grade of 70% or greater.	Fall & Spring semesters/PARA 297

5. Create Professional Resume	Resume assignment graded by rubric in PARA 297/70% meet or exceed expectations in specific areas	Fall & Spring semesters/PARA 297
1. Communicate in a Professional manner	Email, cover letter assignments graded by rubric in Para 297/70% meet or exceed expectations in specific areas.	Fall and Spring semesters/Para 297

Discussion of Results and Changes:

Below is a discussion of our data collection results:

Learning Outcome 1: Perform manual and computerized legal research

The assessment method for Learning Outcome 1 is a legal memorandum assignment in PARA 101 (Law Office Management) and PARA 297 (The Professional Paralegal). The memorandum is assessed by the instructor using a rubric. Students are graded on their ability to find the appropriate statutes and cases, explain how the statutes and cases are relevant to the issues raised in the memo, and finally to present their findings in a well-written, concise memorandum of law.

The results of the assessment are as follows:

<u>Course</u>	<u>Average of All Students</u>
PARA 101	85% Successfully Completed (17 of 20 course completers)
PARA 297	80% Successfully Completed (16 of 20 completers.)

Based on the assessment results, we are meeting our goals of a minimum of 70% or higher student averages in all of the subject matter areas.

Action Plan: The assignment will continue to be used to assess the students understanding of the ethical requirements for handling client property. After reviewing the discussion board the assignment will be made available earlier in the semester as the majority of concerns were the short time period to successfully complete the assignment. Students found the discussions on the

topic to be helpful in enabling them to locate the proper material and formulate the required plan as instructed for this assignment.

Learning Outcome 2: Examine rules of legal ethics and substantive and procedural law

The assessment method for Learning Outcome 2 is a legal memorandum assignment in PARA 121 (Ethics). The memorandums assessed by the instructor using a rubric. Students are graded on their ability to find the appropriate statutes and cases, explain how the statutes and cases are relevant to the issues raised in the memo, and finally to present their findings in a well-written, concise memorandum of law.

The results of the assessment are as follows:

<u>Topic</u>	<u>Average of All Students</u>
PARA 121	71% Successfully Completed (12 out of 17 students)
PARA 297	80% Successfully Completed (16 of 20 completers.)

Based on the assessment results, we are meeting our goals of a minimum of 70% or higher student averages in all of the subject matter areas.

Action plan: Revamp the instructions and begin the discussions on the assignment earlier in the semester. Include discussions on proper research techniques and samples of the format. Note: Students are not required to take the research classes prior to Para 121. The 297 course is a better bench mark for the success of the program. The bench mark in Para 121 is 70% or better. To achieve a pass in para 297 is 90% or better. The increase of percentage (although requiring a even higher percent) indicates that students who persist through the program are achieving the goals of the program.

Learning Outcome 3: Identify and analyze practical and theoretical legal issues and prepare legal documents.

The assessment method for Learning Outcome 3 is legal documents prepared in PARA 297. The basis of the evaluation is a rubric. The assessment is graded based on formatting, organization, issue discussion, proper citations to legal authorities and the student's analysis of the legal issues.

<u>Topic</u>	<u>Average of All Students</u>
PARA 297	80% Successfully Completed (16 of 20 completers.)

Learning Outcome 4: Utilize technology to prepare legal documents

The assessment method for Learning Outcome 4 is the preparation of legal documents using technology applications in PARA 297. The basis of evaluation is a rubric. The assignment is graded in part based on the formatting of the document using Microsoft word. The student is also required to research the legal issues online.

A prerequisite to the Para 297 class is Para 120 Computers in the Law Office. Program completers must pass the Para 120 class with a grade of 70% or greater. Based on the graduation requirement of Para 120 100% of all program completers have demonstrated at a minimum of 70% proficiency utilizing technology in the preparation of legal documents.

The results of the PARA 297/120 assessments are as follows:

<u>Assessment Areas</u>	<u>Average of Students</u>
Para 297	80% Successfully Completed (16 of 20 completers.)
Para 120	100% of program completers

Based on the assessment results the program has achieved its goals.

In analyzing the data it has been concluded that core data is required to properly assess this goal. The Para 120 instructor will be asked to compile statistics on specific assignments that will show the progress of students within the course. The instructor will also be requested to collect samples of the assignments for analysis. Data from the Civil Litigation class will be collected for analysis in fall 2015. The instructor has been requested to collect the data from the appropriate assignments and to collect samples of graded student work for analysis.

Graded assignments from the 248 Advanced Research and Analysis class have been gathered for analysis in the fall 2015 semester.

Learning Outcome 5: Create a Professional Resume

The assessment method for Learning Outcome 5 is the preparation of a resume in PARA 297 graded by rubric. Students complete a series of assignments including examining job notices, reviewing other resumes and participating in discussion boards about their resumes.

The results of the assessment are as follows:

<u>Topic</u>	<u>Average of All Students</u>
PARA 297	90% Successfully Completed (18 out of 20 students)

Based on the assessment data the program has achieved its goals.

Learning Outcome 6: Communicate Professionally

The assessment method for Learning Outcome 6 is the preparation of an email and a cover letter associated with the resume creation assignment.

<u>Topic</u>	<u>Average of All Students</u>
PARA 297 cover letter	100% Successfully Completed (20 out of 20 students)
Para 297 email	95% Successfully Completed (19 out of 20 students)

Based on the assessment data the program has achieved its goals.

	Business			
	Legal Electives three from following list:			
Para 105/299 Cooperative Work Experience-Occupational 1-4107	Principals and Procedures in the Criminal Justice System	3		LS-E
122	Elder Law	2	Para 100	OPR
132	Family Law and Procedure	2	Para 100	OPR
133	Workman's Compensation Law & Procedure	2	Para 100	OPR
134	Probate Law and Procedure	2	Para 100	OPR
135	Bankruptcy Law and Procedure	2	Para 100	OPR
139	Fundamentals of Labor Law	2	Para 100	OPR
140	Immigration Law and Procedure	2	Para 100	OPR
147	International Commerce Agreements & Distribution Law	1	Para 100	OPR
148	International Intellectual Property Law	1	Para 100	OPR
149	The Law of Global Commerce	1	Para 100	OPR

Curriculum for Each Program Option

Program Option^(A) : Paralegal Degree (sac.para.aa)

Type of Credits/Units used in Program Option^(B) semester units

1. Total Number of Legal Specialty Credits/Units^(C) _____ 21 _____
2. Total Number of General Education Credits/Units^(C) _____ 24 _____
3. Total Number of Other Credits/Units To Complete the Program ^(C) _____ 18 _____

Total Number of Credits/Units (Total of #1, #2 and #3 above)^(C) _____ 63 _____

Course Number	Course Name	Number of Credits/Units ^(C)	Prerequisites or Co-requisites	Course Designation ^(D)
100	Introduction to Paralegal Studies	3	none	OPR
101	Law Office Management	2	Para 100	LS-R
120	Computers in the Law Office	4	Para 100	LS-R
121	Ethics	2	Para 100	OPR
145	Civil Litigation	4	Para 100	LS-R
146	Tort Law and Alternative Dispute Resolution	4	Para 100	LS-R
150	Legal Transactions	5	Para 100	LS-R
246	Legal Research and Analysis	4	Para 100	OPR
248	Advanced Research and Writing	3	Para 246 C or better.	OPR
297	The Professional Paralegal	2	Paralegal 100, 101, 120, 121, 246, and either (Business 101 or 105) or all of the following: (Paralegal 107, 130, 131, 136, 137, and 138).	LS-R

Bus 105	Legal Environment of Business	3		OPR
	Legal Electives three units from following list:			
Para 105/299 Cooperative Work Experience-Occupational 1-4107	Principals and Procedures in the Criminal Justice System	3		LS-E
122	Elder Law	2	Para 100	OPR
132	Family Law and Procedure	2	Para 100	OPR
133	Workman's Compensation Law & Procedure	2	Para 100	OPR
134	Probate Law and Procedure	2	Para 100	OPR
135	Bankruptcy Law and Procedure	2	Para 100	OPR
139	Fundamentals of Labor Law	2	Para 100	OPR
140	Immigration Law and Procedure	2	Para 100	OPR
147	International Commerce Agreements & Distribution Law	1	Para 100	OPR
148	International Intellectual Property Law	1	Para 100	OPR
149	The Law of Global Commerce	1	Para 100	OPR
	Natural Sciences	3		GE
	American Institutions	3		GE
	Social Science	3		GE
	Humanities	3		GE
	Cultural Breadth	3		GE
	English Composition	3		GE

	Communication and Analytical Thinking	3		GE
	Lifelong Understanding	3		GE

Program Option^(A) : Paralegal Certificate (sac.para.ca)

Type of Credits/Units used in Program Option^(B) semester units

1. Total Number of Legal Specialty Credits/Units^(C) _____ 21 _____
2. Total Number of General Education Credits/Units^(C) _____ 0 (must have degree _____
3. Total Number of Other Credits/Units To Complete the Program ^(C) _____ 18 _____

Total Number of Credits/Units (Total of #1, #2 and #3 above)^(C) _____ 39 _____

Course Number	Course Name	Number of Credits/Units ^(C)	Prerequisites or Co-requisites	Course Designation ^(D)
100	Introduction to Paralegal Studies	3	none	OPR
101	Law Office Management	2	Para 100	LS-R
120	Computers in the Law Office	4	Para 100	LS-R
121	Ethics	2	Para 100	OPR
145	Civil Litigation	4	Para 100	LS-R
150	Legal Transactions	5	Para 100	LS-R
246	Legal Research and Analysis	4	Para 100	OPR
248	Advanced Research and Writing	3	Para 246 C or better.	OPR
297	The Professional Paralegal	2	Paralegal 100, 101, 120, 121, 246, and either (Business 101 or 105) or all of the following: (Paralegal 107, 130, 131, 136, 137, and 138).	LS-R
Bus 105	Legal Environment of	3		OPR

Exhibit 12

Students must meet the general education requirements for graduation. The program does not grant exemptions to the general education requirements.

11	F/10	Civil Litigation Overview	PARA 143	Pollinger, Barbara Ann	30	2	Traditional
12	F/10	Civil Litigation Overview	PARA 143	Pollinger, Barbara Ann	17	2	Traditional
13	F/10	Discovery Techniques	PARA 144	Pollinger, Barbara Ann	16	2	Traditional
14	F/10	Discovery Techniques	PARA 144	Pollinger, Barbara Ann	37	2	Traditional
15	S/11	Law Office Management	PARA 101	Manzano, F Richard	37	2	Alternative
16	S/11	Cooperative Work Experience	PARA 105	De Boer, Christine S	9	1,2,3,4	Alternative
18	S/11	Computers in the Law Office	PARA 120	Keck, Ed W	27	4	Traditional
19	S/11	Real Property Law & Procedure	PARA 136	Manzano, F Richard	18	2	Traditional
20 34	S/11	Civil Litigation Overview	PARA 143	Pollinger, Barbara Ann	37	2	Traditional

EXHIBIT 13

List of Legal Specialty Courses by Term

Year^(A) June 2011- May 2012

	Semester/ Quarter ^(B)	Course Title	Course No. ^(C)	Instructor	# of Students Enrolled	# of Credits/ Units ^(D)	Method of Delivery ^(E)
1	Sum/11	Law Office Management	PARA 101	Manzano, F Richard	69	2	Alternative
2	Sum/11	Computers in the Law Office	PARA 120	Keck, Ed W	43	4	Traditional
3	F/11	Law Office Management	PARA 101	Manzano, F Richard	37	2	Alternative
4	F/11	Cooperative Work Experience	PARA 105	Robinson, Kristen Jill	9	1,2,3,4	Alternative
5	F/11	Computers in the Law Office	PARA 120	Keck, Ed W	29	4	Traditional
6	F/11	Ethics and Professional Responsibility	PARA 121	Manzano, F Richard	43	2	Alternative
7	F/11	Tort & Insurance Law	PARA 137	Manzano, F Richard	21	2	Traditional
8	F/11	Civil Litigation Overview	PARA 145	Pollinger, Barbara Ann	48	4	Traditional

9	S/12	Law Office Management	PARA 101	Manzano, F Richard	43	2	Alternative
10	S/12	Cooperative Work Experience	PARA 105	Pollinger, Barbara Ann	16	1,2,3,4	Alternative
11	S/12	Computers in the Law Office	PARA 120	Keck, Ed W	40	4	Traditional
12	S/12	Legal Transactions	PARA 130	Robinson, Kristen Jill	44	3	Traditional
13	S/12	Alternative Dispute	PARA 131	Lamarra, Keith Norman	57	2	Traditional
14	S/12	Real Property & Procedure	PARA 136	Lamarra, Keith Norman	47	2	Traditional
15	S/12	Law of Business Organizations	PARA 138	Manzano, F Richard	17	2	Traditional
16	S/12	Civil Litigation Overview	PARA 145	Robinson, Kristen Jill	41	4	Traditional

EXHIBIT 13**List of Legal Specialty Courses by Term**Year^(A) June 2012- May2013_

	Semester/ Quarter (B)	Course Title	Course No. (C)	Instructor	# of Students Enrolled	# of Credits/ Units (D)	Method of Delivery^(E)
1	Sum/12	Law Office Management	PARA 101	Manzano, F Richard	43	2	Alternative
2	Sum/12	Computers in the Law Office	PARA 120	Keck, Ed W	37	4	Traditional
3	F/12	Law Office Management	PARA 101	Manzano, F Richard	52	2	Alternative
4	F/12	Cooperative Work Experience	PARA 105	Pollinger, Barbara Ann	10	1,2,3,4	Alternative
5	F/12	Computers in the Law Office	PARA 120	Keck, Ed W	39	4	Traditional
6	F/12	Computers in the Law Office	PARA 120	Robinson, Kristen Jill	14	4	Traditional
7	F/12	Legal Transactions	PARA 130	Robinson, Kristen Jill	38	3	Traditional
8	F/12	Alternative Dispute Resolution	PARA 131	Manzano, F Richard	21	2	Traditional
9	F/12	Real Property & Procedure	PARA 136	Manzano, F Richard	9	2	Traditional

10	F/12	Tort & Insurance Law	PARA 137	Tanner, William Thomas	33	2	Traditional
11	F/12	Law of Business Organizations	PARA 138	Tanner, William Thomas	38	2	Traditional
12	F/12	Civil Litigation Overview	PARA 145	Robinson, Kristen Jill	44	4	Traditional
13	S/13	Law Office Management	PARA 101	Manzano, F Richard	38	2	Alternative
14	S/13	Computers in the Law Office	PARA 120	Keck, Ed W	30	4	Traditional
15	S/13	Legal Transactions	PARA 130	Lamarra, Keith Norman	50	3	Traditional
16	S/13	Tort & Insurance Law	PARA 137	Kristen Robinson	16	2	Traditional
17	S/13	Civil Litigation Overview	PARA 145	Robinson, Kristen Jill	38	4	Traditional
18	S/13	The Professional Paralegal	PARA 298	Manzano, F Richard	31	2	Alternative

EXHIBIT 13

List of Legal Specialty Courses by Term

Year^(A) June 2013-December 2013 (Summer and Fall)

	Semester/ Quarter (B)	Course Title	Course No.^(C)	Instructor	# of Students Enrolled	# of Credits/ Units^(D)	Method of Delivery^(E)
1	Sum/13	Law Office Management	PARA 101	Manzano, F Richard	22	2	Alternative
2	Sum/13	Computers in the Law Office	PARA 120	Keck, Ed W	23	4	Traditional
3	F/13	Law Office Management	PARA 101	Manzano, F Richard	26	2	Alternative
4	F/13	Cooperative Work Experience	PARA105	Robinson, Kristen Jill	9	1,2,3,4	Alternative
5	F/13	Computers in the Law Office	PARA120	Keck, Ed W	31	4	Traditional
6	F/13	Civil Litigation Overview	PARA145	Robinson, Kristen Jill	47	4	Traditional
7	F/13	Legal Transactions	PARA150	Smith, Kimberly Denise	20	5	Traditional
8	F/13	The Professional Paralegal	PARA297	Manzano, F Richard	22	2	Alternative

EXHIBIT 13

List of Legal Specialty Courses by Term

Year: June 2013-May 2014

	Semester/ Quarter (B)	Course Title	Course No.^(C)	Instructor	# of Students Enrolled	# of Credits/ Units^(D)	Method of Delivery^(E)
1	Sum 2013	Law Office Management	Para 101	Manzano	41	2	Alternative
2	Sum 2013	Computers in the Law Office	Para 120	Keck	37	4	Traditional
4	F 2013	Law Office Management	Para 101	Manzano	29	2	Alternative
5	F 2013	Law Office Management	Para 101	Manzano	26	2	Alternative
6	F2013	Cooperative Work Experience	Para 105	Robinson	9	1-4	Alternative
7	F 2013	Computers in the Law Office	Para 120	Keck	33	4	Traditional
8	F 2013	Ethics and Professional Responsibility	Para 121	Manzano	26	2	Alternative
9	F2013	Civil Litigation	Para 145	Robinson	20	4	Traditional
10	F2013	Civil Litigation	Para 145	Robinson	27	4	Traditional
11	F2013	Legal Transactions	Para 150	Smith	24	5	Traditional
12	F2013	The Professional Paralegal	Para 297 (formerly 298)	Manzano	24	2	Alternative

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13	S 2014	Law Office Management	Para 101	Manzano	30	2	Alternative
14	S 2014	Computers in the Law Office	Para 120	Keck	20	4	Traditional
15	S 2014	Cooperative Work Experience	Para 105	Robinson	3	1-4	Alternative
16	S 2014	Civil Litigation	Para 145	Robinson	34	4	Traditional
17	S 2014	Tort Law and Alternative Dispute Resolution	Para 146	Tanner	31	4	Traditional
18	S 2014	Legal Transactions	Para 150	Robinson	17	5	Traditional
19	S 2014	The Professional Paralegal	Para 297	Manzano	23	2	Alternative

Legal Specialty Course Information Sheet (Part I)

Course Title:	Law Office Management
Course Number:	101
Credits/Units:	2
Course Description:	Structure and procedures of the law office. Emphasis on
	organization of filing systems, litigation management, calendaring, tickler systems, indexing and summarizing documents, timekeeping, fees and billing, job search, law office layout.
Course Objectives:	<p>Students will demonstrate the ability to follow instructions and submit work in a professional and timely manner</p> <p>Students will demonstrate the ability to communicate in a Professional Manner.</p> <p>Students will demonstrate the ability to meet deadlines.</p> <p>Students will demonstrate the ability to use computers to access information and use appropriate technology such as Microsoft Office to submit assignments.</p> <p>Students will demonstrate the ability to communicate in a professional manner.</p>
Required Text & Other Materials:	<i>Fundamentals of Law Office Management: Systems, Procedures, and Ethics</i> , Third or Fourth Edition, by Pamela Everett Nollkamper
Methods of Evaluation of Student Performance:	Midterm, final examination, project in which students will evaluate the files in an office and recommend the most appropriate filing system. Students will analyze billing systems and recommend most appropriate for a specific office set up.
Practical Assignments that Develop Paralegal Competencies:	<p>Procurement assignment, the student has to research the best price available for the text, and procure the text by a due date. Part of the assignment is to discuss methods of research and analyze their own research and success in the assignment.</p> <p>Prepare a policy for a law office on the handling of client property.</p> <p>Students use the journal entries as a time keeping/billing exercise.</p>

(Part II)

**Detailed Outline of Topics and Other Classroom Activities
With Time Devoted to Each Topic/Activity**

Topic^(A)	Time Allocation^(B)
Office Procurement. Study of alternate methods of procuring office supplies and equipment by research alternative methods of procuring needed supplies.	2 hrs.

<p>OVERVIEW OF LAW OFFICE STRUCTURE. Roles of the attorney, secretary, investigator, paralegal, and other support personnel.</p>	<p>2 hrs.</p>
<p>PERSONNEL. Personnel relations and management techniques.</p>	<p>2 hrs.</p>
<p>PERSONNEL MANAGEMENT. Role of the personnel manager. Role of employee evaluations.</p>	<p>2 hrs.</p>
<p>ATTORNEY CLIENT RELATIONSHIP Study of the role of the attorney and staff with regards to marketing, communication, confidentiality.</p>	<p>2 hrs.</p>
<p>ATTORNEY CLIENT ETHICAL CONSIDERATIONS. Study of the ethical rules that govern the attorney client relationship.</p>	<p>2 hrs.</p>
<p>FEE STRUCTURES. Study of various fee and California regulations on fee arrangements between attorneys and attorneys, attorneys and non-attorneys and the attorney and client. Study of court decisions and regulations on the statute of frauds.</p>	<p>2 hrs.</p>
<p>TIMEKEEPING AND BILLING Study of various procedures for timekeeping and billing. Study of the ethical rules regarding timekeeping and billing.</p>	<p>2 hrs.</p>
<p>CLIENT FEES. Study of the ethical rules regarding fee agreements and proper client fee procedures.</p>	<p>2 hrs.</p>
<p>CLIENT FUNDS Review of the California requirements on handling client property.</p>	<p>2 hr</p>
<p>CLIENT TRUST ACCOUNTS. Review of California regulations regarding the various types of client trust accounts. Review of the requirements regarding maintain appropriate records of client property.</p>	<p>1.5 hrs.</p>
<p>TECHNOLOGY IN THE LAW OFFICE. Study of current technology used in the law office.</p>	<p>2.5 hrs.</p>
<p>SYSTEMS. Study of law office systems, and docket control systems. Review of the impact of legal deadlines. Review of the ethical considerations of client confidentiality with relations to technology.</p>	<p>2 hrs.</p>

FILE AND RECORD MANAGEMENT. Study of filing systems in the law office and the ethical ramifications of maintaining proper client files.	2 hrs.
LIBRARY AND OTHER SOURCES OF INFORMATION. Study of law library management and sources of information utilized in the law office.	2 hrs.
FINAL EXAM. Comprehensive multiple choice and essay exam.	2 hr.
Total Time Allocated to Topics: ^(D)	34 hrs

Other Classroom Activities^(C)	Time Allocation^(B)
Procurement assignment.	10 hrs.
Read, outline/summary each chapter of the book.	20 hrs.
Client fee project	15 hrs
Online discussion on how to handle client assets and funds	
Online discussion on how to account for client funds.	10 hrs.
Outside research on ethical and regulatory issues.	09 hrs.
Total Time Allocated To Other Classroom Activities: ^(D)	64

(Part I)

Course Title:	Cooperative Work Experience-Occupational
Course Number:	Para 105
Credits/Units:	Variable 1-4
Course Description:	Supervised paid or volunteer experience in student's major including new or expanded responsibilities. One unit of credit for each 5 hours worked per week to a maximum of 4 units for 20 hours work per week each semester.
Course Objectives:	Experience in a law office or law related work environment, including new or expanded responsibilities.
Required Text & Other Materials:	Recommended: HOW TO FIND A JOB AS A PARALEGAL, Kisiel, West, latest edition.
Methods of Evaluation of Student Performance:	Skills, knowledge and attitude summary or Resume. Analyze occupational tasks being performed on job which are relevant to legal assistant curriculum and develop three performance objectives which represent new and expanded responsibilities.
Practical Assignments	Student will demonstrate performance in a self

that Develop Paralegal Competencies:	evaluation, time keeping and interview with supervisor by instructor on students performance.
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(Part II)

**Detailed Outline of Topics and Other Classroom Activities
With Time Devoted to Each Topic/Activity**

Topic^(A)	Time Allocation^(B)
Not applicable/ intern/ work experience.	
Total Time Allocated to Topics: ^(D)	

Other Classroom Activities^(C)	Time Allocation^(B)
Total Time Allocated To Other Classroom Activities: ^(D)	

(Part I)

Course Title:	Computers in the Law Office
Course Number:	Para 120
Credits/Units:	4
Course Description:	Basic computer concepts for law office personnel. The focus will be on current hardware and software used in the law office.
Course Objectives:	To review basic computer concepts with a focus on hardware and software used in the law office.
Required Text & Other Materials:	Using Computers in the Law Office, 6th Edition Matthew S. Cornick
Methods of Evaluation of Student Performance:	Class Discussions, Directed Learning Activities Group Study & Exercises, Oral Presentations, Reading Assignments, Research Projects Simulations, Writing Projects & Reports, Hands-on practice with different types of software utilized in the legal profession.
Practical Assignments that Develop Paralegal Competencies:	Hands-on practice with different types of software utilized in the legal profession.

