



Santa Ana College

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Business Division

Paralegal Program

Pathways to Law School Program

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Minutes

Advisory Committee 5/31/27

1. Welcome and introduction members and guests.

Present at the meeting:

Rick Manzano, Department Chair, SAC Legal Studies

Kim Smith, Assistant Professor, SAC Legal Studies

Joanna Burchell, OC District Attorney

Tom Imboden, Community Member at Large, Ret. OCSD

West Imboden, Alumnus SAC PL program, Law School Grad

Sheniece Smith, Choc Legal Department

Tim Myers, Practicing Attorney

Jessica Feeney, PL alumni, Brisco and Assoc.

Jay Gonzalez, ACME Network, Grant Partner, Industry Intermediate

Madeline Grant, Business Division Dean

Ed Keck, Adjunct and PL

The meeting was called to order at 6:12 PM by Rick Manzano. Rick welcomed committee members and introductions were made. Kim Smith took minutes.

2. Changes in the Business Division office.

- a. Staff: Rick discussed staff and marketing changes in the Business division office. Madeline Grant has been appointed Business Dean. Secretarial changes have also been made, and new to the office is Chrissie Talarigo, who is an exceptional fit to the department.
- b. Marketing: Two division videos to promote the department, Paralegal and Pathway to Law are under development. The 90 second videos will become part of the website, on social media, and other outreach presentations. Marketing to benefit the college and various programs has long been championed by Madeline Grant, who provided the information above.

3. Update on ABA interim report.

Rick provided an update on the ABA interim report. The interim report is due in Sept. and the LS program will use the ABA online program. Kristen Robinson has reported a good early response rate to the student survey information that is required as part of the report. Smith discussed why student graduate data was important to program.

Internship update:

Kim Smith provided an update on SAC work experience program. During the Spring semester, Kim instructed 20 students (at census), placed in a variety of legal cites, including Legal Aid Society, OC Courts Self Help, Catholic Charities and numerous private law firms. Kim Smith, Joanna Burchell and Sheniece Smith will look towards initiating some committee work in this area.

Joanna informed the committee about Orange County District Attorney ("OCDA") initiative to revamp the training unit in the area of paralegal. In fact, they have 18 slots to fill for fall, in the following areas: Gang Unit, Sex Assault Unit, Insurance Fraud, Traffic, Consumer Fraud, Court Services, and Appellate. Positions will be offered 10 hours per week during fall and spring and 20 hours per week in summer.

Applicants interested in the Fall semester class should apply before July 30, to begin working on Sept. 4. Resume and cover required by e-mail, then interview, followed up with background and finger prints. Background packet will be mailed. We will look into if LPR or DACA students can apply. Simple DUI ok. Students will be asked which three units they would like to work in, and one will be assigned.

The committee discussed forming an Internship Sub-committee. Kim Smith, Joanna Burchell and Sheniece Smith agreed to coordinate the sub-committee with Kim Smith.

4. High School updates.

Per Kim Smith, reporting for Kristen Robinson, SAC now has an articulation agreement with SAHS for a Paralegal 100 class, and nearly have an agreement with Godena HS. Kristen is serving on SAHS Law Academy's Advisory Board as the Co-Chair for Higher Education. The Committee is planning to host 60 SAHS students on Aug. 8 for a law-day as part of their week long law academy orientation. This is jointly funded through our SACTEC grant and equity. Jay Gonzalez discussed the Aug 8 program and members to the advisory committee, mock trial, coaching efforts being undertaken at the SAHS. SAC, UCI, and Court visits are also planned.

5. Distance Education update.

Rick reported that Blackboard to Canvas transition is taking place. Early adopters will run classes in the summer, including Ethics, Legal Env. of Business, Ethics. Hybrid classes will convert in Fall. All classes will be on Canvas in Spring 2018.

6. Pathway to Law update.

Smith reported that we will have our first completers, 8-10 students, of the certificate. Committee discussed the pathway, also known as 2+2+3.

7. Legal Interpretation and Law Office Technician Certificate update.

Grant congratulated the committee with the idea for Legal Interpretation and Law Office Technical Certificates and noted how well staff followed up with that recommendation to create new programs in the area. Tim Myers has been hired as an adjunct, classes start in fall.

8. Program assessment update.

Rick discussed program assessment and it includes data gathering this semester. Data will be reported out to the committee during the fall.

9. LEX

Kim discussed LEX, or Lambda Epsilon Chi, which is a national honor society, inducted 10 SAC students this year. It has been several years since they were active on the campus. Rick reported that Alumni are eligible to apply as Jessica Feeney expressed interest in doing so.

10. Starting a legal studies "foundation."

Rick mentioned starting a legal studies "foundation" and several ideas were provided regarding potential donors. Rick will follow up with the SAC Foundation. Joanna mentioned that the DA associations and the Peace Officer Associations generally are willing to donate to these types of foundations.

11. Continuing Legal Education needs in the community for paralegals.

Rick discussed providing continuing legal education needs in the community for paralegals. The ABA has discussed this with the department. Shanice talked about offering paralegal specific topics and the committee was generally supportive of the idea. Rick talked about students who will come back to the school to learn on a topic. Having a program may also increase paralegal compliance with the education requirement and compliance, in general, was discussed. The committee felt this would also act as a marketing tool for internships and the program as SAC becomes known through the CLE outreach as an ABA approved paralegal program.

The meeting adjourned at 7:32 PM