

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
9. 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.
 - 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 certificate. 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

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