(Part II)

**Detailed Outline of Topics and Other Classroom Activities
With Time Devoted to Each Topic/Activity**

Topic^(A)	Time Allocation^(B)
<u>Introduction to Computers in the Law Office.</u> An overview of how computers are used, and an explanation of how computers can make a law office more efficient.	4 hrs.
<u>Computer Hardware.</u> An overview of the evolution of computers, system components how computers work, and ethical considerations.	4 hrs.
<u>Computer Software.</u> An explanation of the interface between software and hardware, MS-DOS, utility Software. Law office application software.	4 hrs.
<u>Application of Software:</u> Study of word processing systems. 4 hours Preparing documents in Word Processing. 4 hours.	48 hrs

Database Management Systems. 4 hours. Spreadsheet Software. 4 hours. Preparing of Spreadsheets Utilizing Spreadsheet Software. 4 hours. Computer Assisted Research. 4 hours. Computer Assisted Research Utilizing Research Programs and the Internet. 4 hours. CD-ROM Software. 4 hours. Timekeeping Software. 4 hours. Docket Control Software. 4 hours. Litigation Support Software. 4 hours. Specialized Legal Software. 4 hours.	
Final Exam. 4 hours.	4hrs
Total	64 hrs.

Other Classroom Activities^(C)	Time Allocation^(B)
Read chapter exercises in word processing.	10 hrs.
Read chapter and exercises in data base management.	10 hrs.
Read chapter and exercises in spreadsheet software.	10 hrs.
Read chapter and exercises in computer assisted research.	10 hrs.
Read chapter and exercises in research using special programs.	10 hrs.
Read chapter and exercises in CD-Rom legal software.	10 hrs.
Read chapter and exercises in Timekeeping.	10 hrs.
Read chapter and exercises in Docket Control.	10 hrs.
Read chapter and exercises in litigation support.	10 hrs.
Read chapter and exercises in Specialized legal software.	10 hrs.
Read chapter outline the use of computers in the law office.	10 hrs.
Read chapter outline the use of computer hardware.	10 hrs.
Read chapter outline the use of computer software.	10 hrs.
Total Time Allocated To Other Classroom Activities: ^(D)	130 hrs.

(Part I)

Course Title:	Civil Litigation Overview
Course Number:	Para 145 (formerly Para 143 and 144)
Credits/Units:	4
Course Description:	Overview of California procedures from acceptance of a case through trial. Planning litigation, motions, discovery and trial preparation. Preparation of pleadings. Overview of California discovery rules, preparation of discovery documents and responses.
Course Objectives:	To understand the principals and documents of civil litigation in California.
Required Text & Other Materials:	Required: Goren. <i>LITIGATION BY THE NUMBERS, SUBSTANTIVE COMPANION</i> , 2nd ed. Lawdable Press Publishing, ISBN: 10434833. Required: Goren. <i>LITIGATION BY THE NUMBERS</i> , 4th ed. Lawdable Press Publishing, ISBN: 1042-7453.
Methods of Evaluation of Student Performance:	Class Discussions Demonstrations Reading Assignments Preparation of forms Writing Projects & Reports Midterm/final
Practical Assignments that Develop Paralegal Competencies:	Research appropriate California statutes. Draft a complaint, summons, Proof of Service, answer, request to enter default. Research the demurrer, motion to strike, SLAPP motions. Draft special interrogatories and Judicial Council forms.

(Part II)

**Detailed Outline of Topics and Other Classroom Activities
With Time Devoted to Each Topic/Activity**

Topic^(A)	Time Allocation^(B)
COURT STRUCTURE, JURISDICTION AND	
VENUE: The California court structure .	2hrs.
Subject matter and personal jurisdictional requirements.	2hrs.
Venue rules -	2hrs
ELEMENTS OF PLEADINGS- How to draft a complaint.	2hrs.
How to draft an answer.	2hrs.
MOTIONS - The elements of and reasons for using a demurrer motion to strike, motion for summary judgment, motion in limine, discovery motions and more.	2hrs.
DISCOVERY TECHNIQUES- Overview of the use of interrogatories, depositions, request for admissions .	2hrs.
Bill of particulars, request for production of documents.	2hrs.
Subpoena duces tecum, and non-self-executing discovery	2hrs.

devices.	
PROCEDURES BEFORE TRIAL -Familiarity with at-issue memorandum, the M.S.C. and status conferences.	2hrs
ARBITRATION RULES, JUDGES AND JURIES - Rules of arbitration and qualifications of judges and juries.	2hrs.
TRIAL -Elements of the trial brief, jury instructions, order of presentation of trial.	2hrs.
VISIT TO COURT OR MOCK TRIAL -	2hrs.
SCOPE OF DISCOVERY – Discovery overview, paralegal’s role in discovery.	2hrs.
DISCOVERY PLAN – Discovery strategies; steps needed to establish a winning case and the particular discovery devices that are tailored to the client’s needs.	2hrs.
TOOLS OF DISCOVERY –Overview of the formal and informal discovery devices.	2hrs.
DISCOVERY RESTRICTIONS AND DISCOVERY FROM A NON-PARTY	
Legal limitations to discovery .	2hrs.
Sanctions .	
DEPOSITIONS:	
Formulating questions and outlines.	2hrs.
Summarizing deposition transcripts.	2hrs.
INTERROGATORIES:	
Drafting questions and responses for special interrogatories.	2hrs.
Objections.	2hrs
Indexing interrogatories.	2hrs.
REQUEST FOR PRODUCTION. Obtaining documents and physical evidence from parties to the litigation.	2hrs.
REQUEST FOR ADMISSIONS. Drafting and responding to RFAs.	2hrs.
DISCOVERY OBJECTIONS AND PRIVILEGES.	2hrs.
Evidence law as it applies to discovery. Proper and improper objections to discovery.	
MOTIONS TO COMPEL AND PROTECTIVE ORDERS –	2hrs.
Insuring compliance with discovery requests and resisting improper requests.	
MEDICAL EXAMINATIONS OF A PARTY;	2hrs.
SIMULTANEOUS EXCHANGE OF EXPERT WITNESS INFORMATION – Forms and procedures and court rules for these procedures.	2hrs
FINAL EXAM.	4hrs.
Total Time Allocated to Topics: ^(D)	64

Other Classroom Activities ^(C)	Time Allocation ^(B)
Outline and summarize the text.	30hrs
Research California Statutes for discussion.	30hrs.
Draft pleadings and responses.	30hrs
Draft discovery documents.	38hrs
Total Time Allocated To Other Classroom Activities: ^(D)	128

Legal Specialty Course Information Sheet

(Part I)

Course Title:	Tort Law and Alternative Dispute Resolution
Course Number:	Para 146 (Formerly Para 131 ADR and 137 Torts)
Credits/Units:	4
Course Description:	Intentional torts, negligence, strict liability, product liability, damages, immunity, defenses to torts. Principles of insurance law, and procedures for the investigation of personal injury cases. Principles of dispute resolution through negotiation, mediation and arbitration. Students will mediate impartially and use tools to maximize negotiation effectiveness. The course includes application of mediation skills in the law office.
Course Objectives:	To understand basics of California Tort law, procedures and Alternate dispute resolution.
Required Text & Other Materials:	Nolan-Haley, J.M. <i>Alternative Dispute Resolution</i> , ed. Thomson West, ISBN: 0314180141. Geistfeld, M.A. <i>TORT LAW: THE ESSENTIALS</i> , 1 ed. Wolters Kluwer, ISBN: 0735568286.
Methods of Evaluation of Student Performance:	Case Studies Class Discussions Directed Learning Activities Electronic Delivery Group Study & Exercises Guest Speakers Handouts Hybrid Independent Study Instructor Demonstrations Lecture Media Presentations

	<p>Oral Presentations Portfolios Reading Assignments Research Projects Simulations Visual Aids Writing Projects & Reports</p>
<p>Practical Assignments that Develop Paralegal Competencies:</p>	<p>Prepare case briefs, review and identify legal issues from fact patterns, review and discuss ethical considerations, research and locate appropriate California Judicial Council Forms. Fill out the Judicial Council Forms. Draft an ADR agreement.</p>

(Part II)

**Detailed Outline of Topics and Other Classroom Activities
 With Time Devoted to Each Topic/Activity**

Topic^(A)	Time Allocation^(B)
<p>THE HISTORY OF TORTS AND THE ROLE OF LEGAL ASSISTANT History and Functions of torts and role of Paralegal.</p>	2hrs.
<p>ELEMENTS OF INTENTIONAL AND UNINTENTIONAL TORTS AND THE DEFENSES THERETO: The elements of torts and defenses</p>	3hrs.
<p>Define negligence and assumption of risk and understand liability, defenses, and immunity</p>	3hrs.
<p>PRODUCT LIABILITY: The elements of product liability and defenses.</p>	3hrs.
<p>DAMAGES - Concepts and elements of special, punitive and general damages.</p>	3hrs.
<p>ELEMENTS OF INSURANCE LAW, STRATEGY AND DEFENSES: How to analyze various insurance policies.</p>	3hrs.
<p>Understanding various provisions.</p>	3hrs.
<p>INVESTIGATIVE TECHNIQUES: Plan investigative steps to collect evidence.</p>	2hrs.
<p>Estimates and data.</p>	2hrs.

DOCUMENTATION AND PRESERVATION: How to prepare evidence for trial.	2hrs.
Have a clear understanding of "privileged" evidence.	2hrs.
TRIAL PREPARATION AND ASSISTANCE:	
How to organize file and exhibits for trial.	2hrs.
Assist attorney in actual trial.	2hrs.
The context of dispute resolution; self-help, litigation.	3hrs.
Arbitration, mediation, negotiation and avoidance.	2hrs.
Negotiations: characteristics of negotiators, negotiation styles.	2hrs.
Distributive bargaining during negotiation.	3hrs.
Integrated bargaining during negotiation.	2hrs.
Preparing for and Conducting Negotiations.	2hrs.
Marital Settlement Negotiations.	2hrs.
Mediation: general consideration.	2hrs.
Role of mediator, advantages of the process.	2hrs.
Commencing the process, confidentiality, steps in mediation.	2hrs.
Specific applications for mediation: construction disputes, the VSC, non-binding arbitration.	2hrs.
Contractual Arbitration.	3hrs.
Drafting ADR agreements.	3hrs.
The market for mediators.	2hrs.
Total Time Allocated to Topics: ^(D)	64

Other Classroom Activities^(C)	Time Allocation^(B)
Students will read and outline each chapter of the text	58hrs.
2. Students brief cases on principles of Tort and	10hrs.

Insurance Law	
Students receive facts patterns from the instructor and prepare written responses to identify issues raised by the fact pattern	8hrs.
Students participate in group discussions, and then prepare written responses to ethical and legal issues raised by the fact patterns presented by the instructor	8hrs.
Students locate and fill out appropriate Judicial Council forms for tort and insurance cases	10hrs.
6. Students will participate in a "mock mediation"	6hrs.
7. Students will analyze the nature of a conflict	6hrs.
8. Students will draft an ADR agreement	6hrs.
9. Students will take quizzes	10hrs.
10. Students will complete a comprehensive Mid-term and Final exam	6hrs.
Total Time Allocated To Other Classroom Activities: ^(D)	128

Legal Specialty Course Information Sheet

(Part I)

Course Title:	Legal Transactions
Course Number:	Para 150 (formerly 130 Legal Transactions, 136 Real Property & 138 Business Organizations)
Credits/Units:	5 units
Course Description:	Introduction to contracts and drafting legal documents for corporations and real estate transactions. Contract formation, performance, breach and third party interests. Student will learn the laws of the California Corporations Code and the laws governing real estate transactions. Student will learn to draft various contracts and other documents and will select, edit and customize formbook and computerized forms in real property, corporations, family law, and estate planning.

<p>Course Objectives:</p>	<p>Students will draft various contracts. Students will prepare deeds. Students will prepare Unlawful Detainer documents. Students will locate the relevant California Code sections that apply to the various forms of business ownership and real estate. Students will demonstrate knowledge of legal terminology through quizzes throughout the semester. Students will engage in various assignments from text/case briefs. Students will demonstrate comprehensive knowledge through a mid-term exam and final exam.</p>
<p>Required Text & Other Materials:</p>	<p>Bouchoux, D.E. <i>Business Organizations For Paralegals</i>, 5 ed. Wolters Kluwer, 2009, ISBN: 0735576289.</p> <p>Bevans, N.E. <i>Real Estate & Property Law For Paralegals</i>, 2 ed. Wolters Kluwer, 2008, ISBN: 0735569444.</p> <p>Frey, M.A. <i>INTRODUCTION TO THE LAW OF CONTRACTS</i>, 4 ed. Delmar Publishing, 2008, ISBN: 1-4018-6471-6.</p>
<p>Methods of Evaluation of Student Performance:</p>	<p>Technical merit according to professor's and departmental rubrics. 2. Mastery of course content. Written communication skills reflecting college standards demonstrated through various assignments including: short answer and essay examinations, written contracts, case briefs, corporate documents and real estate transactions. Verbal communication skills reflecting college standards demonstrated through in-class presentations. 5. Class participation based on frequency and content.</p>
<p>Practical Assignments that Develop Paralegal</p>	<p>Students will draft contracts, prepare various written assignments; including but not limited to a memorandum outlining the advantages and</p>

Competencies:	disadvantages of the various corporate forms; mock corporate minutes; unlawful detainer documents; and deeds and real estate transfer documents.
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(Part II)

**Detailed Outline of Topics and Other Classroom Activities
With Time Devoted to Each Topic/Activity**

Topic^(A)	Time Allocation^(B)
INTRODUCTION Overview of contract law including contracts in business transactions and real estate transactions.	3 hrs
PARTIES TO CONTRACT To explain the function and roles of the offeror and the offeree.	2 hrs
CHOICE OF LAW To explain the function of Choice of Law clauses and how to draft a proper clause.	1 hr
ELEMENTS OF A CONTRACT To explain the basic elements of a valid contract.	2 hrs
DRAFTING CONTRACTS To explain the traditional considerations in drafting a valid contract including legal issues as well as grammar and sentence structure	2 hrs
STATUTE OF FRAUDS To explain the function of the Statute of Frauds and its application to specific types of contracts.	1 hr
EXECUTION OF CONTRACT To explain how a contract is properly executed.	1 hr
REVISIONS TO CONTRACTS To explain how a party to a valid contract can modify an existing contract.	2 hr
CONTRACTS THAT ARE UNENFORCEABLE To explain the common defenses to contract formation.	2 hr
PERFORMANCE AND BREACH OF CONTRACT To explain the types of contract performance, the types of breach, and the effect these have on the other party to the contract.	2 hrs.
REMEDIES FOR BREACH OF CONTRACT To explain the different remedies available to the non-breaching party	2 hrs

including contract remedies and equitable relief.	
THIRD PARTY INTERESTS To explain third party rights and responsibilities in valid contracts.	1 hrs
CONCEPT OF REAL PROPERTY LAW To describe the basic laws of real property.	2 hrs
OWNERSHIP OF REAL PROPERTY To describe marital estates, concurrent ownership, and the elements of each.	2 hrs
TITLE AND TITLE POLICIES To explain the function of title companies, title records and title policies.	2 hrs
REAL PROPERTY TRANSFERS To properly draft and prepare contracts for sales. To review escrow instructions.	2 hrs
DEEDS AND TRANSFER DOCUMENTS To properly prepare and draft deeds, and transfer documents.	2hrs
RECORDING TRANSFERS To explain the operation of recording statutes.	2 hrs
LEGAL DESCRIPTIONS To explain property surveys and legal descriptions.	2 hrs
PLANNED UNIT DEVELOPMENTS To explain the unique problems associated with condominiums, own-your-own apartments and planned communities, homeowner-associations and joint ownership of common areas. To review contracts governing home owner associations.	2 hrs
LANDLORD/TENANT LAW The explain the rights and responsibilities of a landlord and tenant, and to review rental contracts.	3 hrs
UNLAWFUL DETAINER ACTIONS To prepare the forms and pleadings necessary in a judicial eviction; to prepare an entire unlawful detainer case.	3 hrs
OVERVIEW OF PARTNERSHIP AND AGENCY LAWS To describe the advantages and disadvantages of a partnership vs. corporation.	2 hrs
PRINCIPLES OF CORPORATION LAW AND TERMINOLOGY To explain the various areas of a corporation by diagrams and explanation; to review	2 hrs

corporation terminology.	
CLOSE CORPORATIONS, PUBLIC CORP., FOREIGN CORP., NON-PROFIT CORP., SUB-CHAPTER S CORP – To identify the elements of each type of corporation;	2 hrs
CLOSE CORPORATIONS, PUBLIC CORP., FOREIGN CORP., NON-PROFIT CORP., SUB-CHAPTER S CORP – To review the advantages and disadvantages of each type of corporation.	2 hrs
ORGANIZATION AND BY-LAWS To explain the elements of Articles of Incorporation; the elements of by-laws.	2 hrs
DIRECTORS AND MANAGEMENT, MEETINGS AND VOTING RIGHTS To explain the functions of each corporate officer, their boundaries and responsibilities.	2 hrs
STOCK CERTIFICATES AND DIVIDENDS How to prepare the appropriate documents and contracts to issue stock certificates and dividends.	2 hrs
SALE OF ASSET, MERGERS AND REORGANIZATION How to prepare the appropriate documents and contracts for the sale of a corporation; how to prepare the appropriate documents and contracts for the merger or reorganization of a corporation.	3 hrs
RECORDS, INSPECTION, AND PROCEDURE To review proper procedure and requirements for corporate minutes; techniques for good corporate record keeping.	3 hrs
DISSOLUTION-WINDING UP To explain and prepare the appropriate documents and contracts for the dissolution of a partnership and a corporation.	2 hrs
CONSUMER CONTRACTS. To explain and review contracts as they relate to consumer issues including warranties and credit agreements.	2 hrs
ESTATE PLANNING DOCUMENTS. To explain and review contracts as they relate to estate planning including wills and trusts.	3 hrs
FAMILY LAW CONTRACTS. To explain and review contracts as they relate to family law including prenuptial	3 hrs

agreements.	3 hrs
Mid-term Exam.	3 hrs
Final exam.	
Total Time Allocated to Topics: ^(D)	80

Other Classroom Activities^(C)	Time Allocation^(B)
1. Students will draft contracts	24 hrs
2. Students will prepare various written assignments; including but not limited to a memorandum outlining the advantages and disadvantages of the various corporate forms; mock corporate minutes; unlawful detainer documents; and deeds and real estate transfer documents.	24 hrs
3. Students will read the assigned text	72 hrs.
4. Students will brief cases and prepare for class discussion	30 hrs
5. Students will take quizzes	10 hrs
Total Time Allocated To Other Classroom Activities: ^(D)	160 hrs.

Legal Specialty Course Information Sheet

(Part I)

Course Title:	The Professional Paralegal
Course Number:	Para 297 (formerly Para 298)
Credits/Units:	2
Course Description:	This is the capstone class to the paralegal degree formally known as Para 298. Students will demonstrate their knowledge of ethics, legal principles, and the technical skills necessary for entry level employment as a paralegal.
Course Objectives:	Students will demonstrate their knowledge of ethics, legal principles, and the technical skills necessary for entry level employment as a paralegal
Required Text & Other Materials:	None

Methods of Evaluation of Student Performance:	Drafting proper professional communications, cover letters, emails and legal memorandum. Participation in the class discussions, Preparation of employment documents (resume and cover letters.) Legal topic research and analysis assignments on various legal topics. Networking assignments.
Practical Assignments that Develop Paralegal Competencies:	Drafting proper professional communications, cover letters, emails, legal memorandum, employment documents (resume and cover letters) and participating in networking activities.

(Part II)

**Detailed Outline of Topics and Other Classroom Activities
With Time Devoted to Each Topic/Activity**

Topic^(A)	Time Allocation^(B)
I. Employment I.	
Students will prepare a current resume and cover letters appropriate for a position in a law office.	4 hr
Students will demonstrate the ability to identify sources of employment.	4 hr
Students will prepare appropriate cover letters and emails for their resumes.	2 hr
II. Ethics and Rules of Professional Conduct	
Students will demonstrate the ability to apply the California Rules of Professional Conduct for attorneys, and the applicable Business and Professions Code sections in the following situations:	
a. Client relations	1 hr
b. Communications with opposing parties/court.	1 hr
c. Handling of client funds.	2 hr
d. Billing and time keeping practices.	1 hr
e. The unauthorized practice of law.	1 hr
III. Communication	
Students will demonstrate the ability to communicate appropriately in a law office setting as follows:	
a. Business Letters	3 hr
b. Electronic Communications	1 hr
c. Inter office communications	2 hr
IV. Information Technology	
The student will demonstrate the ability to gather information and to appropriately manage the information by:	
Students will demonstrate the ability to utilize electronic information gathering tools, including the Internet and electronic legal specific research tools.	2 hr
Students will demonstrate the ability to organize and make information readily accessible.	1 hr
c. Students will demonstrate their understanding of legal memorandum and proper citation to legal authorities.	4 hr
V. Self evaluation	
Students will complete a self evaluation employment/education plan. and submit final surveys on the program.	3 hr
Total Time Allocated to Topics: ^(D)	32 hr

Other Classroom Activities^(C)	Time Allocation^(B)
<p>Employment Independent research on the topic, read the posted materials on the topic, participate in the online discussion board for the topic. Complete and retake the study guide/quiz on the topic with a 90% or better.</p>	10 hr
<p>II. Ethics and Rules of Professional Conduct</p> <p>Independent research on the topic, read the posted materials on the topic, participate in the online discussion board for the topic. Complete and retake the study guide/quiz on the topic with a 90% or better.</p>	8 hr
<p>III. Communication</p> <p>Independent research on the topic, read the posted materials on the topic, participate in the online discussion board for the topic. Complete and retake the study guide/quiz on the topic with a 90% or better.</p>	12 hr
<p>IV. Information Technology</p> <p>Independent research on the topic, read the posted materials on the topic, participate in the online discussion board for the topic. Complete and retake the study guide/quiz on the topic with a 90% or better.</p>	12 hr
<p>V. Billing and Time Keeping</p> <p>Independent research on the topic, read the posted materials on the topic, participate in the online discussion board for the topic. Complete and retake the study guide/quiz on the topic with a 90% or better.</p>	8 hr
<p>VI. Understanding Legal Principles</p> <p>Independent research on the topic, read the posted materials on the topic, participate in the online discussion board for the topic. Prepare the final memorandum.</p>	14 hr
<p>Total Time Allocated To Other Classroom Activities: ^(D)</p>	64

Information on the Internship/Cooperative Work Experience Classes

PARA 105

In alignment with California Education Code, students who are not getting paid must complete 60 hours of work at the Cooperative Work Experience site for one unit of credit, while students who are paid must complete 75 hours of work at the Cooperative Work Experience site for one unit of credit.

Students submit monthly timesheets (signed by their supervisor) to the professor of this course. They have work experience objectives that are developed with the instructor and signed off on by the supervisor. If a student does not complete the requisite hours, they do not receive credit for the course.

PARA 299

In alignment with California Education Code, students who are not getting paid must complete 60 hours of work at the Cooperative Work Experience site for one unit of credit, while students who are paid must complete 75 hours of work at the Cooperative Work Experience site for one unit of credit.

Students submit monthly timesheets (signed by their supervisor) to the professor of this course. They have work experience objectives that are developed with the instructor and signed off on by the supervisor. If a student does not complete the requisite hours, they do not receive credit for the course.

EXHIBIT 15

**Information on Courses
Offered in Alternative Delivery Formats**

(Part I)

Course Title:	Law Office Management	
Course Number:	Para 101	
Credits/Units:	2	
Alternative Delivery Format: (Check Applicable Category)	Accelerated: _____	Compressed: _____
	Hybrid with 50% or more online instruction: _____	Hybrid with less than 50% Online instruction: _____
	Fully Online: <input checked="" type="checkbox"/> _____	
Course Description:	Structure and procedures of the law office. Emphasis on organization of filing systems, litigation management, calendaring, tickler systems, indexing and summarizing documents, timekeeping, fees and billing, job search, law office layout.	
Course Objectives:	<p>Students will demonstrate the ability to follow instructions and submit work in a professional and timely manner</p> <p>Students will demonstrate the ability to communicate in a Professional Manner.</p> <p>3. Students will demonstrate the ability to meet deadlines. Students will demonstrate the ability to use computers to access information and use appropriate technology such as Microsoft Office to submit assignments.</p> <p>Students will demonstrate the ability to communicate in a professional manner.</p>	
Required Text & Other Materials:	Fundamentals of Law Office Management: Systems, Procedures, and Ethics, Third or Fourth Edition, by Pamela Everett Nollkamper	
Methods of Evaluation of Student Performance:	Midterm, final examination, project in which students will evaluate the files in an office and recommend the most appropriate filing system. Students will analyze billing systems and recommend most appropriate for a specific office set up.	
Practical Assignments that Develop Paralegal Competencies:	1. Procurement assignment, the student has to research the best price available for the text, and procure the text by a due date. Part of the assignment is to discuss methods of research and analyze their own research and success in the assignment.	

	<p>2. Prepare a policy for a law office on the handling of client property.</p> <p>3. Students use the journal entries as a time keeping/billing exercise.</p>
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(Part II)

**Detailed Outline of Topics and Activities
With Time Devoted to Each Topic/Activity**

Topic ^(A)	Activity ^(B)	Activity Format ^(C)	Time Allocation ^(D)
Office Procurement	Study of alternative methods of procuring office supplies and equipment. Independent research and discussions of alternative methods of procuring the course text.	On line structured instructional activity, including independent online research.	2 hr.
Overview of the Law Office Structure	Discussion, blog and journal.	On line structured instructional activity	2 hr.
Personnel Management	Discussion, blog and journal.	On line structured instructional activity	2 hr.
Attorney Client Relationship.	Discussion, blog and journal.	On line structured instructional activity	2 hr.
Attorney Client Ethical Considerations.	Discussion, blog and journal.	On line structured instructional activity	2 hr.
Fee Structures	Discussion, blog and journal.	On line structured instructional activity	2 hr.
Timekeeping and Billing	Discussion, blog and journal.	On line structured instructional activity	2 hr.
Client Fees	Discussion, blog and journal.	On line structured instructional activity	2 hr.
Client Funds	Discussion, blog and journal.	On line structured instructional activity	2 hr.
Client Trust Accounts	Discussion, blog and journal.	On line structured instructional	2 hrs.

		activity	
Technology in the Law Office	Discussion, blog and journal.	On line structured instructional activity	1.5 hrs.
Systems	Discussion, blog and journal.	On line structured instructional activity	2.5 hrs.
File and Record Management	Discussion, blog and journal.	On line structured instructional activity	2 hrs.
Library and other Sources of Information	Discussion, blog and journal.	On line structured instructional activity	2 hrs.
Final Exam	Comprehensive Examination	On line structured instructional activity	2 hrs.
Total Time ^(E)			32. hrs.

(Part I)

Course Title:	Ethics and Professional Responsibility	
Course Number:	Para 121	
Credits/Units:	2	
Alternative Delivery Format: (Check Applicable Category)	Accelerated: _____	Compressed: _____
	Hybrid with 50% or more online instruction: _____	Hybrid with less than 50% Online instruction: _____
	Fully Online: <input checked="" type="checkbox"/> _____	
Course Description:	Ethics and professional responsibility for paralegals: fees, client funds, billing, advertising, solicitation, unauthorized practice, deceit, confidentiality; conflict of interest, suppressing evidence, reporting misconduct and professional practice obligations.	
Course Objectives:	To create an understanding of the ethical responsibilities and regulations of the legal profession.	
Required Text & Other Materials:	Orlik. <i>Ethics: Top Ten Rules for Paralegals</i> , 2nd ed. Pearson <i>California Rules of Professional Responsibility</i> Portions of the <i>California Business and Professions Code</i>	
Methods of Evaluation of Student Performance:	Case Studies, Class Discussions, Directed Learning Activities, Electronic Delivery, Group Study & Exercises, Reading Assignments, Research Projects Writing Projects & Reports	
Practical Assignments	Analyze and discuss in a group forum each of the "10" ethical	

that Develop Paralegal Competencies:	<p>rules. Create a Blog on various topics. Research, discuss and prepare a legal memorandum on ethical issues. Participate in evaluation of other students memorandum.</p>
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(Part II)

**Detailed Outline of Topics and Activities
 With Time Devoted to Each Topic/Activity**

Topic^(A)	Activity^(B)	Activity Format^(C)	Time Allocation^(D)
The rules.	Discussion, blog, journal.	On line structured instructional activity	2 hr.
Miscellaneous Misconduct.	Discussion, blog, journal.	On line structured instructional activity	1 hr.
Client Confidentiality	Discussion, blog, journal.	On line structured instructional activity	3 hr.
Attorney Client Privilege	Discussion, blog, journal.	On line structured instructional activity	3 hr.
Competency	Discussion, blog, journal.	On line structured instructional activity	3 hr.
Fee Agreements	Discussion, blog, journal.	On line structured instructional activity	3 hrs.
Billing Practices	Discussion, blog, journal.	On line structured instructional activity	2 hrs.
Access to Justice	Discussion, blog, journal.	On line structured instructional activity	2 hrs.
Due Process	Discussion, blog, journal.	On line structured instructional activity	1 hr.
Boundaries of the Law	Discussion, blog, journal.	On line structured instructional activity	1 hr.
Representation within the Boundaries of the Law	Discussion, blog, journal.	On line structured instructional activity	1 hr.
Unauthorized Practice of	Discussion, blog,	On line structured	3 hr.

Law	journal.	instructional activity	
Loyalty	Discussion, blog, journal.	On line structured instructional activity	3 hr.
Duty to Improve the System	Discussion, blog, journal.	On line structured instructional activity	1 hr.
Appearance of Impropriety	Discussion, blog, journal.	On line structured instructional activity	1 hr.
Final Exam	Comprehensive Exam	On line structured instructional activity	2 hr.
Total Time ^(E)			32. hrs.

(Part I)

Course Title:	The Professional Paralegal	
Course Number:	Para 297	
Credits/Units:	2 units	
Alternative Delivery Format: (Check Applicable Category)	Accelerated: _____	Compressed: _____
	Hybrid with 50% or more online instruction: _____	Hybrid with less than 50% Online instruction: _____
	Fully Online: <input checked="" type="checkbox"/> _____	
Course Description:	This is the capstone class to the paralegal degree formally known as Para 298. Students will demonstrate their knowledge of ethics, legal principles, and the technical skills necessary for entry level employment as a paralegal.	
Course Objectives:	Students will demonstrate their knowledge of ethics, legal principles, and the technical skills necessary for entry level employment as a paralegal	
Required Text & Other Materials:	None	
Methods of Evaluation of Student Performance:	<p>Drafting proper professional communications, cover letters, emails and legal memorandum.</p> <p>Participation in the class discussions,</p> <p>Preparation of employment documents (resume and cover letters.)</p>	

	<p>Legal topic research and analysis assignments on various legal topics.</p> <p>Networking assignments.</p>
Practical Assignments that Develop Paralegal Competencies:	Drafting proper professional communications, cover letters, emails, legal memorandum, employment documents (resume and cover letters) and participating in networking activities.

(Part II)

**Detailed Outline of Topics and Activities
With Time Devoted to Each Topic/Activity**

Topic^(A)	Activity^(B)	Activity Format^(C)	Time Allocation^(D)
Students will prepare a current resume and cover letters appropriate for a position in a law office.	Discussion, blog, journal.	On line structured instructional activity	4 hr
Students will demonstrate the ability to identify sources of employment.	Discussion, blog, journal.	On line structured instructional activity	4 hr
Students will prepare appropriate cover letters and emails for their resumes.	Discussion, blog, journal.	On line structured instructional activity	2 hr
Students will demonstrate the ability to apply the California Rules of Professional Conduct for attorneys, and the applicable Business and Professions Code sections in the following situations: <ul style="list-style-type: none"> . Client relations . Communications with opposing parties/court. . Handling of client funds. . Billing and time keeping practices. e. The unauthorized 	Discussion, blog, journal, written assignments.	On line structured instructional activity	2 hr

practice of law.			
1 Students will demonstrate the ability to apply the California Rules of Professional Conduct for attorneys, and the applicable Business and Professions Code sections in the following situations: Handling of client funds and billing and time keeping practices.	Discussion, blog, journal, written assignments.	On line structured instructional activity	3 hr
Students will demonstrate the ability to apply the California Rules of Professional Conduct for attorneys, and the applicable Business and Professions Code sections the unauthorized practice of law.	Discussion, blog, journal.	On line structured instructional activity	1 hr.
Students will demonstrate the ability to communicate appropriately in a law office business letters	Discussion, blog, journal, written assignments.	On line structured instructional activity	3 hr
Students will demonstrate the ability to communicate appropriately in a law office in electronic and interoffice communications.	Discussion, blog, journal, written assignments.	On line structured instructional activity	3 hr.
Students will demonstrate the ability to utilize electronic information gathering tools, including the Internet and electronic legal specific research tools.	Discussion, blog, journal, research assignment.	On line structured instructional activity	2 hr.
Students will demonstrate the ability to organize and make information readily accessible.	Discussion, blog, journal, written assignment.	On line structured instructional activity	1 hr.
Students will demonstrate	Discussion, blog,	On line structured	4 hr.

Exhibit 15 page 8

their understanding of legal memorandum and proper citation to legal authorities.	journal, memorandum assignment.	instructional activity	
Students will complete a self evaluation employment/education plan. and submit final surveys on the program.	Discussion, blog, journal, written assignments.	On line structured instructional activity	3 hr.
Total Time ^(E)			32

Assessment of Online Courses.

2009 -2010

Student surveys were conducted in Para 101, 121 and Bus 105.

Each course has a "class question" forum. The questions asked in the class forum were reviewed. The following was observed. Students noted that the time spent on the online classes tended to be greater than the time they felt they would spend in a traditional class. The majority of students felt the discussion boards were helpful. A small percentage felt the need to respond to other student posts was unnecessary.

Action: The assignments were reviewed. The numbers of written assignments were reduced, and the topics of the written assignments were incorporated into the discussion boards.

2010-11

Student surveys were conducted in Para 101, 121 and Business 105. The class question and students surveys were reviewed.

Action: Instructions for the assignments were reviewed and modified to make sure that each assignment was self-explanatory. They were reviewed and modified for clarity.

2011-12

Student surveys were conducted in Para 101, 121, 298 and Bus 105. The analysis showed that students still had issues with responding to other student posts. A common theme in all of the courses were that some students did not "participate" until the last day, thereby making it difficult to respond to the minimum posts. Students in the Para 121 classes indicated they felt the rule summary assignment, the discussions and the rule follow up assignments were redundant. This was an indicator that the students did not understand the objective of the assignments.

Action: A rubric was designed that required the students to post their initial responses to the instructors posted questions within 3 days or they lost 10%. The instructions were clarified and highlighted in the comments the instructor gave to students when the discussions were graded.

The rule summary assignment and the rule follow up assignments were modified. The instructions were clarified to require the student to give a summary of the reading prior to the discussion. The rule follow up had specific questions and had the student apply the rule in the context of the questions asked on the discussion.

2012-2013

Student surveys were conducted in Para 101, 121, 298 and Bus 105. The discussion boards were reviewed. The issue of perceived redundancy was not perceived in this analysis. The students in the Bus 105 class were having issues with the major essay final examination.

Action: The follow up questions was modified to indicate if the student felt they were an instructor or student in the discussion. The discussion instructions were modified to indicate the student is to post material as if they were blogging on the law firm web page to teach the new paralegals the material. This will be analyzed in the spring of 2014.

The Business 105 structure was modified. The comprehensive final exam is no longer given at the end of the semester. The exam has been divided into "Unit Tests." The unit test is an essay exam of two to three questions that are directly related to the subject of the unit. The analysis of the fall 2013 Business 105 class indicates a radical shift in the quality of the responses students give. The instructions require 250 words plus in addition to citations to where the student was able to locate the information. The quality indicates that students spent considerable time in research sources outside of the text in addition to citing the text as the source of their answer. The conclusion drawn is that the students were submitting a better analysis of the legal issues presented and they better understood the focus of the question.

2013-2014

Student surveys and reviews of the Class Question forum indicated students were having issues with other students not posting their responses in a timely manner.

Action: The assignments were modified to require posting of the initial response within the first three days of the discussion (discussions are typically 10 days.)

2014-2015

Data is being gathered through new assignments in Para 101, 121 and 297 where the students are completing a time keeping and detailed billing assignment that will allow the faculty to review where students are spending their time in the online courses.



Business Division

Professor F. Richard Manzano, J.D.

Chair, Paralegal Department

email: manzano_rick@sac.edu

Vita Francis Richard Manzano, Esq.

Educational Background

- May 1982 Juris Doctorate
Southwestern University School of Law
Los Angeles, California
- May 1978 Bachelor of Science/ Political Science
California State University at Los Angeles
Los Angeles, California
- May 1975 Associate of Arts/ History
Glendale Community College
Glendale, California

Credential

Community College Instructor - Life
Subject Matter: Law

Work History

June 1986 to Present Rancho Santiago Community College District
1530 West 17th Street
Santa Ana, California 92706

Present assignment: Department Chair of the Paralegal Department and full time instructor.

In June of 1986 was hired as a part time instructor in the Paralegal Department. In 1988 was hired as a full time instructor. In addition to full time teaching responsibilities, duties have included the positions of Division Curriculum Representative, Vice President of the Academic Senate, President of the Academic Senate for Santa Ana College, President of the Academic Senate for Rancho Santiago Community College District, College and District Curriculum Chair.

January 2012 to Present

Minaret Legal Services, APC
Attorney at Law
181 Sierra Manor Road #4
P.O. Box 8931
Mammoth Lakes, California 93546

January 1983 to January 2012

F. R. Manzano and Associates
Attorney at Law
Orange, California

March 1984 to January 1986

Mountain High Properties
General Partner
Big Bear Lake, California

January 1978 to January 1983

Los Angeles County
111 N. Hill Street
Los Angeles, California 90012

Served as a hearing officer for the Los Angeles County Business License Division, Administrative Assistant in the Treasurer Tax Collector's office and as a Superior Court Clerk.

Experience with Paralegals: Professor Manzano has employed paralegals for over 20 years in his private practice. He also worked in law firms that employed paralegals.

KRISTEN J. ROBINSON, J.D., Esq.

451 Converse Avenue, Claremont, CA

kjkrobinson@mac.com

Mobile: 909-286-0289

EDUCATION

- J.D. J. Reuben Clark Law School, Brigham Young University, Provo, UT.
December 2003
- B.A. Southern Utah University, Cedar City, UT. May 1999
Major: Interpersonal Communication, Minor: Political Science
- A.S. Snow College, Ephraim, UT. June 1996
Honors Thesis: The Rhetoric of One Calendar: The Struggle for Worker Rights in Indonesia.

TEACHING AND ACADEMIC EXPERIENCE

Mt. San Antonio College, Business Division

Professor of Paralegal (Temporary One-Year Position)

Fall 2010 to Present

- Teach on-campus and Distance Learning courses including: Civil Procedure Pretrial, Civil Procedure Trial, Wills and Trusts, Legal Research and Writing, Criminal Law & Procedure, Automated Law Office Procedures, and Business Law I.
- Attended all division, department, program and advisory committee meetings.
- Completed SPOT training and certification to teach online classes.
- Assistant Coach to the mock trial team. Coached two students to win an Outstanding Attorney award and an Outstanding Witness award.
- Co-advisor to the Paralegal Society: Attended student meetings, planned speakers and worked with campus staff to facilitate the society. Created a BannerGroup for the society.
- Sponsored 8 students at the Los Angeles Paralegal Association's 2010 Fall Conference.
- Represented the paralegal program at the High School Counselor Conference.

Adjunct Professor

Spring 2008 to Spring 2010

- Participated in the ABA accreditation review.
- Taught numerous on-campus classes including: Wills and Trusts, Business Law I, Legal Research and Writing, Criminal Law & Procedure, Evidence Law and Automated Law Office Procedures. Advisor for the student internship class.
- Attended all program meetings and helped to develop Student Learning Outcomes for several classes.
- Advisor to the Paralegal Society for the 2009 – 2010 academic year.

J. Reuben Clark Law School, Brigham Young University

National Team Director – Moot Court/Research Assistant

Spring 2003 to Fall 2003

- Coached and prepared students for their oral arguments; prepared teams for regional and national tournaments.
- Edited and proofread scholarly papers and articles.

J. Reuben Clark Law School, Brigham Young University

Guest Lecturer

Fall 2003

- Prepared and conducted a lecture about working in a top talent agency for the Sports & Entertainment Law class.

Department of Communication Studies, Southern Utah University

Assistant Forensics Coach

Fall 1998 – Spring 1999

- Substitute taught communication classes for professors who were absent.
- Worked, traveled, and coached students to compose and deliver speeches for regional and national competitions.

LEGAL EXPERIENCE

Mayer Brown Rowe & Maw LLP, Los Angeles, California

Litigation Paralegal/Case Manager

June 2005 to May 2007

- Oversaw all aspects of trial preparation for civil litigation at a multi-national firm.
- Managed a trial office and two other remote locations; trained and oversaw 45 contract employees to complete all projects necessary for one of the largest wage and hour class action lawsuits ever taken to trial in California.
- Maintained databases, coordinated document review and production of over 250,000 documents for an anti-trust lawsuit.
- Wrote memorandums summarizing document productions and outstanding discovery issues.
- Reviewed data and prepared reports regarding the Alameda County jury pool.

Chadbourne & Parke LLP, Washington, DC

Paralegal/Case Manager

February 2004 to November 2004

- Managed temporary employees and coordinated with multiple departments for the set-up and completion of a two-week arbitration.
- Assisted in trial preparation from pre-trial stages through arbitration, document review and production of over 100,000 documents.

Duval, Hansen, Witt & Morley, PC, Pleasant Grove, Utah

Law Clerk

January 2003 to May 2003

- Drafted numerous pleadings, motions and interrogatories on a variety of subjects ranging from estate planning, family law and civil litigation.
- Communicated key information with clients, opposing counsel, and court staff.

4th District Court, Provo, Utah

Law Clerk/Intern

June 2002 to August 2002

- Prepared and drafted pre-trial bench memos.
- Researched legal issues pertaining to pre-trial motions including: Motions to Compel and Motions for Summary Judgment.

William Morris Agency, Beverly Hills, California

TV Legal Assistant

Summer 2002, November 1999 to July 2001

- Reviewed contracts and created a database analyzing test-option contracts for every TV Production Studio.
- Prepared reports analyzing the 2002 Fall TV broadcast season.
- Created a catalogue of client material to aid in job solicitation and contract negotiation.

PROFESSIONAL DEVELOPMENT

Affiliations

- State Bar of California
- American Association for Paralegal Education
- Los Angeles Paralegal Association ("LAPA")
- Women in Ediscovery

Software Programs

- **Litigation/Paralegal Software:** DocuMatrix; Concordance; LiveNote; Summation; CarpeDiem; CaseMap; TimeMap; Lexis; Westlaw.
- **Office/Classroom Software:** Microsoft Access, Word, Excel, PowerPoint; GroupWise; LotusNotes; IBM/Mac; Blackboard; GroupStudio; CourseStudio; ExamView; Banner.

Continuing Education

- New Faculty Seminar, Mt. SAC Professional Development Office: 2010-2011.
- Teaching Students with Disabilities, Mt. SAC Professional Development Office: 2011.
- Blackboard Gradebook Course, Mt. SAC Professional Development Office: 2011.
- SPOT Certification Course, Mt. SAC Professional Development Office: 2010.
- Attended LAPA's Fall 2010 Conference and received training in Wills and Trusts, Ediscovery, Civil Litigation, and Ethics.
- Blackboard Basics Course, Mt. SAC Professional Development Office: 2010.

Campus Service

- Advisor to Paralegal Society: 2009 – 2011.
- Assistant Coach to Mock Trial Team: 2011.
- Presented a Wills & Trusts lecture to Paralegal Society: 2010.
- Arranged San Bernardino Deputy District Attorney guest speaker: 2009.
- Volunteer mentor for 6th grade students: 2001 – 2002.
- Co-founder of "Speak-out" program for undergraduate students, developed to promote community involvement of college students: 1998 – 1999.

Community Service

- Presented an estate-planning seminar to a community women's group: 2010.
- Prepared numerous legal documents for pro bono cases and clients: 2006 – 2007.
- Coached participants for various pageants in interviewing and current political events: 1998 – 1999.
- Assistant director, tabulation and judge at multiple high school and collegiate speech tournaments in Utah and California: 1999 – 2005.

AWARDS & RECOGNITIONS

2010 Outstanding Advisor, Paralegal Society, Mt. SAC
2003 Order of the Barrister, BYU
2003 2nd Place Oralist, First Amendment Center Moot Court Tournament, Vanderbilt University
2003 Semi-Finalist, NTC Trial Advocacy Regional Tournament, Orange, CA
2003 1st Place, Rex E. Lee Memorial Moot Court Tournament, BYU
2002 1st Place Oralist, First Year Moot Court Competition, BYU
1998 National Extemporaneous Speaking Champion
1997 National Informative Speaking Champion

MADLINE ANN GRANT

PROFESSIONAL EXPERIENCE

- 1987 - Present Rancho Santiago Community College District Santa Ana, CA
Sept. 2014 - Present *Interim Dean of Business, Santa Ana College,*
- Responsible for the leadership and administration of all aspects of the division and the provision of job skills training through the Public Service Institute, including the design, delivery, staffing, administrative support, supervision and evaluation of the six (6) Division academic departments, Educational Media Services and the Academic Computing Center, the academic and support staff, as well as student enrollment, progress, evaluation, assistance and discipline, and all related records and reports.
- 2001 - 2014 *Professor, Santa Ana College, – Business, Marketing & International Business*
- Tenured professor teaching International Business, Marketing, Finance, Logistics & Importing, Fundamentals of Business, Marketing and Advertising.
 - Distinguished Faculty Award Recipient – May 2014
 - Department Chair of Global Business & Entrepreneurship
 - Responsible for curriculum development, student learning outcome assessment, program review, enrollment management planning and outreach.
 - Developed Contemporary Marketing & Global Trade Skills Programs
 - Directed two Title VIB Grants to enhance the International Business Program.
 - Received CGBP accreditation status for International Business Program.
 - Faculty Liaison to Orange County Global Trade & Logistics Deputy Sector Navigator
 - Academic Senate Secretary/Treasurer (2012-14), served 3 terms as Business Division Senator
 - Committee member- College Council, SAC Accreditation Standard Co-chair, Workforce Development Council, Distance Education Work Group, SAC Strategic Planning, Theatre Marketing Team
 - California Academic Senate Representative to California Academic Partnership Program; chair of Rules of Procedure Taskforce
 - Subject matter presentations at NASBITE International, IATTO, ETAP, CITD, BIE and various other international business/entrepreneurship conferences
- 1987 - 2001 *Adjunct Professor – SAC & SCC - Business, Marketing & International Business*
- 1994 - Present RAM International Consulting Group Tustin, CA
Partner
- Provides consulting to companies with import & export opportunities requiring market research and in-house training.
 - Subject Matter Expert for NASBITE CGBP Credential – Created teaching & assessment materials for the Finance, Supply Chain Management & Marketing Tracks for Philadelphia University, MSU Global, Texas A&M & Ohlone College.
- 1994 - 2001 Pacific World Corporation Lake Forest, CA
2000 - 2001 *Director, Export Sales*
- Responsible for writing yearly marketing/sales plan, yearly budgets, and unit forecasts for \$10 million business in 36 countries.
 - Achieved sales and profit goals every year while increasing sales a 25% per year.
 - Trained and managed 4 area managers, 36 overseas brokers as well as in-house order processing & logistics staff.
 - Developed and presented category management data to key international retailers.

- 1994 - 2000 *International Marketing Manager*
- Created all multilingual packaging, collateral and advertising material, and documentation for international product registrations.
 - Established procedures for export sales, logistics, order processing and accounts receivable management.
- 1992 - 1993 Cosmar Corporation Huntington Beach, CA
International Coordinator
- Established export order processing, shipping, billing and documentation procedures. Managed distributor team.
 - Expanded international territories while achieving annual sales of \$3 million.
- 1990 - 1992 Jardiniere International Santa Fe Springs, CA
Partner/Manufacturer of Home Fragrance Products
- Established a manufacturing partnership in the upscale home fragrance industry. Wrote business plan for funding.
 - Designed and sourced the components required for all products and packaging. Created all bilingual selling and promotion materials.
- 1987 - 1990 Aromatic Industries, Inc Anaheim, CA
Import/Export Manager
- Developed, sourced, negotiated and purchased all imported products, raw materials and botanicals required for home fragrance products (\$8 million annual budget).
 - Issued all international letters of credit, documentation and arranged for shipping of 60-70 containers of product per year.
- 1985 - 1986 Sea Quest, Inc. Carlsbad, CA
Export Administrator
- 1985 U.S. Department of Commerce San Diego, CA
Trade Specialist Intern

EDUCATION & CREDENTIALS

- 2014 Certified Global Business Professional – Certified Trainer
2013 Certified Global Business Professional Credential
- 1985 - 1988 Claremont Graduate School Claremont, CA
Post Graduate Doctoral Studies - Political Science and History
M.B.A./International Business
- 1981 - 1985 University of San Diego San Diego, CA
B.A./International Relations & Business Administration
Honors Program Graduate, Member of Model United Nations,
Phi Alpha Theta & Pi Sigma Alpha scholastic fraternities.

AFFILIATIONS

- 2005- Present Women in International Trade of Orange County - Member
2003-2009 IATTO(International Association of Trade Training Organizations) – Accreditation Committee Member,
Conference Presenter
2000- Present NASBITE – member, program presenter, member of the team responsible for creating
the CGBP Exam, member of CGBP Accreditation Committee
1998-2005 District Export Council – Southern California Member & Co-Chair

**SANTA ANA
COLLEGE**



Business Division

Professor F. Richard Manzano, J.D.

Chair, Paralegal Department

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Santa Ana, CA 92706
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email: manzano_rick@sac.edu

**Minutes Paralegal Department Meeting
August 19, 2010**

Faculty: Manzano, Nelson, DeBoer, Keck, LaMarra, Pollinger, C. Biggs Mallory, Rients, Shelley, Mills.

After the all division faculty meeting where Dean Comeau handed out and explained district documents related to the fall 2010 semester the department faculty met as a department with Chair Manzano.

The materials for the overview, grades and the add drop policies were discussed. It is an issue with Norm Fujimoto that the drop and verification rosters be turned in on time. This is an audit issue. This year it is number of students in seats that will be counted. Class enrollments for each class were discussed.

This semester each faculty member will submit copies of all assessment activities. (Homework, assignments, quizzes, tests etc.)

The department faculty discussed the capstone class and filled out the faculty survey, list of practical activities for their class and the professional development activities.

Student surveys were discussed. Overall students are satisfied with course content and delivery.

A205 is now mediated and has computer stations. The computers were reviewed by the faculty.

The faculty discussed the Lexis fee increases. Various alternatives were discussed. It is the consensus of the faculty that students must be trained in electronic research in order for the program to be viable. David Rients will contact his contact at Lexis and Rick Manzano will look into the cost of using WestLaw.

Faculty was reminded to refer students to the departmental web site for program and employment information.

The paralegal 100 instructors, Manzano, Lamara and Nelson will coordinate the practical activities for the Para 100 courses. Manzano will moderate the discussion. The instructors will review the "activities" planned for the week and through email discussion coordinate the activities to meet the SLO for the unit and to insure a consistency of information and the curriculum for all 100 students.

**SANTA ANA
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**Minutes Paralegal Department Meeting
January 27, 2011**

After the all division faculty meeting where the Dean handed out and explained district documents related to the Spring 2011 semester the department faculty met as a department with Chair Manzano.

Best practices for the overview, grades and the add drop policies were discussed. It is an issue with Admissions and Records that the drop and verification rosters be turned in on time. This is an audit issue Class enrollments for each class were discussed. The faculty received an overview of the grading process to be used on Web Advisor. Grades must be turned in within the deadlines set due to issues of transfer student transcripts. It is very important to students in the spring semester because the office grades are not downloaded until all faculty have turned in grades. This can affect transferring students.

It was discussed with the department faculty that the hiring freeze has been listed and the college will be hiring a new full time faculty member to replace Chris DeBoers position after she retired. The process will be completed in time for the fall 2011 semester.

Blackboard was discussed as to its best use in the traditional class room. Professor Manzano demonstrated the latest up dates to Blackboard and discussed the grading issue process on Blackboard. The college is considering a major upgrade package that should make grading and student communication easier on the faculty member. The faculty were shown how Blackboard can be used to achieve class records.

**SANTA ANA
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Business Division

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Chair, Paralegal Department

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**Minutes Paralegal Department Meeting
August 25, 2011**

After the all division faculty meeting where the Dean handed out and explained district documents related to the fall 2011 semester the department faculty met as a department with Chair Manzano.

The materials for the overview, grades and the add drop policies were discussed. It is an issue with Admissions and Records that the drop and verification rosters be turned in on time. This is an audit issue Class enrollments for each class were discussed. The faculty received an overview of the grading process to be used on Web Advisor. Grades must be turned in within the deadlines set due to issues of transfer student transcripts.

This semester each faculty member will submit copies of all assessment activities. (Homework, assignments, quizzes, tests etc. for assessment.

The department faculty discussed the capstone class and practical activities for their class and the professional development activities. Best practices on assessment were discussed.

Student surveys were discussed. Overall students are satisfied with course content and delivery.

Faculty was reminded to refer students to the departmental web site for program and employment information.

Faculty received training updates on the use of Blackboard for posting assignments, due dates and grading.

**SANTA ANA
COLLEGE**



Business Division

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Chair, Paralegal Department

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Santa Ana, CA 92706
(714) 564-6858
FAX (714) 564-6985

email: manzano_rick@sac.edu

**Minutes Paralegal Department Meeting
1/26/12**

Faculty: Rick Manzano, Kristen Robinson, Ed Keck, Keith LaMarra, Barb Pollinger, Dave Reints, Jerry Shelly and Bill Tanner

After the all division faculty meeting where the Dean handed out and explained district documents related to the Spring 2012 semester the department faculty met as a department with Chair Manzano.

New faculty member Bill Tanner was introduced to the department. Beginning of the paperwork was reviewed. Best practices for course overviews were discussed.

Program objectives were discussed with the faculty. The focus of the discussion was on developing students ability to use the internet as a source of information, in addition to specific legal research. The adjunct faculty are all employed by law firms agreed with the assessment that paralegals need to be able to find information, as simple as addresses, court rules and where to obtain materials for the office.

Professor Manzano updated the adjunct faculty on Blackboard. One of the reasons the program has made available Blackboard is to require students to become comfortable with using the internet. Faculty were updated on the use of Blackboards new features for posting due dates, assignments and as an alternative way to communicate with students.

**SANTA ANA
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Business Division

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**Minutes Paralegal Department Meeting
8/23/12**

Faculty: Rick Manzano, Kristen Robinson, Ed Keck, Keith LaMarra, Barb Pollinger, Dave Reints, Jerry Shelly and Bill Tanner

After the all division faculty meeting where the Dean handed out and explained district documents related to the Fall 2012 semester the department faculty met as a department with Chair Manzano.

Best practices for course overviews, posting of assignments, grading and communication with students were discussed.

Program objectives were discussed with the faculty. The focus of the discussion was on developing students ability to meet deadlines and to independently meet the deadlines. The adjunct faculty are all employed by law firms agreed with the assessment that paralegals need to be able independently set goals and meet deadlines.

Professor Manzano updated the adjunct faculty on Blackboard. One of the reasons the program has made available Blackboard is to require students to become comfortable with using the internet. Faculty were updated on the use of Blackboards new features for posting due dates, assignments and as an alternative way to communicate with students.

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Business Division

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**Minutes Paralegal Department Meeting
1/24/13**

Faculty: Rick Manzano, Kristen Robinson, Ed Keck, Keith LaMarr, Dave Reints, Kim Smith and Bill Tanner

After the all division faculty meeting where the Dean handed out and explained district documents related to the Fall 2012 semester the department faculty met as a department with Chair Manzano.

The sad news that Jerry Shelly has passed away was related to the department. He passed suddenly Thursday prior to the meeting. Kristen will cover his classes. New faculty member Kim Smith was introduced to the department faculty, she will be teaching Kristen Para 100 night class.

Best practices for course overviews, posting of assignments, grading and communication with students were discussed.

Program objectives were discussed with the faculty. The focus of the discussion was on developing students ability communicate professionally. The adjunct faculty are all employed by law firms agreed with the assessment that paralegals need to communicate orally and in writing. It was also noted that paralegals are generally one of the first contacts a client may have with a firm, especially in the insurance defense industry where the carrier assigns the firm. Interpersonal communication skills need to be incorporated into the curriculum.

Professor Manzano updated the adjunct faculty on Blackboard. One of the reasons the program has made available Blackboard is to require students to become comfortable with using the internet. Faculty were updated on the use of Blackboards new features for posting due dates, assignments and as an alternative way to communicate with students. Discussion boards are a good way to get students to express themselves and to develop their communication skills.

Chair, Paralegal Department

email: manzano_rick@sac.edu

**Minutes Paralegal Department Meeting
8/22/13**

Faculty: Rick Manzano, Kristen Robinson, Ed Keck, Kai Williamson, Dave Reints, Kim Smith and Bill Tanner

After the all division faculty meeting where the Dean handed out and explained district documents related to the Fall 2013 semester the department faculty met as a department with Chair Manzano.

Due to personal issues, Keith La Marra will be taking a sabbatical. Kai Williamson, former President of the OCPA and Director of Education will be joining the faculty this semester.

Best practices for course overviews, posting of assignments, grading and communication with students were discussed. The new curriculum that was approved by the ABA was discussed and explained to the faculty. Faculty were requested to recruit new members for the advisory committee. The LinkedIn profile for the program was discussed and demonstrated to faculty. The importance of social media in professions was discussed and added to the list to be evaluated in Spring 2014.

The faculty discussed the upcoming American Bar Association reapproval application currently underway. All faculty are requested to update Kristen on their professional development activities for the past four years.

All faculty using Blackboard will be required to be certified by the distance education office to use Blackboard even though they may be teaching a traditional instruction class. Both Rick and Kristen are involved in the Online teaching Certificate. In order to teach online or hybrid classes, an instructor will be required to complete the 5-module course as part of their faculty development.

Professor Manzano updated the adjunct faculty on Blackboard. One of the reasons the program has made available Blackboard is to require students to become comfortable with using the internet. Faculty were updated on the use of Blackboards new features for posting due dates, assignments and as an alternative way to communicate with students. Discussion boards are a good way to get students to express themselves and to develop their communication skills.



Santa Ana College

1530 West 17th Street, Santa Ana, California 92706

Business Division

F. Richard Manzano, J.D.
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714-538-6806

Department Faculty Meeting 2/6/14

Faculty: Rick Manzano, Kristen Robinson, Kim Smith, Ed Keck, Bill Tanner, David Reints, and Louise Mills.

After the all division faculty meeting where the Dean handed out and explained district documents related to the semester the department faculty met as a department with Chair Manzano.

Enrollment in each faculty member's class was discussed. Methods of recruitment for students were discussed. Professor Robinson indicated she was emailing past students with information on open classes. Instructors were encouraged to email their present and past students with information on open classes.

Professors Manzano and Robinson conducted a faculty development activity training faculty in how to appropriately use Blackboard in their class for communication with students. The discussion board feature for student questions was discussed. The comment section in assignments and test were reviewed.

The state requirement on certification of faculty who teach an online or hybrid class was discussed. Professor Manzano will be facilitating a special section of the online teaching certificate for adjunct faculty in the Business Division. The modules will be 4 separate sections centered on teaching techniques and proper student and faculty interaction. All of the Paralegal faculty are enrolled in the workshops.

The department student surveys were discussed. The focus for the coming year will be on updating access to technology and updating the Para 120 class. Ed Keck was requested to review new textbooks for adoption.

2/6/14

List of Faculty Members

	Name^(A) (Alphabetical)	Courses Taught (Title & Number)	Taught When (Sem/Qtr/Yr)	Ft	Pt	Not Teaching	Dates of Meetings Attended^(B)
1	Alexander, Rasheed	PARA 107: Principles & Procedures in the Criminal Justice System	F/10, S/11, F/11, S/12, F/12, S/13, F/13, F/14		X		(attended Criminal Justice Meeting)
2	Biggs, Carlton	PARA 138:	F/10		X	X	8/19/2010
3	De Boer, Chris	PARA 105: Cooperative Work Experience	F/10, S/11		X	X	8/19/2010, 1/20/2011
	De Boer, Chris	PARA 299: Cooperative Work Experience	F/10		X	X	See above
4	Harmon, James	PARA 135: Bankruptcy Law & Procedure	Sum/11			X	
5	Keck, Ed	PARA 120: Computers in the Law Office	Sum/10, F/10, S/11, Sum/11, F/11, S/12, Sum/12, F/12, S/13, Sum/13, F/13, S/14, F14		X		8/19/2010, 1/20/2011, 8/25/2011, 1/26/2012, 8/23/2012, 1/24/2013, 8/22/2013

6	Lamarra, Keith	PARA 100: Introduction to Paralegal	F/10, S/11, F/11, S/12, F/12, S/13		X	X	8/19/2010, 1/20/2011, 8/25/2011, 1/26/2012, 8/23/2012, 1/24/2013
	Lamarra, Keith	PARA 122: Elder Law	S/13		X	X	See above
	Lamarra, Keith	PARA 122: Elder Law	S/1111		X	X	See above
	Lamarra, Keith	PARA 130: Legal Transactions	S/11, S/13		X	X	See above
	Lamarra, Keith	PARA 131: Alternate Dispute Resolution	F/10, S/12		X	X	See above
	Lamarra, Keith	PARA 136: Real Property Law & Procedure	S/12		X	X	See above
	Lamarra, Keith	PARA 137: Tort & Insurance Law	F/10		X	X	See above
	Lamarra, Keith	PARA 198: Construction Litigation	F/11		X	X	See above
	Lamarra, Keith	PARA 246: Legal Research & Analysis	F/12		X	X	See above
7	Mallory, Cornelia	PARA 147: International Commercial Agreements & Distribution Law	F/10		X	X	8/19/2010
	Mallory, Cornelia	PARA 148: International Intellectual Property Law	F/10		X	X	See above
	Mallory, Cornelia	PARA 149: The Law of Global Commerce	F/10		X	X	See above
8	Manzano, Richard	PARA 101: Law Office Management	Sum/10, S/11, Sum11, F/11, S/12, Sum/12, F/12, S/13, Sum/13, F/13	X			8/19/2010, 1/20/2011, 8/25/2011, 1/26/2012, 8/23/2012, 1/24/2013, 8/22/2013

	Manzano, Richard	PARA 107: Principles & Procedures in the Criminal Justice System	F/10, S/11, F/11, S/12, F/12, S/13, F/13	X			See above
	Manzano, Richard	PARA 121: Ethics and Professional Responsibility	Sum/10, F/10, S/11, Sum/11, F/11, S/12, Sum/12, F/12, S/13, Sum/13, F/13	X			See above
	Manzano, Richard	PARA 130: Legal Transactions	F/10	X			See above
	Manzano, Richard	PARA 131: Alternate Dispute Resolution	F/10, F/12	X			See above
	Manzano, Richard	PARA 136: Real Property Law & Procedure	S/11, F/12	X			See above
	Manzano, Richard	PARA 137: Tort & Insurance Law	F/11	X			See above
	Manzano, Richard	PARA 138: Law of Business Organizations	S/12	X			See above
	Manzano, Richard	PARA 140: Immigration Law & Procedure	F/11	X			See above
	Manzano, Richard	PARA 297: The Professional Paralegal	F/13	X			See above
	Manzano, Richard	PARA 298: The Professional Paralegal	F/12, S/13	X			See above
9	Nelson, Alphonse	PARA 100: Introduction to Paralegal	F/10, S/11		X	X	8/19/2010, 1/20/2011
10	Pollinger, Barb	PARA 100: Introduction to Paralegal	S/12		X	X	8/19/2010, 1/20/2011, 8/25/2011, 1/26/2012, 8/23/2012
	Pollinger, Barb	PARA 105: Cooperative Work Experience	S/12, F/12		X	X	See above
	Pollinger, Barb	PARA 130: Legal Transactions	Sum/10		X	X	See above
	Pollinger, Barb	PARA 133: Workers' Compensation Law & Procedure	S/11		X	X	See above

	Pollinger, Barb	PARA 136: Real Property Law & Procedure	F/10		X	X	See above
	Pollinger, Barb	PARA 139: Fundamentals of Labor Law	S/11		X	X	See above
	Pollinger, Barb	PARA 143: Civil Litigation Overview	F/10, S/11		X	X	See above
	Pollinger, Barb	PARA 144: Discovery Techniques	F/10, S/11		X	X	See above
	Pollinger, Barb	PARA 145: Civil Litigation Overview	F/11		X	X	See above
11	Rients, David	PARA 246: Legal Research & Analysis	F/10, S/11, F/11, S/12, F/12, S/13, F/13, S/14		X		8/19/2010, 1/20/2011, 8/25/2011, 1/26/2012, 8/23/2012, 1/24/2013, 8/22/2013
12	Robinson, Kristen	PARA 100: Introduction to Paralegal	F/11, S/12, F/12	X			8/25/2011, 1/26/2012, 8/23/2012, 1/24/2013, 8/22/2013
	Robinson, Kristen	PARA 105: Cooperative Work Experience	F/11, S/13, F/13	X			See above
	Robinson, Kristen	PARA 120: Computers in the Law Office	F/12	X			See above
	Robinson, Kristen	PARA 122: Elder Law	Sum/12	X			See above
	Robinson, Kristen	PARA 130: Legal Transactions	S/12, F/12	X			See above
	Robinson, Kristen	PARA 134: Probate Law & Procedure	S/13	X			See above
	Robinson, Kristen	PARA 137: Tort & Insurance Law	S/13	X			See above
	Robinson, Kristen	PARA 145: Civil Litigation Overview	S/12, F/12, S/13, F/13	X			See above

Exhibit 20 page 5

	Robinson, Kristen	Para 150 Legal Transactions	S/14	X			
	Robinson, Kristen	PARA 248: Advanced Research & Writing	S/13, F/13,S/14	X			See above
	Robinson, Kristen	PARA 299: Cooperative Work Experience	F/11, S/12, F/12, S/13, F/13	X			See above
13	Shelley, Gerald	PARA 248: Advanced Research & Writing	F/10, S/11, F/11, S/12, F/12		X	X	8/19/2010, 1/20/2011, 8/25/2011, 1/26/2012, 8/23/2012
14	Smith, Kim	PARA 100: Introduction to Paralegal	S/13, F/13, F/14		X		1/24/2013, 8/22/2013
	Smith, Kim	PARA 140: Immigration Law & Procedure	Sum/13		X		See above
	Smith, Kim	PARA 150: Legal Transactions	F/13		X		See above
15	Tanner, Bill	PARA 132: Family Law & Procedure	F/13	X			8/23/2012, 1/24/2013, 8/22/2013
	Tanner, Bill	PARA 133: Workers Compensation Law	S/13		X		See above
	Tanner, Bill	PARA 135: Bankruptcy Law & Procedure	F/13		X		See above
	Tanner, Bill	PARA 137: Tort & Insurance Law	F/12		X		See above
	Tanner, Bill	PARA 138: Law of Business Organizations	F/12		X		See above
	Tanner, Bill	PARA 139: Fundamentals of Labor Law	S/13		X		See above
	Tanner, Bill	Para 146 Tort Law and ADR	S/14				
16	Williamson, Kai	PARA 100: Introduction to Paralegal	F/13, F/14		X		8/22/2013

ALPHONSIF NELSON

P.O. Box 1016, Santa Ana, CA 92704 (714) 866-1186, dubmun@ahoo.com

EDUCATION - ADMISSIONS

University of California Los Angeles - School of Law, 1980-1981;
University of California Irvine: BA (Political Science) 1978

California State Bar (Admitted to the State Bar of California); The United States District Court for the Central District of California (all furnishing
in the United States Court of Appeals for the Ninth Circuit.

LITIGATION EXPERIENCE

10 Trials (Judicial) and approximately 100 Mediations & Arbitration;
(CIVIL HISTORY)

1983 to Present
Title: Trial Attorney III

[* WOFFICE OF THE DISTRICT ATTORNEY, 1983-1984; * * * * * Rmml RA/ #221(1 Olt-mftth: <:] Of 2)3

Insurance liability defense litigation including limited and unlimited jurisdiction state court matters including personal lines and commercial lines policy issues such as motor vehicle collisions, premises liability, product liability and personal Americans with Disabilities Act (ADJ) claim. Preparation and pursuit of subrogation claims for property damage and uninsured motorist benefits in injury damages; Legal research and writing including drafting dispositive motions; Negotiations with third parties within authority per case, rendered in the California and five legal schools; 10 claims department of National Insurance Companies.

Volunteer (H)

OFFICES OF THE DISTRICT ATTORNEY, 1983-1984, 1985, 1986, 1987, 1988, 1989, 1990, 1991, 1992, 1993, 1994, 1995, 1996, 1997, 1998, 1999, 2000, 2001, 2002, 2003, 2004, 2005, 2006, 2007, 2008, 2009, 2010, 2011, 2012, 2013, 2014, 2015, 2016, 2017, 2018, 2019, 2020, 2021, 2022, 2023, 2024, 2025

Title: Trial Attorney II

Insurance Claims: Litigation: Prepared and presented insurance subrogation claims including preparation and enforcement of judgments; Litigation research: Negotiated settlements "with authority per case"; Handed over legal and gave legal advice to the claim departments and National Insurance Companies; Director of Claims, Insurance Companies;

1981 to 3/02

ORANGE COUNTY PUBLIC DEFENDER'S OFFICE, Santa Ana, CA

Title: Deputy Public Defender I

Investigation and defense of juveniles and misdemeanors and probation hearings; Research legal journals and prepared Bridgman Motion; advised and consulted defendants on local rights and procedures; Negotiated with prosecutors to gain the disposition or modification of charges and trial of probation when "narrated"

1981 to 1981

ORANGE COUNTY PUBLIC DEFENDER'S OFFICE, Santa Ana, CA

Title: Trial Clerk

Provided assistance in Superior Court office to defend clients; subject to check in compliance proceedings; advised and consulted defendants on local rights and procedures; Drafted motions; As listed with trial exhibits prepared in the disposition preparation and management and trial of probation when "narrated"

2001 to 6/01

OFFICE OF THE DISTRICT ATTORNEY, 1983-1984, 1985, 1986, 1987, 1988, 1989, 1990, 1991, 1992, 1993, 1994, 1995, 1996, 1997, 1998, 1999, 2000, 2001, 2002, 2003, 2004, 2005, 2006, 2007, 2008, 2009, 2010, 2011, 2012, 2013, 2014, 2015, 2016, 2017, 2018, 2019, 2020, 2021, 2022, 2023, 2024, 2025

Title: Clerk Intern I

Provided assistance to handle defendant's motions in the immediate drafting discovery response issues, briefs, motions and memoranda "with authority per case" legal research and liability issues

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STATE BAR OF CALIFORNIA, High Institute of Drafting, 1981-1982, CA

Title: Summer Law Clerk

Performed extensive research and drafted issues with respect to the California and the State of California Appellate Court briefs; drafted the State Bar (nurtured the future of the)

255 W. GLENWOOD AVENUE • FULLERTON, CALIFORNIA 92832
PHONE 714 680-0983 • FAX 714 680-4188
E-MAIL BPOLLINGER@ADELPHIA.NET
• SANTA ANA COLLEGE PARALEGAL DEPARTMENT
PHONE 714 564-6813 • POLLINGER_BARBARA@SAC.EDU

BARBARA POLLINGER

EDUCATION

1998 -- 2002 Trinity Law School Santa Ana, California
Juris Doctorate
1988 - 1989 Rancho Santiago C. College Santa Ana, California
Paralegal certification 4.0 GPA
1964 -- 1968 Cal State Long Beach Long Beach, California
Bachelors Crafts

PROFESSIONAL EXPERIENCE

1989 - 2001 Science on the Go Brea, California
Educator, Presenter

- Taught 'hands-on' science for Science on the Go

1989 - present Pollinger Paralegal Services Fullerton, California
Independent Paralegal

- Work for various attorneys and law firms

January 2004 - present faculty at Santa Ana C. College Santa Ana, California

- Paralegal Department
- Adjunct Professor. Topics, Introduction to Paralegal Studies, Ethics, Elder Law, Contracts, Civil Litigation, Discovery, Work Experience, Probate
- Full-time Adjunct Professor 2006-2007

January 2005 - present adjunct faculty at Fullerton C. College Fullerton, California

- Paralegal Department
- Adjunct Professor: Topics, Introduction to Paralegal studies, Elder Law

PROFESSIONAL MEMBERSHIPS

Orange County Bar Association
National Notary Association
Orange County Paralegal Association

REFERENCES

Richard Manzano 714 564-6813 Santa Ana, California
Attorney and Dean of Paralegal Studies, Santa Ana C. College,
Steven Dayton 714 992-7093 Fullerton, California
Attorney and Dean of Paralegal Studies, Fullerton C. College,
Chuck McKee 714 543-1830 Santa Ana, California
Attorney
Christine DeBoer 714 998-4450 Orange, California
Attorney
Daniel DeWit 714 569-9988 Tustin, California
Attorney
Carol Flanders 714 990-0519 Brea, California
Owner, Science on the Go, Inc.

CHRISTINE S. DEBOER

OBJECTIVE: PARALEGAL PROGRAM DIRECTOR

EXPERIENCE

1983 - Present Santa Ana College Santa Ana, Ca.
Program Director and Department Chair. Paralegal Program
Teacher of Business Law, Civil Litigation, Torts, Alternate Dispute
Resolution, Contract Law, Introduction to Paralegal Studies; also
responsible for day-to-day administration of the program, hiring,
scheduling, program curriculum and department budget.

1980 - 1984 Attorney at Law Anaheim, Ca.
Christine S. DeBoer, Attorney at Law
Private law practice. Practice limited to Family Law and Civil
Litigation

1972 - 1978 Irvine Unified School District Irvine, Ca.
• Teacher, grades K through 4

EDUCATION

1976 - 1979 Western State College of Law Fullerton, Ca.
Juris Doctorate Degree, With High Honors
Member of California Bar

1962 - 1966 University of California Los Angeles, Ca.
Bachelor of Arts degree in Music

1971 - 1972 University of California, Irvine Irvine, Ca.
Life: One Teaching Credential

PROFESSIONAL AFFILIATIONS

American Association for Paralegal Education
Orange County Bar Association
Orange County Paralegal Association

EXPERIENCE WITH PARALEGALS

Worked as a paralegal in 1978-79, hired paralegals as a practicing attorney, have worked with
paralegals continuously in the capacity of educator since 1983.

3538 East Barrington Drive, Orange, California 92869. Tel: (714) 997-2055. Fax: (714) 997-2011

Cornelia Mallory
21602 Brooklrmst. Unit C
Huntington Beach, California 92646
Phone: (714) 963-9406 Fax: (714) 593-8791
email: Mallo11CL1carthlmk.ncl

OBJECTIVE

An in-house counsel position in an organization that encourages the development and growth of its employees.

SUMMARY OF QUALIFICATIONS

- Winner of 2005 PRERS Chairman's Circle Award for outstanding performance.
- More than three years of in-house corporate law department experience at Prudential Real Estate and Relocation Services.
- Experience with all facets of complex contract drafting and negotiation with companies located in the US, Europe and Asia.
- More than four years experience managing corporate litigation, including real estate related matters.
- Adjunct Professor in Santa Ana College Paralegal Program.

RELEVANT WORK EXPERIENCE

Prudential Real Estate and Relocation Services, Inc.
Corporate Legal Department

Irvine, California
1997 - Present

Positions include:

<i>Lead. Inavst. legal (In-House Counsel)</i>	<i>2001 to Present</i>
<i>Lead. Inavst. Contracts</i>	<i>1999 - 2001</i>
<i>Legal. Inavst. Franchise Operations</i>	<i>1997 - 1999</i>

Responsibilities:

- **Contracts Management.** Successfully draft and negotiate more than 80 contracts and purchase orders each year with domestic and international corporate clients, suppliers, consultants and technology providers.
- **Management Support.** Provide ongoing legal support for company personnel regarding legal risks and contracts questions related to vendor and client satisfaction issues as well as accounting and technology matters. This responsibility extends to offices located in London, Paris, Hong Kong, Shanghai, Singapore and Tokyo.
- **Litigation Management.** Manage approximately 30 active litigation matters at a time, including retaining outside counsel, developing litigation strategy, conducting internal discovery, reviewing and revising motions and pleadings drafted by outside counsel, exercising settlement authority, and managing outside counsel costs and fees.
- **Privacy and Data Protection.** Provide internal compliance support to ensure that company and subcontractors handle customer information in compliance with EU and other data privacy legislation.
- **Transportation Support.** More than four years experience advising domestic and international transportation department. This includes working with outside counsel to ensure that freight forwarder subsidiary maintains all necessary licenses with federal agencies and operates in compliance with laws and governmental regulations.
- **Event Management.** Advise meetings and events department including negotiating contracts with hotels, convention centers, and other travel industry partners for all manner of events, including annual franchise convention with budget in excess of \$1 Million and more than 3,000 attendees.
- **Franchise Support.** Provide legal support to accounting and service divisions in connection with management of more than 300 franchisees located in the Western United States; prepare franchise agreements for new franchisees and amendments to existing franchise agreements; monitor franchisee compliance with the franchise agreement (including franchisee use of the Prudential trademarks); review sales packages of potential franchisees and provide legal analysis and recommendations.

EDUCATION

California State University, Dominguez Hills
Maj 2006, Certificate, Community College Teaching

Tulane School of Law
J.D., 1997

- **Judicial Externship:** Hon. Robert Klees, Louisiana 5th Circuit Court of Appeal
- **Relevant Courses:** Contracts, Uniform Commercial Code, Antitrust Corporations, Intellectual Property and Trademarks.
- **Memberships:** Law Women's Society and Black Law Students Association

University of North Carolina at Chapel Hill
Bachelor of Arts, History, 1993

Resume

Carlton P. Biggs

30391 Via Chico Place, Laguna Niguel, CA 92677

Email: rinconmlf@yahoo.com

Phone: (949)400-5888

1/12/07

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HUMAN RESOURCE/EE/RSCGD

Education:

1968, Graduated La Canada HS

1968-1972, Attended University of Redlands, Redlands, CA. Received a BA in Local Government.

1973-1974, Attended U of Puget Sound Law School

1974-1976, Attended U of San Diego Law School, Graduated with JD

1977, Attended New York University Law School, took a graduate course in Taxation

Admissions:

1976 California Bar

1977 Washington State Bar

1978 Federal Court

Professional Experience:

1976-1977, Program Coordinator, Bar Review Center of America (BRC).

1977-1978, Associate attorney, for a lawyer in Riverside, CA (real estate litigation).

1978-1981, Sole practitioner, in Mammoth Lakes, CA. (It was a general practice with emphasis on real estate law).

1981-1984, Deputy DA, Orange County District Attorney's Office

1984-85, Sole Practitioner, in Orange County (Criminal law).

1985, Interim County Counsel, Mono County, California. (not a permanent position).

1985-1986, Senior Deputy DA, Stanislaus County District Attorney's Office. (Felony Trials Division).

1986-1990, Assistant Vice-President, Safeco Title Company, Claims Division (which became Chicago Title Company by merger).

1990-1996, Deputy DA, Orange County District Attorney's Office.

1996, Candidate, Judge of South Orange County Municipal Court. Elected and took office 12/07. I thereafter elevated to Superior Court by unification and was re-elected (unopposed) in 2002 and 2008.

1997-1998, Municipal Court Judge, South Orange County Municipal Court

1998-Present, Superior Court Judge, Orange County Superior Court. Currently assigned to the Harbor Justice Center in Newport Beach, CA.

Continuing Education:

During my time in private practice and at the title company I attended numerous Continuing Education of the Bar (CEB) programs dealing with civil law and real estate issues.

1981 Attended the Hastings Law School College of Trial Advocacy (week long course)

During my time with the District Attorney's Office I attended advance training held by the DA's Office both in periodic day long sessions and in weekly staff meetings.

As a California State Judge I have attended required new judge's programs, including a 1 week New Judges Orientation, and a 2 week Judges College which is held at the University of California Berkeley.

I have attended CJER programs (Judge's continuing education programs) for Criminal law and sentencing (1 week), Civil Law (1 week), Alcohol and other drugs (1 week), the Drug Court Judge's Program at the National Judicial College (1 week), a Co-Occuring Disorder's Program at the National Judicial College. I have attended NADCP (National Association of Drug Court Professionals) National Conventions (usually 3 days of classes) in Miami, New Orleans, Washington DC, Orlando, and have taught a course in Seattle and Washington DC and St. Louis.

In February 2007 I attended a two day long program about Construction Defect litigation offered by AEI-Brookings Institute.

In April 2007 and December 2007 I attended a two week long program discussing law and economics (and the economic impact of laws and legal decisions) also offered by AEI-Brookings Institute.

Instructing:

Community College: I have taught Principles of Real Estate for Cerro Cosso Community College (Ridgecrest) and for Saddleback College. I also taught Real Estate Finance for Cerro Cosso. I have taught Business Law for Saddleback College. I taught a one day seminar on real estate issues for Modesto City College.

Recognition and other activities;

I have given presentations on DUI Court and Driving Under the Influence Legal issues for the Administrative Office of the Courts (CA), the OTS (California Office of Traffic Safety) and for NADCP (National Association of Drug Court Professionals)

Court Committees; I have been on the executive committee, the grand jury nominating committee, the security committee, the technology committee, the commissioner hiring committee, the planning committee for the construction of a new courthouse and chairman of the facilities committee. In court I have been the calendar judge for the felony arraignment, preliminary hearing, misdemeanor crimes, the civil calendar, and an open trial court hearing both criminal and civil cases.

Collaborative Courts; Starting about 1999 I presided over a Drug Court in South Orange County. Starting in 2004 my Court was awarded a grant by The California Office of Traffic Safety (OTS) to develop and implement a program handling high risk DUI offenders. I oversaw the creation of the Court and implemented (and presided over) the DUI Court since its inception. This program is now a model for 5 new grants which have been made to other courts by the California Administrative Office of the Court (and OTS) for other counties in California. I have also consulted with the CA DMV on issues relating to DUI Cases and DUI Courts. While presiding over the DUI Court I have received several awards including being designated an "Academy Court" with NADCP (one in four in the United States), I received the Judicial Award for 2008 from the California Probation, Parole and Correctional Officer Association (for my work in DUI Court) and the DUI Court received the Treatment Award for Innovative Programs for 2008 from CADPAAC (County Alcohol and Drug Program Administrators Association of California).

Civic Affairs; While living in Mammoth Lakes I was a member of the ML Volunteer Fire Department and ended my service at the rank of engineer.
While living in Mammoth Lakes I was a member of the Mammoth Lakes Lions Club
I am/was a member of the American Bar Association, Orange County Bar Association, South Orange County Bar Association, and California Judges Association.
I was a 10 year member of the Monarch Beach Sunrise Rotary Club (California)
Prior to being elected Judge I served as a planning commissioner on the Laguna Niguel Planning Commission.
I have volunteered with Habitat for Humanity, Orange County Drug Court Foundation, Constitutional Rights Foundation.

Edward Keck

5102 Cellini Drive, Chino Hills, CA 91709

Cell: 909/215-4092 Home: 909/606-5352, res0hj71@verizon.net

OBJECTIVE

Continue career of support and service in a professional environment utilizing organizational abilities, strong people skills, and substantial business experience.

CAPABILITIES

- Proficient in Microsoft Office and Corel (WordPerfect) suites, timekeeping and billing, docket control and case management systems, litigation support, trial preparation, and electronic discovery support.
- Strong analytical and problem solving skills.
- Detail oriented, reliable, and responsible
- Typing speed to 80 wpm

EMPLOYMENT HISTORY

Adjunct Professor

2006 to present

Santa Ana Community College, Santa Ana, California – Part time law office technology and applications instructor (evenings) in ABA approved paralegal certificate program.

Paralegal

Jan 2013 to present

Frank J. Coughlin, APLC – Employment Law Defense, Business Law, State & Federal Civil Litigation, Appeal and Writ experience. Legal Research, Discovery, Law & Motion, Pleading, and Trial support experience (drafting through finalization and filing process). Special needs trust administration experience.

Paralegal/Law Office Administrator

2004 to Dec 2012

Law Offices of Michael J. Procopio, Santa Ana, California – Direct and maintain legal office systems, technology, processes, and workflow. Discovery and Law & Motion experience in Employment/Class Action litigation/Insurance Subrogation. Trial, Class Action litigation, and Class Action settlement administration experience. State and Federal litigation experience. Office operations closed as of 2013.

Staff Administrator, Integration and Metrics Specialist-ISO:9000 Lead

Auditor

1995 to 2003

Verizon Network Services, Pomona, California - Integrate systems, workflow, and processes within telecommunications engineering organization. Led ISO:9000 certification effort. Certified Lead Auditor

EDUCATION

- ***Paralegal Certificate (2007)*** Santa Ana College (ABA approved program)
- ***Masters, Telecommunications Management (2002)*** Keller Graduate School, Pomona, California (4.0 GPA)
- ***Bachelor of Science, Computer Science (1989)*** National University, Irvine, California (4.0 GPA)
- ***Associate Degree (1980)*** Golden West College, Huntington Beach, California

LAW OFFICES OF
GERALD N. SHELLEY
A LAW CORPORATION
CENTER TOWER
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TELECOPIER (714) 751-7724

RESUME

PROFESSIONAL EXPERIENCE

Private practice with emphasis in business and real estate litigation, May 1979 to present.

Instructor, Rancho Santiago Community College.

- 1) Civil Litigation & Procedure
- 2) Corporate Law
- 3) Torts
- 4) Ethics
- 5) Research & Writing

Instructor, Coastline Community College.

- 1) Legal Aspects of Real Estate
- 2) Securities & Real Estate

Associate, Sikora & Price, Inc., January 1975 through April 1979.

EDUCATION

Pepperdine University School of Law, J.D., June 1974.

Managing Editor, Pepperdine Law Review.

University of Southern California, Graduate work toward Master of Business Taxation Degree.

California State University at Long Beach, Bachelor of Science in Zoology, June 1970.

ADMISSION TO PRACTICE LAW

Admitted to practice in all State and Federal Courts in California.

Admitted to practice law before the U.S. Supreme Court, the Court of Appeals for the Ninth Circuit, and U.S. Tax Court.

Certified Specialist, Appellate Law, The State Bar of California Board of Legal Specialization.

Member, Orange County Bar Association and State Bar of California.

REFERENCES

Available upon request.

Gerald N. Shelley

Gerald N. Shelley has been practicing law in Orange County with an emphasis in civil trials and appeals for over 30 years. He has tried approximately 75 cases to completion before judges and juries in state and federal court and has obtained verdicts in excess of one million dollars in cases where pain and suffering and lost wages were key issues. He has also participated in countless mediations, arbitrations and settlement conferences at the trial and appellate level. Mr. Shelley taught real estate law for Coastline Community College and teaches advanced legal research and writing as well as discovery courses at Santa Ana College. Mr. Shelley is a frequent lecturer and is the chair of the OCBA College of Appellate Advocacy. Mr. Shelley graduated from California State University at Long Beach with a B.S. degree in zoology. He obtained his J.D. degree from Pepperdine University School of Law where he was the managing editor of the *Law Review*. He is admitted to all courts in California, both state and federal, and is admitted to practice before the U.S. Supreme Court. Mr. Shelley is a certified specialist, appellate law, The State Bar of California Board of Legal Specialization.

JAMES CLEMENT HARMAN

2019 Prowse Street
Placentia, CA 92870

Home: (714) 996-5101
Work: (714) 834-5257

PROFESSIONAL EXPERIENCE

Orange County Counsel, Santa Ana, CA

June 1997-Present

Senior Deputy County Counsel, December 2004-Present
Deputy County Counsel, June 1997-December 2004

Represented nearly every County office, as well as the Orange County Superior Court, in a wide variety of litigation. Notable matters include:

- Prevailed at trial in a \$1.2 million suit brought by the operators of the Arrowhead Pond and the City of Anaheim.
- Served as co-counsel in litigation over the ballot initiative Measure F, *Citizens for Jobs and the Economy v. County of Orange*, 94 Cal. App. 4th 1311 (2002).
- Protected the County's interests in bankruptcy claims and adversary proceedings in various bankruptcy courts throughout the country.
- Represented the County in various matters involving its own bankruptcy, including significant litigation regarding fees for its outside counsel.
- Negotiated the repossession of the taxicab fleet (owned by a bankruptcy debtor) at John Wayne Airport without interruption of service to airport passengers.
- Completed a two-year assignment as a trial deputy in the juvenile dependency division of the Orange County Superior Court after prevailing in hundreds of trials and twelve appeals. Responsible for all trial work on a caseload that averaged 600 to 800 children in foster or adoptive care.

Private Practice, Fountain Valley, CA

December 1996-June 1997

Served as first-chair in a felony jury trial. Represented clients at scores of DMV administrative hearings. Appeared at all Superior Court phases of felony and misdemeanor matters.

PROFESSIONAL MEMBERSHIPS

State Bar of California (Admitted, December 1996)

United States Court of Appeal: 9th Circuit

United States District Court: Central, Eastern, Northern, and Southern Districts of California

Orange County Bar Association

Barrister, Peter M. Elliott Inn of Court (2002-2004)

JAMES CLEMENT HARMAN

-Page 2-

EDUCATION

Juris Doctor, University of San Diego School of Law May 1996

First Place: USD School of Law Lou Kerig Moot Court Competition
Best Brief: USD School of Law Lou Kerig Moot Court Competition
Member, 1995-1996 USD School of Law National Moot Court Team
Member, 1995-1996 USD School of Law Appellate Moot Court Board
Practising Law Institute Award

Bachelor of Arts, University of California, Santa Barbara, Law and Society June 1993

Dean's List
Golden Key National Honor Society

TEACHING EXPERIENCE

Santa Ana College, Santa Ana, CA January 2000-Present

Instructor in the ABA-approved Paralegal Program. Each Fall, I teach Legal Research and Analysis and Bankruptcy in the Spring. In the Spring 2006 semester, I am also teaching Advanced Civil Litigation.

ACTIVITIES

Moot Court Judge, University of San Diego, 1996-Present

Moot Court Judge, Chapman Law School, 2006

Trial Team Coach, Santiago High School, 1999

Speaker:

- Law Day, May 1997
- Social Services Agency Foster Parents' Seminar, March 2000
- California Association of Auditors-Controllers, Property Tax Managers' Section, February 2002 and February 2003
- California Senate Revenue and Taxation Committee, April 2002
- Central/Southern California Assessors' Association Conference, April 2002
- County Counsel Association Taxation Section Meeting, May 2002
- Bondbuyer 12th Annual Public Finance Conference, September 2002
- County Counsel Association Taxation Section Meeting, November 2002

- California League of Cities, City Attorneys' Continuing Education Seminar, February 2003
- 93rd Annual Conference of the California Association of Auditors, April 2003
- California Redevelopment Association, Legal Issues Symposium, August 2003

Coach, YMCA Youth Soccer

OCBA Bridging the Gap Committee, 2006

2006 Litigation Award, County Counsel Association of California

KEITH N. LAMARRA

3001Colt Way, #192, Fullerton, California 92833
(714) 624-3291

EDUCATION

WESTERN STATE UNIVERSITY COLLEGE OF LAW

Juris Doctorate, May 1998

- Ranked Number Fourth in Class
- Law Review: Note and Comment Editor

CALIFORNIA STATE UNIVERSITY AT LONG BEACH

Bachelors of Arts in Economics, 1985

CALIFORNIA STATE UNIVERSITY AT LONG BEACH

Post-Baccalaureate in Sociology, Magna Cum Laude, 1993

- President and Founder, Religious Studies Student Society, 1992-1993
- Recipient, "Golden Nugget" and "Nick Massaro" Awards, 1992-1993

EXPERIENCE

LAFOLLETTE, JOHNSON, DEHAAS, FESLER & AMES

Senior Associate Attorney, May 2001 - Present

Perform All Levels of Work for Professional Negligence Litigation, from Initial Client Meeting Through Trial. Additional Job Duties Include Handling the Firm's Appellate Work

LAW OFFICES OF SMITH & SMITH, L.L.P.

Associate Attorney, March 1999 - May 2001

Perform All Levels of Work for General Litigation Firm, from Client Intake Through Trial, Including All Appellate Work

SANTA ANA COLLEGE

Professor, Spring 2000 - Present

Instruct Business Litigation in an ABA-Approved Paralegal Program

COURT OF APPEAL, FOURTH DISTRICT, THIRD DIVISION

1997-1998

Worked for Associate Justice Sheila Prell Sonenshine. Research and Drafted Proposed Opinions. Briefed Justice Sonenshine on All Matters for Which She Was a Panelist

AFFILIATIONS

California State Bar; American Bar Association; Orange County Bar Association, *Young Lawyers' Division, Family Law Section*; Consumer Attorneys of California; State of California, Contractor's Board, *Licensed Contractor*

Kim Smith, Esq.
Law Office of Kim Smith
Office: 1620 N. Placentia Ave., Ste 210, Placentia CA 92870
Direct: (714) 686-4853
kim@onlinesmith.com

Professional Experience

January, 2013 – Present
Associate Professor

- Teach several courses at Santa Ana College, which hosts an ABA approved paralegal program. Coursework includes Introduction to Paralegal, Business Transactions, Immigration Law and eDiscovery classes.

January, 2003 – Present
Law Office of Kim Smith
Solo Practitioner

- Practice areas include special education law, limited conservatorships, juvenile defense, family law and not-for-profit corporations. Regular court appearances in juvenile court and probate court. Previous appearances in family court.
- Contract with Legal Aid Society of Orange County to provide advice on numerous legal subjects involving low-income and elderly clients. LASOC uses paralegals extensively, and as an attorney there, we are expected to coordinate, organize and use that resource to leverage our involvement to assist low income clients. I also try to mentor and train at every interaction with new paralegals.
- Counseled the establishment of an advocacy group and political action committee for early education/pre-K issues. Conducted compliance reviews and gave legal advice to this not for profit state-wide group.
- Board Director for Orange County Head Start. Completed a six-year term in 2008; during my tenure I developed board conflict of interest policy, led a successful transition team for a new executive director, and completed several terms on the executive committee or as board chair.
- Volunteer Attorney for Justice in Education, a Legal Aid Society service provider for special education advocacy and legal work.
- Negotiated Individualized Education Plans and settlements, as related to the Individuals with Disabilities Education Act and Americans with Disabilities Act.
- Served one-year on the Placentia Yorba Linda School District's community advisory committee and participated in the "Yes on 1A" bond measure efforts.

January, 1998 through January, 2003
Natural Products Association
Legislative and Regulatory Affairs

- Drafted statutory and regulatory language for proposal to state and federal lawmakers. Advocacy work in Sacramento and Washington D.C.

- Developed a 50-state government affairs program to address the interests of NPA's members at the legislative and administrative levels.
- Extensive experience drafting comments to FDA regulatory proposals.
- Regular communication with members, outside legal counsel and trade press. Provided information to major media outlets on occasion.

September, 1995 through May, 1997
Westlaw, Thompson Publishing

- Legal research and training for a on-line research engine, Westlaw.
- Created new training classes on Westlaw for students.

January, 1990 through 1999
U.S. Army Reserves
Enlisted-4

Education and Certificates

California Polytechnic University Pomona
Bachelors of Arts, 1994
Political Science

Southwestern University School of Law
Juris Doctor, 1997

California State University, Fullerton
Certificate in Financial Planning and Management for Nonprofit Organizations, 2001

Affiliations

- Member of the California Bar Association, 1999-Present
- Orange County Head Start Board of Directors, 2002-2008
- Member of Council of Parent Attorneys and Advocates (COPPA), 2009-Present
- Volunteer, Girl Scouts of America
- Big Sister, Big Brothers and Big Sisters of Orange County, 1991-93

Honors and Awards

- Community honoree by the Placentia Yorba Linda Unified School District
- Military Excellence Award, Non Commissioned Officers Association of the U.S.A.
- Honor Graduate, Primary Leadership Development Camp

Kai Williamson

EXPERIENCE:

Senior Corporate Paralegal –Legal Department 4/2012-Present

Carrington Mortgage Services, Santa Ana, CA

- Maintain corporate governance for 22 subsidiaries
- Draft bylaws, operating agreements, management agreements and corporate resolutions
- Prepare annual and bi-annual reports for corporations and LLC's and maintain corporate minute's books
- File and maintain business and real estate licenses with governmental agencies

Senior Corporate Paralegal –Legal Department 1/2010-4/2012

Impac Mortgage Holdings, Inc., Irvine, CA

- Prepare, file and maintain corporate documentation with the Secretary of State, Department of Corporations, Internal Revenue Service and/or the Franchise Tax Board
- Manage over 100 Real Estate Litigation matters relative to loss mitigation issues with guidance of outside counsel
- Draft, analyze and negotiate commercial lease contracts throughout Pacific Northwest Region
- Review contract terms and conditions ensuring compliance with federal and state laws and company policies
- Investigate and respond to compliance issues with various regulatory agencies including the State Attorney General Office and Better Business Bureau

Adjunct Instructor- Paralegal Program 01/2008-present

University of California, Irvine, Irvine California

- Instructor for Corporate Law, Securities Law, and Intro to Law for Paralegals

Senior Paralegal –UCC Insurance Division 6/2001-12/2009

First American Title Insurance Company, Santa Ana, CA

- Reviewed and analyzed all corporate documentation including articles, good standing certificates, partnership agreements, bylaws and operating agreements
- Reviewed loan portfolios for proper compliance with division underwriting guidelines
- Prepared stock certificates, loan documents and other documents required by financial institutions
- Drafted and filed UCC financing statements for loan transactions

Paralegal- Commerce and Finance Department 6/1996-6/2001

Brobeck Phleger & Harrison LLP, Los Angeles and San Diego CA

- Conducted UCC searches/filings and analyzed search results
- Prepared and filed UCC financing statements in connection with banking transactions
- Drafted various loan agreements and corporate documentation, including security agreements and stock pledge certificates
- Conducted transactional closings relative to Merger & Acquisition and Banking transactions
- Prepared closing binders for distribution

EDUCATION:

National University, San Diego, California

Master of Science in Higher Education Administration (*Degree expected December 2013*)

University of California, Irvine

Certificate in Contracts Administration (*certificate expected summer 2014*)

National University, San Diego, California

Bachelor of Science with a Major in Pre-Law

Kelsey Jenny College, San Diego, California

Associate of Applied Science in Paralegal Studies

RASHEED S. ALEXANDER
2255 East Lakeside Place #207
Corona, CA 92879
951-283-2529 CELL
951-739-0955 HM
714-834-2373 WK
Email: RasheedAlexander@sbcglobal.net

OBJECTIVE:

Adjunct/Part-time Professor

EDUCATION

WESTERN STATE UNIVERSITY COLLEGE OF LAW
J.D. 1997

Activities:
Moot Court

CALIFORNIA STATE UNIVERSITY, FULLERTON
B.A., Philosophy 1994

CRIMINAL JUSTICE & LEGAL EXPERIENCE:

ATTORNEY- ORANGE COUNTY PUBLIC DEFENDER'S OFFICE
January 2001- Present

Duties include the representation of adult and juvenile offenders in all facets of criminal work, from misdemeanor to felonies, as well as homicides and serious sex offenses, as well as the researching writing and arguing legal motions. Additionally, I also conduct preliminary hearings, jury and court trials, and train new lawyers.

DEPUTY PROBATION COUNSELOR III- RIVERSIDE COUNTY DEPT. OF
PROBATION
Jan 1994- Jan 2001

Duties included case management, counseling and supervising juveniles charged with misdemeanor and serious felony offenses, classifying inmates for appropriate housing, maintaining voluminous case files, making sentence recommendations to probation officers and court, and conducting disciplinary hearings.

LAW CLERK- RIVERSIDE COUNTY DISTRICT ATTORNEY'S OFFICE

Jan 1995- Sept. 1995

Duties included, conducting legal research, interviewing witnesses, assisting in trial preparation, including homicide trials, writing legal motions and maintaining law library.

ARMED SERVICES

UNITED STATES MARINE CORPS

June 1981-September 1985

[Honorably discharged]

Sergeant [E-5]

Military Occupational Specialty- Combat

Engineer Special Awards

Naval Achievement Medal

Good Conduct Medal

PROFESSIONAL ORGANIZATIONS/ AWARDS

State Bar of California

National Association of Criminal Defense Lawyers

Orange County Bar Association

California Public Defender's Association

*2003 Orange County Public Defender's Office Attorney
of the year*

From: Rasheed S. Alexander
To: George Wright
Re: Supplemental Resume Information

In response to your request, please accept the following information as supplemental information to my resume:

- I. Attorney Continuing Education- The state of California requires all attorneys to complete 25 hours of continuing legal education every three years. In addition to the mandated state bar continuing education I've attended the following seminars in the last six months:
 - A. California Public Defender's Annual Homicide Seminar
 - B. The following Seminars through the San Bernardino Public Defender's Office:
 1. Mentally Disordered Offenders Seminar
 2. Persuasive Legal Writing Seminar
 3. California Jury Instructions Seminar
 4. Legal Research and Writing Seminar
 5. Three Strikes Law Seminar
 6. Ethics and Prosecutorial Misconduct Seminar
 7. Cross Examination Techniques and Examining Experts Seminar
 - C. Gave Closing Arguments Seminar to New San Bernardi no County Public Defenders
- II. Obtained Not Guilty Verdicts on two serious felony cases July 2006 [attempted carjacking] and September 2007 [multiple count rape and child molestation]
- III. Written and argued over 25 trial motions
- IV. Conducted over 54 Preliminary Hearings
- I. DISCUSS COURTROOMESSAYS ANDPAPERS
- II. REVIEW TRIAL PROCESS

RIENTS & LONNER

1111 E. KATELLA AVENUE, SUITE 260

ORANGE, CALIFORNIA 92867

TELEPHONE (714) 532-4356

* ALSO LICENSED IN IOWA

FACSIMILE (714) 464-5542

DAVID M. RIENTS *

OF COUNSEL
DON J. RICHARDS

CURRICULUM VITAE

EDUCATION:

- 1989-1992 **Juris Doctor Degree**
Western State University, College of Law, Fullerton, CA
- 1988-1989 **Bachelor of Science Degree, Law**
Western State University, Fullerton, CA

PROFESSIONAL EXPERIENCE:

- 1992-Present **Private Practice, Law Office of Rients & Lonner**
Orange, CA
- Civil Litigation Practice with substantial trial and court work in all Southern California Superior and Federal Courts.
- 2006-Present **Paralegal Instructor, Santa Ana College,**
Santa Ana, CA
- Responsible for preparing and providing classroom instruction (including distance education/online classes) to students pursuing their Associate of Arts Degree. This is an ABA approved Paralegal Program taught at the community college level. Requires participation in curriculum development and on division, college and district committees as necessary to maintain and improve the instructional program. Perform related duties as assigned, including timely compliance with clerical and administrative responsibilities; comply with district, college and division policies in the performance of duties.
- 2007-Present **Paralegal Instructor, University of California Irvine Extension,**
Irvine, CA
- Responsible for preparing and providing classroom instruction to students pursuing their Paralegal Certificate. This Legal Writing course is part of an ABA approved Paralegal Program taught at the university level. Candidates for the Certification Program must hold a Bachelor's Degree or 40 semester units and two years work experience in a law office. Required

to perform related instructor duties including timely compliance with clerical and administrative responsibilities.

1995-2007 **Paralegal Instructor, Western College (U.S. Education Corp)**
Cerritos, CA

Responsible for preparing and providing classroom instruction to students pursuing their Associate of Arts Degree in Paralegal Studies. This is an ABA approved Paralegal Program operating under the Bureau of Private Postsecondary Vocational Education as well as the Accrediting Commission of Schools and Colleges of Technology. Subjects taught include Civil Litigation, Legal Research and Writing, Introduction to Law/Paralegal, Property, Contracts and Torts. Perform related duties including timely compliance with clerical and administrative responsibilities.

1997-2000 **Paralegal Instructor, Extension Courses through Cal-Poly Pomona,**
Loyola Marymount and Irvine Valley Community College

Responsible for preparing and providing classroom instruction on all paralegal subjects to students taking accelerated courses toward obtaining Paralegal Certificates.

1994-1995 **Paralegal Instructor, Waterson College,**
Pasadena, CA

Taught all Paralegal subjects to students pursuing Associate Degree in Paralegal Studies. Responsible for creating course syllabus, coursework and exams in addition to establishing grading policy and record maintenance of such.

PROFESSIONAL LICENSES:

State Bar of California, 1992

State Bar of Iowa, 1997

Federal District Court
Central District of California, 1992

Certified Instructor, Bureau for Private, Postsecondary and Vocational Education, 1995

PROFESSIONAL ORGANIZATIONS:

American Bar Association

Los Angeles Bar Association

Orange County Bar Association

The Iowa State Bar Association

PROFESSIONAL ACHIEVEMENTS:

2004-Present **Advisory Board Member, Kaplan University**

National Advisory Board Committee meets twice a year to discuss, approve and implement curriculum for Paralegal Program. The Board strives to continually meet the ever-changing needs and demands in the dynamic field of Paralegal Education.

1998-2007 **Advisory Board Member, Western College**

Board is responsible for establishing curriculum in accordance with ABA guidelines and practices. The Board was instrumental in seeking and obtaining ABA approval status several years ago and continues to maintain that status by working to provide a high quality Paralegal Program with the goals of both the students and the school in mind.

KRISTEN J. ROBINSON, J.D., Esq.

1466 North Mills Avenue, Claremont, CA

robinson_kristen@sac.edu

714.564.6813

EDUCATION

- J.D. J. Reuben Clark Law School, Brigham Young University, Provo, UT.
December 2003
- B.A. Southern Utah University, Cedar City, UT. May 1999
Major: Interpersonal Communication, Minor: Political Science
- AS. Snow College, Ephraim, UT. June 1996
Honors Thesis: The Rhetoric of One Calendar: The Struggle for Worker Rights in Indonesia.

TEACHING AND ACADEMIC EXPERIENCE

Santa Ana College, Business Division

Assistant Professor, Paralegal Program – Tenure Track

Fall 2011 to Present

- Teach on-campus and online courses including: Civil Litigation, Introduction to Paralegal, Legal Research and Writing, Computers in the Law Office and Legal Environment of Business.
- Attended all division, department, program and advisory committee meetings.
- Completed online teaching modules and certified to teach online courses.
- Completed New Faculty Seminar.
- Developed new curriculum and wrote two new courses.
- Coordinator of Internships and Cooperative Work Experience.
- Developed program orientation.

Mt. San Antonio College, Business Division

Professor of Paralegal (Temporary One-Year Position)

Fall 2010 to Summer 2011

- Teach on-campus and Distance Learning courses including: Civil Procedure Pretrial, Civil Procedure Trial, Wills and Trusts, Legal Research and Writing, Criminal Law & Procedure, Automated Law Office Procedures, and Business Law I.
- Attended all division, department, program and advisory committee meetings.
- Completed SPOT training and certification to teach online classes.
- Assistant Coach to the mock trial team.
- Co-advisor to the Paralegal Society.
- Represented the paralegal program at the High School Counselor Conference.

Mt. San Antonio College, Business Division

Adjunct Professor

Spring 2008 to Spring 2010

- Participated in the ABA accreditation review.
- Taught numerous on-campus classes including: Wills and Trusts, Business Law I, Legal Research and Writing, Criminal Law & Procedure, Evidence Law and Automated Law Office Procedures. Advisor for the student internship class.
- Attended all program meetings and helped to develop Student Learning Outcomes for several classes.

Exhibit 21 Resumes of Faculty Members page 28

J.R. Reuben Clark Law School, Brigham Young University
National Team Director-Moot Court/Research Assistant *Spring 2003 to Fall 2003*

- Coached and prepared students for their oral arguments; prepared teams for regional and national tournaments.
- Edited and proofread scholarly papers and articles.

J. Reuben Clark Law School, Brigham Young University
Guest Lecturer *Fall 2003*

- Prepared and conducted a lecture about working in a top talent agency for the Sports & Entertainment Law class.

Department of Communication Studies, Southern Utah University
Assistant Forensics Coach *Fall 1998-Spring 1999*

- Substitute taught communication classes for professors who were absent.
- Worked traveled, and coached students to compose and deliver speeches for regional and national competitions.

LEGAL EXPERIENCE

Mayer Brown Rowe & Maw LLP, Los Angeles, California
Litigation Paralegal/Case Manager *June 2005 to May 2007*

- Oversaw all aspects of trial preparation for civil litigation at a multi-national firm.
- Managed a trial office and two other remote locations; trained and oversaw 45 contract employees to complete all projects necessary for one of the largest wage and hour class action lawsuits ever taken to trial in California.
- Maintained databases, coordinated document review and production of over 250,000 documents for an anti-trust lawsuit.
- Wrote memorandums summarizing document productions and outstanding discovery issues.
- Reviewed data and prepared reports regarding the Alameda County jury pool.

Chadbourne & Parke LLP, Washington, DC
Paralegal/Case Manager *February 2004 to November 2004*

- Managed temporary employees and coordinated with multiple departments for the set-up and completion of a two-week arbitration.
- Assisted in trial preparation from pre-trial stages through arbitration, document review and production of over 100,000 documents.

Duval, Hansen, Witt & Morley, PC, Pleasant Grove, Utah
Law Clerk *January 2003 to May 2003*

- Drafted numerous pleadings, motions and interrogatories on a variety of subjects ranging from estate planning, family law and civil litigation.
- Communicated key information with clients, opposing counsel, and court staff.

4th District Court, Provo, Utah
Law Clerk/Intern *June 2002 to August 2002*

- Prepared and drafted pre-trial bench memos.
- Researched legal issues pertaining to pre-trial motions including: Motions to Compel and Motions for Summary Judgment.

William Morris Agency, Beverly Hills, California
TV Legal Assistant *Summer 2002, November 1999 to July 2001*

- Reviewed contracts and created a database analyzing test-option contracts for every TV Production Studio.
- Prepared reports analyzing the 2002 Fall TV broadcast season.
- Created a catalogue of client material to aid in job solicitation and contract negotiation.

PROFESSIONAL DEVELOPMENT

Affiliations

- State Bar of California
- American Association for Paralegal Education
- Orange County Paralegal Association
- Women in Ediscovery

Software Programs

- Litigation/Paralegal Software: DocuMatrix; Concordance; LiveNote; Summation; CarpeDiem; CaseMap; TimeMap; Lexis; Westlaw.
- Office/Classroom Software: Microsoft Access, Word, Excel, PowerPoint; GroupWise; LotusNotes; IBM/Mac; Blackboard; GroupStudio; CourseStudio; ExamView; Banner.

Continuing Education

- New Faculty Seminar, Mt. SAC Professional Development Office: 2010-2011.
- Teaching Students with Disabilities, Mt. SAC Professional Development Office: 2011.
- Blackboard Gradebook Course, Mt. SAC Professional Development Office: 2011.
- SPOT Certification Course, Mt. SAC Professional Development Office: 2010.
- Attended LAPA's Fall 2010 Conference and received training in Wills and Trusts, Ediscovery, Civil Litigation, and Ethics.
- Blackboard Basics Course, Mt. SAC Professional Development Office: 2010.

Campus Service

- Advisor to Paralegal Society: 2009-2011.
- Assistant Coach to Mock Trial Team: 2011.
- Presented a Wills & Trusts lecture to Paralegal Society: 2010.
- Arranged San Bernardino Deputy District Attorney guest speaker: 2009.
- Volunteer mentor for 6th grade students: 2001 -2002.
- Co-founder of "Speak-out" program for undergraduate students, developed to promote community involvement of college students: 1998-1999.

Community Service

- Presented an estate-planning seminar to a community women's group: 2010.
- Prepared numerous legal documents for pro bono cases and clients: 2006 -2007.
- Coached participants for various pageants in interviewing and current political events: 1998-1999.
- Assistant director, tabulation and judge at multiple high school and collegiate speech tournaments in Utah and California: 1999-2005.

AWARDS & RECOGNITIONS

2012 CTE Program of the Year, SAC

2010 Outstanding Advisor, Paralegal Society, Mt. SAC

2003 Order of the Barrister, BYU

2003 2nd Place Oralist, First Amendment Center Moot Court Tournament, Vanderbilt University

2003 Semi-Finalist, NTC Trial Advocacy Regional Tournament, Orange, CA

2003 1st Place, Rex E. Lee Memorial Moot Court Tournament, BYU

2002 1st Place Oralist, First Year Moot Court Competition, BYU

1998 National Extemporaneous Speaking Champion

1997 National Informative Speaking Champion

WILLIAM T. TANNER
2101 N. Tustin Ave.
Santa Ana, CA 92705

bill_tanner@me.com
(O) 714-571-5204
(C) 714-624-8144 best

EXPERIENCE

Legal Aid Society of Orange County, Santa Ana, CA

Directing Attorney, April 2000 to Present

Currently: Director, Legal Aid Hotline, Family Law Assistance Clinic, Small Claims Court Advisory Program, Lawyer Referral Service, WeConnect Center and PAI Programs. Supervise intake for Legal Aid, train and supervise lawyers, law students, interns and paralegals in each of the programs while handling a caseload

Staff Attorney, May 1996-April 2000

Litigation and Seniors Unit. Provided advice and representation to low-income, senior and selected clients in housing, family, health, consumer and abuse cases.

University of California, Irvine Extension

Instructor, Fall 1998-Present

Real Estate Law, Civil Litigation II & III, Ethics, Foreclosures

Mount San Antonio College, Walnut CA

Instructor and Mock Trial Coach, January 1997-Present

Real Estate Law, Property Law, Business Law, Tort Law, Civil Procedure, Landlord/Tenant, Family Law

CLASSES AND AREAS OF LAW PREVIOUSLY TAUGHT:

Real Estate Law, Legal Aspects of Real Estate, Foreclosures and Evictions, Landlord Tenant Law, Civil Litigation, Civil Procedure, Business Law, Tort Law, Family Law, Ethics. I have also taught many MCLE courses for the Administrative Offices of the Court, State Bar, Superior Court, NLADA, ABA, and the Legal Aid Society of Orange County.

Catalyst Investment Solutions, Inc., Orange CA

President, Broker, 2004 to present, *MLO* 2010-2012

Full service real estate and home loan office.

California Rural Legal Assistance/Senior Citizens Law Project, Modesto, CA

Staff Attorney, December 1994-May 1996

Civil Litigation Practice. Provided advice and representation to senior citizens in housing, health, consumer and nursing home complaints and abuse cases.

Summer Law Clerk, Summer 1993 Researched legal issues, wrote memoranda, conducted clinics and investigation and participated in strategy meetings.

Community Legal Services, Sacramento, CA

Honors Governing Board, May 1993-May 1994 Trained law students to handle cases.

Certified Law Student, August 1992-May 1993

Represented clients in Superior, Municipal, and Probate Court, and before ALJs.

District Attorney's Office, Sacramento, CA

Intern, Major Crimes and Gangs Unit, Spring 1992

EDUCATION

University of the Pacific, McGeorge School of Law, Sacramento, CA

J.D. conferred May 1994, Admitted to California Bar 1994

BNA Law Student Award, Gary V. Schaber Scholarship, Alumni Scholarship

Student Bar Association *President* 1993-94, member Faculty Honors and Awards Committee, Dean's Task Force on Diversity Issues, Alumni Board of Directors, Student Publication Board, ABA-Law Student Division

University of California, Riverside, CA

B.A. Philosophy/Law and Society conferred May 1991. Dean's List: 1989, 1990, 1991

Study Abroad: Mainz, Germany summers 1989, 1991

RESUME OF WILLIAM T. TANNER, PAGE 2

MEMBERSHIPS

- Standing Committee on the Delivery of Legal Services, State Bar of California, - 2011 to present
- Arbitrator Ethics Standards Working Group, CSCAC, Judicial Council - 2011 to present
- The Appellate Division Rules Working Group, CSCAC, Judicial Council - 2011 to present
- Civil and Small Claims Court Advisory Committee, Judicial Council - 2004 to present
- Expedited Jury Trials Working Group CSCAC, Judicial Council – 2008 to 2010
- E-filing Working Group, CSCAC, Judicial Council -2012 to present
- Small Cases Working Group, CSCAC, Judicial Council - 2010 to present
- Temporary Judge, Superior Court of California, County of Orange – 2005 to present
- Self-Help Services Committee, Superior Court of California, County of Orange – 2005 to 2007

WRITING

- Funding for Legal Aid and Attorney Fee Awards: Development of Funding for Legal Aid Offices, California Litigation, State Bar of California, Volume 22 Number 3 2009
- California Real Estate Law: Cases, Codes and Commentary
- Collecting Judgments Manual

RECENT PRESENTATIONS:

- April 2013, LAAC
 - *Incubator Programs*
- June 2012 Planning Committee and Presenter at the Pathways to Justice Conference, Judicial Council of California and the State Bar of California
 - *Little Known Consumer Statutes*
 - *Small Claims Update*
 - *Pro Bono Clinics and Lawyer Referral Service*
- December 2011, NLADA
 - *LASOC's Incubator Program*
- September 2011 Continuing a Legacy of Excellence: *A Summit on Achieving Diversity on the Judiciary*, Judicial Council of California and the State Bar of California, Participant
- June 2011 Self-Represented Litigants Conference, Administrative Offices of the Court, Trainer
 - *Collections Workshop*
 - *Loan Modification and Foreclosures*
 - *Small Claims Boot Camp*
 - *Creating Fact Sheets*
 - *Little Known Consumer Statutes*
- May 2011 American Bar Association Equal Justice Conference, Trainer

Exhibit 21 Resumes of Faculty Members page 32

- *Legal Aid's Attorney Incubator Program*

- April 2011 Elder Law Section, Orange County Bar Association, Presenter
 - *Foreclosures and Changes in the Orange County Courts*
- March 2011 Inland Empire Foreclosure Conference, State Bar of California, Presenter and Trainer
 - *Litigating Foreclosures Cases in Orange County*
- February 2011 Family Law Conference, Administrative Offices of the Court, Trainer
 - *Collecting Judgments*
- September 2010 Education Conference, Orange County Paralegal Association
 - *Modifications, Foreclosures, and Evictions*
- February 2010 Self-Represented Litigants Conference
 - *Collections Workshop*
 - *Loan Modifications, Foreclosures, and Evictions*
 - *Small Claims Boot Camp*
 - *Unlawful Detainer Issues*
 - *Little Known Consumer Statutes*
- September 2009 Education Conference, Orange County Paralegal Association
 - *Modifications, Foreclosures, and Evictions*
- July 2009 Center for California Homeowner Association Law, Homeowners Association Conference, Presenter
 - *Using Small Claims Court to Access Records, the Challenge Elections, and to Recover Disputed Charges*

Vita
Francis Richard Manzano,
Esq.

Educational Background

- May 1982 Juris Doctorate
Southwestern University School of Law
Los Angeles, California
- May 1978 Bachelor of Science/ Political Science
California State University at Los Angeles
Los Angeles, California
- May 1975 Associate of Arts/ History
Glendale Community College
Glendale, California

Credential

Community College Instructor - Life
Subject Matter: Law

Work History

June 1986 to Present Rancho Santiago Community College
District 1530 West 17th Street
Santa Ana, California 92706

Present assignment: Department Chair of the Paralegal Department and full time instructor.

In June of 1986 was hired as a part time instructor in the Paralegal Department. In 1988 was hired as a full time instructor. In addition to full time teaching responsibilities, duties have included the positions of Division Curriculum Representative, Vice President of the Academic Senate, President of the Academic Senate for Santa Ana College, President of the Academic Senate for Rancho Santiago Community College District, College and District Curriculum Chair.

January 2012 to Present Minaret Legal Services, APC Attorney at Law

181 Sierra Manor Road #4
P.O. Box 8931
Mammoth Lakes, California 93546

January 1983 to January 2012 F. R. Manzano and Associates
Attorney at Law Orange, California

March 1984 to January 1986 Mountain High Properties
General
Partner
Big Bear Lake, California

January 1978 to January 1983 Los Angeles County
Los Angeles, California 90012

Served as a hearing officer for the Los Angeles County Business License Division,
Administrative Assistant in the Treasurer Tax Collector's office and as a Superior Court
Clerk.

Experience with Paralegals: Professor Manzano has employed paralegals for over
20 years in his private practice. He also worked in law firms that employed paralegals.

Santa Ana College Paralegal Program Degree & Certificate

Associate Degree in Paralegal Studies

To graduate from the program all students must show proof of completion of 21 units of general education classes. The ABA further specifies that 18 of those units be taken in specific areas of study. To insure that general education courses meet both the college and ABA requirements, students are urged to seek counseling prior to enrollment in general education classes.

Certificate in Paralegal Studies

A Paralegal Certificate is available only to students who have received an Associate in Arts or Science Degree or Bachelor of Arts or Science Degree from an accredited college or university. The student must meet the eighteen semester units of ABA approved courses in the areas of language and composition, mathematics, social science and behavioral sciences, natural sciences, humanities and the arts.

The Mission Of Santa Ana College

is to be a leader and partner in meeting the intellectual, cultural, technological and workforce development needs of our diverse community. Santa Ana College provides access and equity in a dynamic learning environment that prepares students for transfer, careers and lifelong intellectual pursuits in a global community.

Program Information

Paralegal Department website:
www.sacparalegal.org

Contact information:
714.564.6750 or 714.564.6858

Santa Ana College:
1530 West 17th Street • Santa Ana, CA 92076-3398

This American Bar Association (ABA) approved program is designed to prepare the student to work in a paraprofessional capacity as an assistant to an attorney in a law firm, governmental agency or corporation. The paralegal performs many tasks normally handled by an attorney, such as preparing forms and pleadings, interviewing clients and witnesses, legal research and document organization. Strong English skills, computer knowledge and good organizational skills are an asset in this profession.

Funded by Carl D. Perkins Career and Technical Education Act of 2006 grant 09-C01-042, awarded by the California Community Colleges Chancellor's Office to Rancho Santiago Community College District.

Nondiscrimination Policy

The Rancho Santiago Community College District complies with all Federal and state rules and regulations and does not discriminate on the basis of ethnic group identification, national origin, religion, age, sex, race, color, ancestry, sexual orientation, or physical or mental disability, or on the basis of these perceived characteristics or based on association with a person or group with one or more of these actual or perceived characteristics. This holds true for all students who are interested in participating in educational programs and/or extracurricular school activities. Harassment of any employee/student with regard to ethnic group identification, national origin, religion, age, sex, race, color, ancestry, sexual orientation, or physical or mental disability, or on the basis of these perceived characteristics or based on association with a person or group with one or more of these actual or perceived characteristics is strictly prohibited. Inquiries regarding compliance and/or grievance procedures may be directed to District's Title IX Officer and/or Section 504/ADA Coordinator.
RSCCD Title IX Officer and Section 504/ADA Coordinator:
John Didion, 2323 N. Broadway, Santa Ana, CA 92706
714-480-7489



SANTA ANA COLLEGE

1530 W. 17th Street, Santa Ana, CA 92706 • www.sac.edu

Paralegal Program Degree & Certificate



Santa Ana College

Business Division

An American Bar Association
Approved Program

www.sac.edu/paralegal

Required Core Courses for all Students:

- PARA 100 - Introduction to Paralegal Studies
- PARA 101- Law Office Management
- PARA 120 - Computers in the Law Office
- PARA 121 - Ethics and Professional Responsibility
- PARA 145 - Civil Litigation Overview
- PARA 146 - Torts & ADR
- PARA 150 - Legal Transactions
- PARA 246 - Legal Research & Analysis
- PARA 248 - Advanced Research & Writing
- BUS 105 - Legal Environment of Business
- PARA 297 - The Professional Paralegal (Capstone)

* Students must take Paralegal 100 prior to or concurrently with other legal specialty courses except Paralegal 120.

Enter title here...



Choose a minimum of 3 units from the legal elective courses:

- PARA 105 - Cooperative Work Experience Education - Occupational (1-4 Units)
- PARA 107 - Principles & Procedures in the Criminal Justice System (3 Units)
- PARA 122 - Elder Law (2 Units)
- PARA 132 - Family Law & Procedure (2 Units)
- PARA 133 - Workers' Compensation Law & Procedure (2 Units)
- PARA 134 - Probate Law & Procedure (2 Units)
- PARA 135 - Bankruptcy Law & Procedure (2 Units)
- PARA 139 - Fundamentals of Labor Law (2 Units)
- PARA 140 - Immigration Law & Procedure (2 Units)
- PARA 147 - International Commercial Agreements & Distribution Law (1 Unit)
- PARA 148 - International Intellectual Property Law (1 Unit)
- PARA 149 - The Law of Global Commerce (1 Unit)
- PARA 299 - Cooperative Work Experience Education (X Units)

Paralegals may not provide legal services directly to the public. In California, paralegals must work under the direction and supervision of a licensed California attorney. See California Business and Professions Code §6450 et seq for more details.

At the completion of the program, students will be able to:

1. Make ethical decisions in the workplace
 - a. Students will complete PARA 121 (Ethics and Professional Responsibility).
 - b. Students will incorporate ethical standards in the Law Office Management class through problem solving and discussion board topics.
2. Understand legal concepts
 - a. Students will demonstrate legal concepts in the legal specialty courses through examination and practical exercises.
 - b. Students will draft law office memorandum and appellate briefs in the Advanced Legal Writing class incorporating analysis of legal concepts.
3. Communicate effectively orally and in writing
 - a. Students will draft law office memorandum.
 - b. Students will use proper grammar, punctuation, and spelling.
4. Use legal technology
 - a. Students will demonstrate the use of the Microsoft office suite (Word, Excel and Power Point).
 - b. Students will complete assignments using legal specific software.
5. Exhibit critical thinking skills
 - a. Students will analyze cases related to the legal specialty classes.
 - b. Students will evaluate fact patterns to demonstrate the application of legal concepts to the given facts.

EXHIBIT 23**Employment and Continuing Education Information on Graduates****(Part I)**YEAR 2009-2010

(Provide a separate exhibit (Part I and Part II) for each year. Use the same academic or calendar years reported on Exhibit 2. The total number of students for each academic or calendar year must correspond to the totals reported on Exhibit 2.)

Number of Graduates Working as a Paralegal (WP)	<u>7</u>
Number of Graduates Working in Another Capacity in the Legal Field (WAC)	<u>3</u>
Number of Graduates Continuing Education (CE)	<u>0</u>
Number of Graduates Still Seeking Employment (SE)	<u>3</u>
Number of Graduates Working in Another Field (WAF)	<u>2</u>
Number of Graduates Unable to Contact (UC)	<u>13</u>
Number of Graduates Not Seeking Employment at this Time (NSE)	<u>3</u>
Total Number of Graduates	<u>31</u>

Note: The total must correspond to the total reported on Exhibit 2. Graduates listed in Part II may be noted in more than one category; in this situation, count them in Part I for only the first category indicated.

(Part II)

	Name (Alphabetically)	WP (A)	WAC (B)	CE (C)	SE (D)	WAF (E)	UC (F)	NSE (G)	Description
1	Agsalog, Angie						X		
2	Arbabi, Mani				X				
3	Bennett, Margaret Lacock						X		
4	Berg, Sandra							X	Stay-at-home mom.
5	Bush, Ravina Elaine	X							Declined to state. Tustin, CA
6	Deutsch, Dorcena Renee						X		
7	Dula, Jessica		X						Legal Services Professional, Orange County, CA
8	Gogerty, Deborah Ann	X							Skilled Healthcare, LLC Foothill Ranch, CA
9	Ha, David	X							RCO Legal, P.S Santa Ana, CA
10	Hallahan, Deborah Ann						X		
11	Horrocks, Diana Leigh				X				
12	Humphreys, Grace Garcia				X				
13	Jiannino, Julie						X		
14	Kindsfather, Lisa Darlene	X							Cooksey, Toolen, Gage, Duffy & Woog Costa Mesa, CA

15	McBride, Michelle Rene						X		
16	Moritz, Marissa Joy	X							Law firm (did not state), Orange, CA
17	Norton, Brittany Lynn	X							Realty Income, Escondido, CA
18	Omalley, Connor Foxx						X		
19	Oprea, Andreea					X			HR Coordinator, Ontraport, Santa Barbara, CA
20	Orozco, Joaquin		x						Superior Court of California, Orange, CA
21	Peleg, Tamar							X	
22	Reyes, Rocio						X		
23	Ruvalcaba, Maria Guadalup		X						Legal Processing Specialist, Orange County Superior
24	Sheasby, Catherine Anne						X		
25	Slatin, Denise L						X		
26	Snavely, Jamie Sue	X							Law office of Pamela Schuur, Seal Beach, CA
27	Sterling, David Allen						X		
28	Truong, An Diep							X	Retired
29	Turman Bates, Linnea E						X		
30	Villegas, Olga Ivette					X			Pacific Coast Law School
31	Willson, Dusty Lee						X		

Note: See separate Instruction Sheet for instructions for completing Exhibit 23

EXHIBIT 23

Employment and Continuing Education Information on Graduates

(Part I)

YEAR 2010-2011

(Provide a separate exhibit (Part I and Part II) for each year. Use the same academic or calendar years reported on Exhibit 2. The total number of students for each academic or calendar year must correspond to the totals reported on Exhibit 2.)

Number of Graduates Working as a Paralegal (WP)	<u>11</u>
Number of Graduates Working in Another Capacity in the Legal Field (WAC)	<u>7</u>
Number of Graduates Continuing Education (CE)	<u>4</u>
Number of Graduates Still Seeking Employment (SE)	<u>1</u>
Number of Graduates Working in Another Field (WAF)	<u>5</u>
Number of Graduates Unable to Contact (UC)	<u>8</u>
Number of Graduates Not Seeking Employment at this Time (NSE)	<u>2</u>
Total Number of Graduates	
Note: The total must correspond to the total reported on Exhibit 2. Graduates listed in Part II may be noted in more than one category; in this situation, count them in Part I for only the first category indicated.	<u>37</u>

(Part II)

	Name (Alphabetically)	WP (A)	WAC (B)	CE (C)	SE (D)	WAF (E)	UC (F)	NSE (G)	Description
1	Acevedo, Zulma Leticia	X							Law Office of Jose Alfredo Hernandez, Santa Ana, CA
2	Allard Goral, Joyce Frieda							X	Stay-at-home mom of three kids
3	Balsitis, Angeline Marie		X						Legal Document Assistant/ Paralegal, Balsitis Document Services, Orange County, CA
4	Bellegia, Christopher Jude					X			Staffing Company
5	Berg, Gary Martin						X		
6	Bugarin, Elva Yaminah		X						Office Manager; Law Offices Of Leo Paredes Santa Ana, CA
7	Bui, Phung Thien				X				
8	Cardenas, Evelin	X							Law Offices Of Leo Paredes Santa Ana, CA
9	Demarco, Jessica Ann	X							Declined to state
10	Deroche, Michelle Janine	X							Thousand Oaks, CA
11	Duong, Penny Bichlan					X			Assistant, Sweet Dream Realty, Pomona CA

12	Easterbrook, Lisa Anne	X							Wilis De Pasquale, Esq.
13	Faz, Norma Imelda						X		
14	Fitch, Cody Austin						X		
15	Gordon, Phillip Gerard						X		
16	Hernandez, Brenda Grisel	X							Donahoo & Associates, Tustin, CA
17	Ibarra, Elias Joe						X		
18	Lajos, Christina	X							Orange County DA, Santa Ana, CA
19	Lemus, Miguel Alejandro		X						call4bail, Santa Ana, CA
20	Mc Call, Audrey Denise		X						U.S. Bankruptcy Court
21	Mitchell, Laurice Ann	X							Orange, California
22	Mitsuda, Izumi			X					Chuo University, Japan
23	Nguyen, Jessica Diepanh					X			Entrepreneur/ Founder, Torch 1975, Inc. Capistrano Beach, CA
24	Nielsen, Brigitte Penelo	X							Knapp & Spurlock, LLP Tustin, CA
25	O Donnell, Tina Marie						X		
26	Pena, Jennifer Mary						X		
27	Perkins, Cheryl Ann						X		
28	Rea, Hilda	X							Salvatore & Nokes, Santa Ana, CA
29	Sanchez, Maria D		X						Chapman University School of Law
30	Shotwell, Susan Kimberly			X					MPA program at CSUF

31	Stephenson, Robert O			X					Accounting, Western Gov. University
32	Timms, Laurette							X	Relocated to England with her husband.
33	Valenzuela, Miguel Angel		X						Dir. Business Operations, Kale Investigation Agency, Downey, CA
34	Vensand, Christine Susan					X			Office Assistant, Newport Optometric Center, Newport Beach, CA
35	Walsh, Todd Kenneth	X							Integrated Computer Solutions, Orange County CA.
36	Wong, Angela Lily				X	X			AsianWeek Foundation, San Francisco, CA
37	Woo, Amber Nicole		X						Law School

Note: See separate Instruction Sheet for instructions for completing Exhibit 23

EXHIBIT 23

Employment and Continuing Education Information on Graduates

(Part I)

YEAR 2011-2012

(Provide a separate exhibit (Part I and Part II) for each year. Use the same academic or calendar years reported on Exhibit 2. The total number of students for each academic or calendar year must correspond to the totals reported on Exhibit 2.)

Number of Graduates Working as a Paralegal (WP)	<u>9</u>
Number of Graduates Working in Another Capacity in the Legal Field (WAC)	<u>8</u>
Number of Graduates Continuing Education (CE)	<u>5</u>
Number of Graduates Still Seeking Employment (SE)	<u>2</u>
Number of Graduates Working in Another Field (WAF)	<u>4</u>
Number of Graduates Unable to Contact (UC)	<u>6</u>
Number of Graduates Not Seeking Employment at this Time (NSE)	<u>0</u>
Total Number of Graduates	<u>34</u>

Note: The total must correspond to the total reported on Exhibit 2. Graduates listed in Part II may be noted in more than one category; in this situation, count them in Part I for only the first category indicated.

(Part II)

	Name	WP (A)	WAC (B)	CE (C)	SE (D)	WAF (E)	UC (F)	NSE (G)	Description
1	Alcala, Lucero Del Rocio		X						McDermott Will & Emery
2	Ames, April Kaleen		X						Hawley Insurance Services
3	Aviles, Amanda Patrice		X						Self-Employed, Laguna Beach, CA.
4	Bird, Malia S	X							Goldman Magdalin & Krikes, Brea, CA
5	Bowman, Ronald J.			X					Univ. Cal at Irvine
6	Carter, Ryan Richard	X							Michael Sullivan and Associates
7	Castillo, Maria Alejandra		X						Haynes and Boone LLP, Irvine CA
8	Cazares, Merissa Ann					X			The Ayco Company, Irvine CA
9	Diaz, Itzel		X						Public Defender's Office, Santa Ana, CA
10	Edwards, Breanne Nichole			X					Bachelors, Cal. State Fullerton, Fullerton, CA
11	Eisenbach, Jill Alane		X						Legal Assistant, Merrit McKeon Esq. Irvine, CA
12	Gonzalez, Johana				X				Seeking employment

13	Halcrow, Helene J				X				Has done a few real estate transactions.
14	Hara, Ann Ruriko						X		
15	Henry, Lena	X							Declined to state
16	Ibrahim, Amal Ali	X							Rough Crabtree Olsen
17	Imboden, West Douglas			X					Cal State Long Beach
18	Johns, Brittany Beth		X						Friedman Stroffe and Gerard
19	Lassiter, Andrew Jonathan			X					University of Cal - Riverside
20	Le, Hang	X							Legal Aid Society of Orange County
21	Lewis, David Allan					X			Real Estate, Teaches real estate at UCI
22	Lopez, Tayna B	X							Hernandad Mexicana Humanitarian Foundation
23	Moreno, Sarah						X		
24	Nau, Janet					X			Teaching English at Cypress College
25	Pedroza, Maria	X							Scott Richards, Santa Ana Ca.
26	Pedroza, Travonne L		X						State Attorney General's Office; Los Angeles, CA
27	Pena, Cynthia Celina	X							Goodman & Dicus LLP
28	Pirzada, Yusuf Amir					X			Arrow Electronics
29	Portugal Guardia, Mario Gonzalo	X							LDS, 105 La Ronda, Tustin, CA
30	Quach, Quynh Nhu			X					South Coast College

31	Santagadea, Jacqueline						X		
32	Sheetz, Megan Lee						X		
33	Tazari, Afshin						X		
34	White, Jonathan Michael						X		*Responded, but did not answer or participate.

Note: See separate Instruction Sheet for instructions for completing Exhibit 23

EXHIBIT 23

Employment and Continuing Education Information on Graduates

(Part I)

YEAR 2012-2013

(Provide a separate exhibit (Part I and Part II) for each year. Use the same academic or calendar years reported on Exhibit 2. The total number of students for each academic or calendar year must correspond to the totals reported on Exhibit 2.)

Number of Graduates Working as a Paralegal (WP)	<u>16</u>
Number of Graduates Working in Another Capacity in the Legal Field (WAC)	<u>5</u>
Number of Graduates Continuing Education (CE)	<u>3</u>
Number of Graduates Still Seeking Employment (SE)	<u>5</u>
Number of Graduates Working in Another Field (WAF)	<u>4</u>
Number of Graduates Unable to Contact (UC)	<u>2</u>
Number of Graduates Not Seeking Employment at this Time (NSE)	<u>1</u>
Total Number of Graduates	
Note: The total must correspond to the total reported on Exhibit 2. Graduates listed in Part II may be noted in more than one category; in this situation, count them in Part I for only the first category indicated.	<u>36</u>

(Part II)

	Name (Alphabetically)	WP (A)	WAC (B)	CE (C)	SE (D)	WAF (E)	UC (F)	NSE (G)	Description
1	Adams, Rene Marie				X				Susanville, CA
2	Alvarez Ramirez, Miguel Ivan	X							Trinity Law School
3	Arias, Shirley Roxana	X							Glenn L. Silverii & Associates, Santa Ana, CA
4	Ayala, Luz G	X							The Accident Attorneys' Group; Newport Beach, CA
5	Barbosa, Dulce	X							Law Offices of Sasha Tymkowicz; Santa Ana, CA
6	Bowser, Corey Leigh	X							Chrislip & Hervatin, LLP; Santa Ana CA
7	Caro, Monica Medina				X				
8	Castrejon, Scarleth Angelica		X						Law firm in Santa Ana, CA (declined to state)
9	Cleary, Brittany Chanae		X						Interning at a law firm in the Czech Republic
10	Cortez, Jeanette Vazquez			X					
11	Do, Minh Tam Le	X							Law Offices of Rezai &

12	Ernst, Jessica Michelle					X			Office Assistant High school, Yorba Linda, CA
13	Fittery, Lisa Renee						X		
14	Fletcher, Julie Kathleen	X							PWGGC; Irvine, CA
15	Johnson, Kimberly Joy						X		
16	Kennedy, Tiffany Allison	X							Law Offices of Ghassan O. Hasan, Irvine, CA
17	Linares, Andrew	X							Cottone & Moon, LLP (virtual law firm)
18	Mazzara, Kristine Louise		X						Brown and Streza, LLC Irvine, CA
19	Mendieta, Veronica	X							Orange County Alternate Public Defender's Office, Santa Ana, CA
20	Michel Castro, Cesar Omar			X					CSU Fullerton
21	Milutinovich, Michelle L.	X							RCO, Legal; Santa Ana, Stanton, CA
22	Murray, Michael Dwayne					X			
23	Nino, Osmayda Kerena					X			Temp Paralegal – Apple
24	Ormeno, Ricardo M	X							OC Abogados; Santa Ana, CA
25	Osorio, Jessica Xiomara	X							Rezai & Associates
26	Palomo, Paloma							X	She just had a baby.

27	Rainwaters, Janisha Ann	X			Hughes & Hughes, LLP; Tustin, CA
28	Ruiz, Leticia		X		
29	Sanderson, Nicole Marie	X			Law office of Ron Mix; San Juan Capistrano, CA
30	Simmons, Heidi Leigh		X		School District
31	Vales, James Bradley		X		Morthland Trucking; Industry, CA
32	Vargas, Albert Jimenez		X		Santa Ana College
33	Vega, Maria Louise	X			Litigation Secretary, Lewis Brisbois Bisgaard & Smith LLP, Los Angeles, CA
34	Vuong, Trang Hanh	X			Malcom and Cisneros, Irvine, CA
35	Woo, Joanne Chungyan		X		Development and Research at FNX / KVCR, CA
36	Zutler, Tammy		X		

EXHIBIT 23

Employment and Continuing Education Information on Graduates

(Part I)

YEAR 2013-2014

(Provide a separate exhibit (Part I and Part II) for each year. Use the same academic or calendar years reported on Exhibit C. The total number of students for each academic or calendar year must correspond to the totals reported on Exhibit C.)

Number of Graduates Working as a Paralegal (WP)	<u>12</u>
Number of Graduates Working in Another Capacity in the Legal Field (WAC)	<u>5</u>
Number of Graduates Continuing Education (CE)	<u>5</u>
Number of Graduates Still Seeking Employment (SE)	<u>3</u>
Number of Graduates Working in Another Field (WAF)	<u>7</u>
Number of Graduates Unable to Contact (UC)	<u>8</u>
Number of Graduates Not Seeking Employment at this Time (NSE)	<u>0</u>
Total Number of Graduates	
Note: The total must correspond to the total reported on Exhibit C. Graduates listed in Part II may be noted in more than one category; in this situation, count them in Part I for only the first category indicated.	<u>40</u>

(Part II)

	Name (Alphabetically)	WP (A)	WAC (B)	CE (C)	SE (D)	WAF (E)	UC (F)	NSE (G)	Description
1	Abir, Austin Mitchell			X					CSUF – BA, Criminal Justice
2	Arroyo Castro, Erendira Yesenia						X		
3	Bautista, Laura Patricia		X						Orange County Courts, Orange, CA
4	Benson, Jessica Ann	X							Gene P. Killian, Esq. & Bruce F. Benson, Esq. & David Bardsley, Esq, Costa Mesa, CA
5	Carrasco, Guadalupe Lizet					X		X	Serving in Peace Corps, Panama
6	Evans, Nicole Christine	X							Hughes & Hughes, LLP, Newport Beach, CA
7	Evans, Rachel Lynne	X							Foley Bezek Behle & Curtis, LLP, Anaheim, CA
8	Fine, Tateum Antionette				X				Cleveland, TN
9	Flores, Isabel Cristina			X	X				CSUF – BA Sociology
10	Glinz, Dawn						X		
11	Gonzalez Grez, Jesus Maria						X		
12	Greene, Sarah Joelle		X						Capitol Disability Group, LLC, Irvine CA
13	Johns, Kathleen Ann						X		
14	Kuluris, Brent J				X				
15	Leichtfuss, Charlie Allen						X		
16	Liau, Judy Chia-Chi	X							Mathew Mulhoffer LLC, Santa Ana, CA

17	Liu, Hoa Cher				X			
18	Lopez, Lupe Adriana	X						Legal Aid Society of Orange County, Santa Ana, CA
19	Luu, Van Thi	X						Law Offices of John D. Trieu, APC., Westminster, CA
20	Martinez, Daniella Marie Michelle						X	
21	Martinez, Sonia Maria					X		Schools First Federal Credit Union, Tustin, CA
22	Meier, David N						X	
23	Miller, Brittany Lynn		X					Haynes & Boone, LLP, Irvine, CA
24	Montoya, Lizbeth Eveline		X					Greenberg Gross LLP, Costa Mesa, CA
25	Naqvi, Sadia Shoab					X		Insurance Firm, Irvine CA
26	Olivares, Nicasio Nick					X		US Army, Los Alamitos, CA
27	Padilla, Alejandro	X						Invictus Law Pc, Santa Ana, CA
28	Pham, Khatu Thuy	X						Jarvis, Krieger & Sullivan, Irvine, CA
29	Pinkney, Lisa Michelle	X		X				CSUF, BA in Criminal Justice
30	Plasencia, Ana Rosa						X	
31	Preheim, Kimberly Dawn					X		X Waitress, Paralegal Intern
32	Rank, Lindsey Lauren			X				Chapman Law School, JD expected 2016
33	Rodriguez, Victoria Danae	X						Javier G. Pineda, PLC, Santa Ana, CA

34	Sage, Lee Levoy		X		Birth Records Clerk, Mission Hospital, Mission, CA
35	Salinas, Marilupe	X			Workers Comp Firm
36	Serrano, Samantha Gabrielle		X		Southwestern Law School, JD expected 2016
37	Vela, Debbie Marie	X			County of Tulare, Visalia, CA
38	Viramontes, Yvonne Rayner		X		
39	Vo, Diane		X		Kids Dentist, Irvine, CA
40	Wenzel, Robert Graham	X			The Law Offices of Thomas F. Nowland, Newport Beach, CA

Exhibit 24

The program does not provide continuing legal education courses. There are no promotional materials for that activity.

Exhibit 25

The institution does not have any external agreements with Law Libraries.

Exhibit 26 Inventory of Required Library Resources

CALL_NO	AUTHOR	TITLE	EDITION	PUBLISHER	PUBLISHER_DATE	
K23 .T33 DNL	State Bar of	[A series of reprints] / Committee on Continuing Education of the		The Committee,	[1944?-1961]	
KF132.4 .A53 DNL		A.L.R. blue book of supplemental decisions for annotations in the		Lawyers Co-operative Pub. Co.,	1946-	
KF1104 .S36 2011	Schoenbaum,	Admiralty and maritime law / by Thomas J. Schoenbaum ; with	5th ed.	West,		LB only
KFC144.3 .S67 2003	Sproul, Curtis C.	Advising California common interest communities / authors,		Continuing Education of the Bar--	c2003-	
KFC556 .A933 2005		Advising California employers and employees / authors, Bonnie		Continuing Education of the Bar--	c2005-	
KFC342 .A935 2009		Advising California nonprofit corporations / J. Patrick Whaley,	3rd ed.	Continuing Education of the Bar,	c2009-	
KFC339 .A94 1999		Advising California partnerships / authors, John R. Bonn ... [et	3rd ed.	Continuing Education of the Bar--	c1999-	
KFC1004.P75 K57 2010	Klein, Tony.	Affidavit and proof of service requirements guide / by Tony Kline.	Calif. ed.	Process Server Institute,	c2010.	
KFC1093 .K65 1992	Knight, H. Warren.	Alternative dispute resolution / H. Warren Knight, Coleman F.		Rutter Group,	1992-	
KF8933.5 .A64 1959 DNL		American jurisprudence proof of facts, annotated; a carefully		Bancroft-Whitney Company, Lawyers	1959-73.	
KF8933.5 .A64 1974 DNL		American jurisprudence proof of facts, second series.		Lawyers Co-operative Pub. Co. [and]	1974-	
KF8933.5 .A64 1988 DNL		American jurisprudence proof of facts, third series.		Lawyers Co-operative Pub. Co. [and]	1988-	
KF8915 .A74		American jurisprudence trials; an encyclopedic guide to the		West Group,	1964-	
KF132 .A5 DNL		American law reports annotated.		Lawyers Co-operative Pub. Co.		
KF132 .A52 DNL		American law reports annotated. Second series		Lawyers Co-operative Pub. Co.	1948-1965	
KF132.1 .A42 1965 DNL		American law reports, second series. Later case service :		Lawyers Co-operative Pub. Co. ;	1965-	
KF132 .A53 DNL		American law reports. ALR 3d. Cases and annotations.		Lawyers Co-operative Pub. Co. ;	1965-1980.	
KF132 .A54 DNL		American law reports. ALR 4th. Cases and annotations.		Lawyers Co-operative Pub. Co.		
KF132 .A55 DNL		American law reports. ALR 5th. Annotations and cases.		Lawyers Co-operative Pub.,	1992-2005.	
KF132.1 .A45 1985 DNL		American law reports. ALR digest of decisions and annotations :		Lawyers Co-operative Pub. Co. ;	1985-	
KF132 .A47 DNL		American law reports. ALR federal: Cases and annotations.		Lawyers Co-operative Pub. Co.,	1969-2005.	
KF135.A7 A812 DNL		Atlantic reporter.		West publishing co.,	1886-1938.	
KFC1047.A65 C346		BAJI forms.		Thomson West,	c2004-	
KFC365.A6 M37 2007	March, Kathleen P.	Bankruptcy / Kathleen P. March, Alan M. Ahart, Leslie		Rutter Group,	2007-	
KF1104 .B5 1958	Benedict, Erastus	Benedict on admiralty.	7th ed. [rev.]	LEXIS Pub.,		LB only
KF9617 .B46 1991	Benmaman,	Bilingual dictionary of criminal justice terms : English/Spanish /		Gould Publications,	c1991.	
KF156 .B53 2009		Black's law dictionary / Bryan A. Garner, editor in chief.	9th ed.	West ,	2009.	
KF245 .B58		Bluebook : a uniform system of citation.		Harvard Law Review Association,		
KF6362.3 .U55a DNL		Bulletin index-digest system.		U.S. Govt. Print. Off.; for sale by the	1953-1994.	
KFC1047.A65 C347		CACI forms.		Thomson West,	c2004-	
KFC1051 .P43 2010	Pearl, Richard M.	California attorney fee awards / author, Richard M. Pearl ; CEB	3rd ed.	Continuing Education of the Bar--	c2010-	SM only
KFC708.A249 C35		California ballot propositions.		Los Angeles County Law Library,	1997-	
KFC47.4 .C34		California blue & white book.		West Publishing Company,	[19--]	
KFC1020 .C3 2006		California civil discovery practice / authors, Mitchell E. Abbott ...	4th ed.	Continuing Education of the Bar--	c2006-	
KFC995.A65 G66 2010	Goren, Julie A.	California civil litigation and discovery : (Litigation by the numbers	3rd ed.	Lawdable Press,	c2010.	
KFC1155 .C342		California criminal defense practice / editorial consultants,		M. Bender,	c1981-	
KFC1171.A65 C352		California criminal jury instruction companion handbook.		West,	c2009-	
KFC1100 .W5 2000	Witkin, B. E.	California criminal law / by B.E. Witkin and Norman L. Epstein	3rd ed.	Witkin Legal Institute : [Distributed by	2000.	
KFC1155.A65 C351		California criminal law forms manual / edited by Sara H. Ruddy.	2nd ed.	Continuing Education of the Bar--	c2005-	
KFC310 .J6 1996	Johns, Leland M.	California damages : law and proof / Leland M. Johns.	5th ed.	LEXIS Law Pub., Parker Publications	c1996-	
KFC210 .C35 2009		California decedent estate practice / authors, Alex R. Borden ...	2nd ed.	Continuing Education of the Bar--	c2009-	

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CALL_NO	AUTHOR	TITLE	EDITION	PUBLISHER	PUBLISHER_DATE
KFC1020 .D433	DeMeo, J. N.	California deposition and discovery practice / J.N. DeMeo, John	[1987	LexisNexis,	1987-
KF192.C3 C325		California directory of attorneys.		Daily Journal Corp.,	c1988-
KFC477.A15 C35		California drunk driving law.		James Pub.,	[1981?-]
KFC111.A34 C353 2003		California elder law resources, benefits, and planning : an		Continuing Education of the Bar--	c2003-
KFC195 .C35 2002		California estate planning / authors, Richard S. Aiello ... [et al.].		Continuing Education of the Bar--	c2002-
KFC1047.A65 C28		California forms of jury instruction.		LexisNexis,	1985-
KFC332 .C35 1999		California government tort liability practice / authors, Timothy T.	4th ed.	Continuing Education of the Bar--	c1999.
KFC134.A15 C35		California guardianship practice.		Continuing Education of the Bar--	c2005-
KFC1047.A65 C3		California jury instructions, civil [BAJI]		Thomson West,	c2004-
KFC1171.A65 C35		California jury instructions. Criminal [CALJIC].		Thomson West,	2003-
KFC1196 .C346		California juvenile courts practice and procedure.		M. Bender,	1996-
KFC215 .K86 2007	Kuney, George W.	California law of contracts / authors: George W. Kuney, Donna	1st ed.	Continuing Education of the Bar--	c2007-
KFC592 .C27		California law of employee injuries and worker's compensation.	Rev. 2nd ed.	LexisNexis,	1966-
K3 .A433 DNL		California law review.		School of Law, University of California,	
K3 .A43344 DNL		California lawyer.		State Bar of California,	1981-
KFC68 .C32		California legal forms, transaction guide. [L. W. Peterson,		LexisNexis,	1968-
KFC297 .C35 1991		California liability insurance practice : claims & litigation / M.		Continuing Education of the Bar--	c1991-
KFC229.A65 R69 2003	Rowley, Frank L.	California lien law and collection procedures / author, Frank L.	5th ed.	V.F.R.,	2003.
KFC229 .C35 1998		California mechanics' liens and related construction remedies /	3rd ed.	Continuing Education of the Bar--	c1998-
KFC1010 .C34		California points and authorities.		LEXIS Pub.,	[1965]-
KFC336 .C35 2008		California powers of attorney and health care directives / authors,	1st ed.	Continuing Education of the Bar--	c2008-
KFC323.A3 C67 1975	Cotchett, Joseph	California products liability actions / by Joseph W. Cotchett,	Rev. ed.	LexisNexis Matthew Bender,	[1975-
KFC140 .C34 2002		California real property remedies and damages / authors, M.	2nd ed.	Continuing Education of the Bar--	c2002-
KFC992 .A197		California rules of court.		West Pub. Co.,	c1987-
KFC75 .J47 2000	Jessen, Edward W.	California style manual : a handbook of legal style for California	4th ed.	West Group,	2000.
KFC47.2 .C37		California subsequent history table.		West Pub. Co.,	c1985-
KFC145.A15 C35		California tenants, a guide to residential tenants' and landlords'		California Department of Consumer	1998-
KFC310 .B66 1996	Boone, William B.,	California tort guide / William B. Boone, Paul Peyrat.	3rd ed.	Continuing Education of the Bar--	c1996-
KFC188 .C35 2001		California trust administration / Karen E. Anderson ... [et al.].	2nd ed.	Continuing Education of the Bar--	c2001-
KFC188 .C37 1999		California trust and probate litigation / authors, James A.		Continuing Education of the Bar--	c1999-
KFC298.A86 C34 2001		California uninsured motorist practice / authors, Tod M.	2nd ed.	Continuing Education of the Bar--	c2001-
KFC62 .R6 1913 DNL	California.	California unreported cases : being those decisions determined		Bender-Moss,	1913.
KFC201 .C34 1992		California will drafting / edited by Pamela J. Jester ... [et al.].	3rd ed.	Continuing Education of the Bar--	1992-
KFC592 .C295 2000		California workers' compensation practice.	4th ed. /	Continuing Education of the Bar--	c2000-
KFC1171.A65 C354		CALJIC forms.		Thomson West,	2004-
JS451.C29 C58		Citizens guide to county services, County of Los Angeles /		Public Affairs Office,	20]-
KFC1075 .E47 1989	Eisenberg, Jon B.	Civil appeals and writs / Jon B. Eisenberg, Ellis J. Horvitz,		Rutter Group,	1989-
KFC1020.A6 R95 2007	Rylaarsdam,	Civil procedure before trial. Statutes of limitations / William F.		Rutter Group,	2007-
KFC1025 .W44 1993	Wegner, William E.	Civil trials and evidence / William E. Wegner, Robert H. Fairbank,		Rutter Group,	1993-
K3 .O355 DNL		Columbia law review.			
KF4527 .U543 2007	United States.	Constitution of the United States of America as amended :		U.S. G.P.O. : For sale by the Supt. of	2007.

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CALL_NO	AUTHOR	TITLE	EDITION	PUBLISHER	PUBLISHER_DATE
KFC345.A6 F75	Friedman, C.	Corporations / C. Hugh Friedman.		Rutter Group,	1984-
KF154 .C56 DNL		Corpus juris secundum : a complete restatement of the entire		West Group,	[1936-
KF6282.A2 U55 DNL	United States.	Cumulative bulletin ... income tax rulings / Treasury Department,		G.P.O.,	1920-1922.
K52.S6 D33 1996	Dahl, Henry S.	Dahl's law dictionary : Spanish-English/English-Spanish : an	2nd ed.	W. S. Hein,	1996.
News-paper		Daily appellate report.		Daily Journal Corp.,	
KF141 DNL		Decennial digest, American digest system.		West Pub. Co.,	
KF140 DNL		Decennial edition of the American digest.		West Pub. Co.	
KF140 Index DNL		Descriptive-word index to the first and second decennial digests.	[2d. ed.],	West Pub. Co.,	1924.
KF140 Index 2 DNL		Descriptive-word index, covering third and fourth decennial		West Pub. Co.	[1940]
KF146 .P31 R67 1913 DNL	Ross, Peter V.,	Digest of the Pacific states reports prior to the Pacific reporter /		Bancroft-Whitney,	1913.
KFC188 .D72 1997		Drafting California irrevocable trusts / planned and edited by	3rd ed.	Continuing Education of the Bar-	c1997-
KFC194.L58 D73 2003		Drafting California revocable trusts / contributing editor, Marc M.	4th ed.	Continuing Education of the Bar-	c2003-
KFC556.A6 L83a		Employment litigation / Ming W. Chin ... [et al.].		Rutter Group,	2001-
KFC1065 .S39	Schwartz, Rick.	Enforcing judgments and debts / Alan M. Ahart.		Rutter Group,	1988-
KFC1121.4 .R68 2008	Rothbart, Rachel	Family law guide for domestic violence counselors & advocates /	2nd ed. / by	Harriett Buhai Center for Family Law ,	c2008.
KF105.1 .F4 DNL		Federal digest, 1754 to date [i.e. 1938].		West Pub. Co.	[c1940-1960; v. 1, c1952]
KF8840 .W68	Wright, Charles	Federal practice and procedure.		Thomson West,	1969-
KF105 .F432 DNL		Federal reporter.		West Pub. Co.,	1880-1925.
KF6276.99 .U55 DNL	United States.	Federal tax regulations.		West Publishing Co.,	c1954-
KFC339.5 .F67 2007		Forming and operating California limited liability companies /	2nd ed.	CEB,	c2007-
KFC126 .G65 2007		Going to court without a lawyer : handbook for litigants : a guide		Judicial Council of California, Center	c2007.
JS451.C29 C5818		Guilía para los servicios del condado, Condado de Los Angeles /		Oficina de Asuntos Publicos,	20]-
K8 .A69 DNL		Harvard law review.		Harvard Law Review Association.	
K8 .A85 DNL		Hastings law journal.		University of California, Hastings	
KF4819.85 .W45 2011	Weissbrodt, David	Immigration law and procedure in a nutshell / by David	6th ed.	Thomson/West,	c2011.
KF4819 .I4838		Immigration practice / Robert C. Divine.		Michie Co.,	c1994-
K33 .I534 DNL		Index to legal periodicals & books.		H. W. Wilson Co.	
KFC40 .L4 1921 DNL		Index to the laws of California, 1850-1920, including the statutes,		California State Print. Off.,	1921.
KFC290 .I57		Insurance litigation / H. Walter Croskey ... [et al.].		Rutter Group,	1995-
KF6275.99 .U54 DNL	United States.	Internal revenue acts.		West Pub. Co.,	c1961-
KF6282.A2 .I495 DNL	United States.	Internal revenue bulletin. Cumulative bulletin / Treasury		G.P.O.,	1922-1952.
KF6282.A2 .I495 DNL	United States.	Internal revenue bulletin. Cumulative bulletin / Treasury		U.S. G.P.O. : for sale by the Supt. of	1953-1969.
KF6275.99 .U545 DNL	United States.	Internal Revenue Code.		West Pub. Co.,	
KF6282.A2 .I495 DNL	United States.	Internal revenue cumulative bulletin.		Dept. of the Treasury, Internal	1969-
KF242.A1 I58		Introduction to legal research on Westlaw.		Thomson West,	c2008-
KFC1093 .L58 2005		Litigator's guide to effective use of ADR in California / authors,		Continuing Education of the Bar-	2005-
KF240 .L63 2009		Locating the law : a handbook for non-law librarians / edited by	5th ed.	Southern California Association of Law	2009.
HV98.C3 L67		Los Angeles & Ventura counties ... social service rainbow		James Pub.,	c1988-
KFC969.L6 A295		Los Angeles County court rules, keyrules. Volume III F, Superior		West,	c2009-
KFC969.L6 A293		Los Angeles County court rules.		West Pub. Co.,	c1993-
Newspaper		Los Angeles daily journal		Daily Journal Co., etc.]	

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CALL_NO	AUTHOR	TITLE	EDITION	PUBLISHER	PUBLISHER_DATE
K12 .O9 DNL		Loyola of Los Angeles law review.		Loyola of Los Angeles School of Law]	
KFC77 .L43		LSI legal professional's handbook / authored, edited, and revised		Rutter Group,	[1940-
KFC1020 .M38		Matthew Bender practice guide. California civil discovery :		LexisNexis Matthew Bender,	2003-
KFC230.B8 C76	Crompton, Charles.	Matthew Bender practice guide. California contract litigation /		LexisNexis,	2005-
KFC1021.E42 M38 2009		Matthew Bender practice guide. California e-discovery and		LexisNexis Matthew Bender,	2009-
KFC1020 .M384 2003		Matthew Bender practice guide. California pretrial civil procedure		LexisNexis Matthew Bender,	2003-
KFC1025 .M38		Matthew Bender practice guide. California trial and post-trial civil		Matthew Bender,	2006-
KFC553 .R87	Rushing, Conrad L.	Matthew Bender practice guide. California unfair competition and		LexisNexisMatthew Bender,	2004-
KF8900 .M376 2004		Matthew Bender practice guide. Federal pretrial civil procedure in		LexisNexis Matthew Bender,	2004-
K13 .C54 DNL		McGeorge law review.		University of the Pacific, McGeorge	c1997-
PE1628 .M36 1993		Merriam-Webster's collegiate dictionary.	10th ed.	Merriam-Webster,	c1993.
KFC140 .M5 2000	Miller, Harry D.	Miller & Starr California real estate / by Harry D. Miller and	3rd ed.	West Group,	c2000-
KFC140 .M552 2005	Hamilton,	Miller & Starr California real estate forms.	2nd ed. / by	Thomson West,	c2005-
KF127 .M6 DNL		Modern federal practice digest; all federal cases of the modern		West Pub. Co.	[1960-1972]
KF152 .N38		National reporter blue book; complete tables showing volume and		West publishing co.,	1938.
KF135.N6 N63 DNL		North eastern reporter.		West publishing co.	1885-1936.
KF135.N7 N62 DNL		North western reporter; cases argued and determined in the		West Pub. Co.	
KFC780.A559 O44 DNL	California. Office of	Opinions of the Attorney General of California.		California Legal Publications,	1944-
KFC345 .M33 2001	McBride, Keith W.	Organizing corporations in California / authors, Keith W.	3rd ed.	Continuing Education of the Bar--	c2001-
K13 .C54 DNL		Pacific law journal.		University of the Pacific, McGeorge	1970-1997.
KF135.P2 P33 DNL		Pacific reporter.		West Publishing Company.	
KF133 .P3 DNL		Pacific states reports. Extra annotated ... [1850-1883].		Bancroft-Whitney co.,	1904-12]
KF192.C3 P35		Parker directory of California attorneys.		Parker & Son Publications.	
KF132.1 .A41 DNL		Permanent digest of American law reports annotated, covering		Lawyers Co-opative Pub. Co. ;	1949-1951.
KFC1028.P4 F53	Flahavan, William	Personal injury / William F. Flahavan, William J. Rea, Daniel J.		Rutter Group,	1984-
KFX2173.P66 A35 2004	Pomona (Calif.)	Pomona City Code / published by order of the City Council.		Municipal Code Corp.,	2004-
KFC205 .R67 1986	Ross, Bruce S.	Probate / Bruce S. Ross, Jack W. Swink ; contributing editor,		Rutter Group,	1986-
KFC76.5.A2 P74 1997		Professional responsibility / Paul W. Vapnek, [et al.].		Rutter Group,	c1997-
KFC1004.P75 K58 2010	Klein, Tony.	Registered process server's guide to service of process in	4th ed.	Process Server Institute,	c2010.
KFC48 .A2 DNL	California. Courts	Reports of cases determined in the Courts of Appeal of the State		Bancroft-Whitney,	1935-1970.
KFC48 .A2 DNL	California. District	Reports of cases determined in the District Courts of Appeal of		Bancroft-Whitney,	1906-1935.
KFC45 .A2 DNL	California.	Reports of cases determined in the Supreme Court of the State		Bancroft-Whitney company,	1852-1934.
KFC45 .A2 DNL	California.	Reports of cases determined in the Supreme Court of the State		Bancroft-Whitney Co.,	1935-1970.
KF395.A2 A2r 1945		Restatement in the courts.	Permanent	American Law Institute Publishers,	1945.
KF395.A2 P94 1936		Restatement of the law of property / as adopted and promulgated		American Law Institute,	1936-1993.
KF395.A2 R31 1937		Restatement of the law of restitution: quasi contracts and		American law institute publishers,	1937
KF395.A2 S44 1941		Restatement of the law of security, as adopted and promulgated		American Law Institute Publishers,	c1941.
KF395.A2 C76 1971		Restatement of the law, second. Conflict of laws, 2d / as adopted		American Law Institute Publishers,	1971-1996.
KF395.A2 C78 1981		Restatement of the law, second. Contracts 2d / as adopted and		American Law Institute Publishers,	1981-
KF395.A2 J89 1982		Restatement of the law, second. Judgments 2d / as adopted and		American Law Institute,	1982-
KF395.A2 P94 1977		Restatement of the law, second. Property 2d -- landlord and		American Law Institute Publishers,	1977.

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KF395.A2 P94 1983		Restatement of the law, second. Property, 2d – donative		American Law Institute,	1983-1992.
KF395.A2 T63 1965		Restatement of the law, second. Torts 2d.	Rev. & enl.	American Law Institute Publishers,	1965-
KF395.A2 T77 1959		Restatement of the law, second. Trusts 2d / as adopted and		American Law Institute Publishers,	1959.
KF395.A2 T77 2003		Restatement of the law, trusts / American Law Institute.		American Law Institute Publishers,	2003.
KF395.A2 T77 1992		Restatement of the law, trusts—prudent investor rule :		American Law Institute Publishers,	1992.
KF395.A4 R47 1946 Index		Restatement of the law. Permanent General index, covering		American Law Institute Publishers,	1946.
KF395.A2 P92 1997		Restatement of the law. Property – mortgages : as adopted and		American Law Institute Publishers,	1997.
KF395.A2 P94 1999		Restatement of the law. Property – wills and other donative	Rev. and enl.	American Law Institute Publishers,	1999-2003.
KF395.A2 P97 2000		Restatement of the law. Property—servitudes / The American		American Law Institute Publishers,	2000.
KF395.A2 S44 1996		Restatement of the law. Suretyship and guaranty / as adopted		American Law Institute Publishers,	1996.
KF395.A2 F765 1987		Restatement of the law. The foreign relations law of the United	[Rev. and	American Law Institute Pub.,	1987.
KF395.A2 L42 2000		Restatement of the law. The law governing lawyers / as adopted		American Law Institute,	2000.
KF395.A2T64 2000		Restatement of the law. Torts—apportionment of liability / as		American Law Institute Publishers,	2000.
KF395.A2 T68 1998		Restatement of the law. Torts—Products liability / the American		American Law Institute Publishers,	1998.
KF395.A2 R475 1995		Restatement of the law. Unfair competition / as adopted and		American Law Institute,	1995.
HV98.C3 R58		Riverside/San Bernardino Counties ... social service rainbow		James Pub.,	c2006-
K23 .A4957 DNL		San Diego law review.		School of Law] University of San	
K23 .A56 DNL		Santa Clara law review.		School of Law, University of Santa	
KFC59 .S44		Shepard's California citations.		Shepard's/McGraw-Hill,	
KFC477 .S56 2008		Shoot back! : how to fight a red light camera ticket.	California		c2008.
KF195.E96 S68		Southern California directory of experts & consultants.		Los Angeles County Bar Association,	c1993-
K23 .O76 DNL		Southern California law review.		Published by the faculty and students	c1927-
KF135.S8 S612 DNL		Southern reporter.		West publishing co.,	1887-1941.
K23 .O856 DNL		Southwestern law review.		Southwestern Law School,	c1916-
K23 .T2165 DNL		Stanford intramural law review.		Leland Stanford Junior University,	c1948.
K23 .T3 DNL		Stanford law review.		School of Law, Stanford University,	
KFC25 .A213 DNL	California.	Statutes of California and digests of measures / compiled by Bion		s.n.,	1850-
R121 .S74		Stedman's medical dictionary.		Williams & Wilkins,	1911-
K25 .C35 DNL		U.C. Davis law review.		University of California Davis,	1969-
K25 .C55 DNL		UCLA intramural law review.		School of Law, University of California	1952-1953.
K25 .C55 DNL		UCLA law review.		School of Law, University of California,	[1953-
KF62.5 .W45 DNL	United States.	United States code annotated.		West Pub. Co.,	1927-
KF48 .W45 DNL	United States.	United States code congressional and administrative news.		West Pub. Co.,	1953-
KF101 .A313 DNL	United States.	United States Supreme Court reports.	Lawyers' ed.	Lawyers Co-operative Pub. Co.	
KFC75 .H75 2000	Heinrich-Wells,	Using the California style manual and the bluebook : a		West Group,	2000.
KF242.A1 D58		Westlaw user guide.		West,	
KF135.A7 A812 DNL		West's Atlantic reporter. Second series.		West Pub. Co.,	1939-2010.
KFC57 .W47 DNL		West's California digest, 2d.		West Pub. Co.,	c1981-
KFC57 .W47 DNL		West's California digest; 1850 to date, covering cases from State		West Pub. Co.	[1951-1979]
KFC80 .C313 DNL		West's California jurisprudence 3d.	3d ed.	Thomson West,	1972-
KFC25 .W45 DNL	California.	West's California legislative service.		West Pub. Co.,	

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CALL_NO	AUTHOR	TITLE	EDITION	PUBLISHER	PUBLISHER_DATE
KFC47 .W47 DNL		West's California reporter. Second series.		West Pub. Co.,	1991-2004.
KFC47 .W47 DNL		West's California reporter. Third series.		Thomson West,	2003-
KFC47 .W47 DNL		West's California reporter; cases argued and determined in the		West Pub. Co.,	1960-1992.
KF127 .W48 DNL		West's Federal practice digest 2d.		West Pub. Co.,	c1976-1987.
KF127 .W48 1984 DNL		West's Federal practice digest 3d.		West Pub. Co.,	c1984-1991.
KF127 .W48 1989 DNL		West's Federal practice digest 4th.		West Group,	[c1989-
KF105 .F432 DNL		West's federal reporter. Second series.		West Pub. Co.,	1925-1993.
KF105 .F432 DNL		West's federal reporter. Third series.		West Pub. Co.,	1993-
KF120 F42 DNL		West's federal supplement.		West Pub. Co.,	1933-1998.
KF120 F42 DNL		West's federal supplement. Second series.		West Group,	c1998-
KF170 .W47		West's legal forms.		West,	1981-
KFN5045 .A333 DNL		West's New York supplement. Second series.		West Pub. Co.	
KF135.N6 N63 DNL		West's North eastern reporter. Second series. Cases argued and		West Pub. Co.,	1936-
KF135.N7 N62 DNL		West's North western reporter. Second series.		West Pub. Co.,	1942-
KF135.P2 P33 DNL		West's Pacific reporter. Second series.		West Pub. Co.,	1931-2000.
KF135.P2 P33 DNL		West's pacific reporter. Third series.		West Group,	2000-
KF135.S6 S612 DNL		West's South eastern reporter. Second series. Cases argued and		West Pub. Co.,	1939-
KF135.S7 S612 DNL		West's south western reporter. Second series.		West Pub. Co.,	1928-1999.
KF135.S8 S612 DNL		West's Southern reporter. Second series. Cases argued and		West Pub. Co.,	1941-2009.
K27 .H57 DNL		Whittier law review.		Whittier College School of Law]	1978-
KF156 .W6712 DNL		Words and phrases.	Permanent	West Pub. Co.	[1940-
KFC1028.L33 W76 1997		Wrongful employment termination practice / consulting editors,	2nd ed.	Continuing Education of the Bar--	c1997-

- Note the Paralegal Department has received a substantial donation of reporters, digests and practice guides in the summer and fall of 2015. The program has the resources available in the Paralegal Resource room. The program will catalog and revise this list during the fall 2015 semester.