



Santa Ana College

1530 West 17th Street, Santa Ana, California 92706

Business Division

F. Richard Manzano, J.D.
Chair, Legal Studies Department
Paralegal Program
Pathways to Law School Program
Manzano_rick@sac.edu
714-538-6806

PARALEGAL PROGRAM 2017-18 GOALS AND PROGRESS

Goal	Activity	Progress
To be recognized in the local legal community as an institution that produces graduates of a high caliber in their paralegal education enabling them to be capable and prepared to enter the job market with the ability to complete the tasks assigned to a paralegal.	Track graduates and certificate recipients for success. Survey graduates for skills and preparation readiness.	Ongoing, current data available.
To be recognized in the local legal community as an institution that produces graduates of a high caliber in their paralegal education enabling them to be capable and prepared to enter the job market with the ability to complete the tasks assigned to a paralegal.	Seek input from advisory committee on program curriculum to stay current with the local job market requirements.	On agenda for Fall 2017 advisory meeting.

Paralegal Program Goals and Activities for 2017-18.

<p>To provide the paralegal students with a quality legal education that provides them with an ethical foundation, applied skills, proficiency and the ability needed to perform tasks competently and succeed in their paralegal career.</p>	<p>Faculty will develop their courses on the Canvas platform and the outcome assessment tool will be utilized.</p>	<p>Goal is to complete all present offerings in fall 17.</p>
<p>The Santa Ana College paralegal graduate shall be able to perform many tasks normally handled by an attorney, such as preparing and understanding needed forms and pleadings, interviewing clients and witnesses, legal research and document preparation and organization.</p>	<p>Seek input from advisory committee on program curriculum to stay current with the local job market requirements.</p> <p>Gather input from employers.</p>	<p>On agenda for Spring 2018 advisory meeting.</p> <p>Input has been received and evaluated from LASOC and OCSC intern supervisors. Modifications have been made to the curriculum. See assessment report.</p>

Paralegal Program Goals and Activities for 2017-18.

<p>To educate, and network with, attorneys on the advantages associated with the employment of paralegals in their practice.</p>	<p>Require the students in the Para 297 Professional Paralegal class to attend networking opportunities such as the OCPA and Orange County Bar Association meetings.</p>	<p>Assigned as part of the requirements of the Para 297 class. Is also assigned as extra credit opportunities in Para 297 and Para 101.</p>
<p>To educate, and network with, attorneys on the advantages associated with the employment of paralegals in their practice.</p>	<p>Survey graduates and employers to determine if skills taught meet skills needed in workplace.</p>	<p>Ongoing, current data available.</p>
<p>To educate, and network with, attorneys on the advantages associated with the employment of paralegals in their practice.</p>	<p>Create learning opportunities for students to apply the skills learned in the program.</p>	<p>Intern positions in place since Spring 2013. Will continue to place interns with the Legal Aid society of Orange County. Para 105 added to summer and winter intersession.</p>
<p>To educate, and network with, attorneys on the advantages associated with the employment of paralegals in their practice.</p>	<p>Inform the legal community through the OCPA, advisory committee.</p>	<p>Full time professors are members of OCPLA. Members of advisory committee are members of OCPA and members of the legal community.</p>
<p>To educate, and network with, attorneys on the advantages associated with the employment of paralegals in their practice.</p>	<p>Maintain social media contacts such as Facebook and LinkedIn.</p>	<p>Maintained by Kristen Robinson</p>
<p>To educate, and network with, attorneys on the advantages associated with the employment of paralegals in their practice.</p>	<p>Update marketing materials such as the brochure and the department web page.</p>	<p>Web page updated by Rick Manzano</p>
<p>To educate, and network with, attorneys on the advantages associated with the employment of paralegals in their practice.</p>	<p>Send out a season's greeting card to the legal community.</p>	<p>In planning for end of Fall 2017</p>
<p>To educate, and network with, attorneys on the advantages associated with the employment of paralegals in their practice.</p>	<p>Expand internship opportunities with Public Sector employers.</p>	<p>Robust internship program in place. Assignment in 297 to explore the internship webpage. Have increased number of internships in the program.</p>

Paralegal Program Goals and Activities for 2017-18.

<p>To educate, and network with, attorneys on the advantages associated with the employment of paralegals in their practice.</p>	<p>Host the OCPA job conference.</p>	<p>Done Spring 2015, 16, 17. Planning for fall 17/Spring 2018</p>
<p>To educate, and network with, attorneys on the advantages associated with the employment of paralegals in their practice.</p>	<p>Host an expungement Clinique in association with LASOC, UCI Law</p>	<p>Scheduled 9/30/17</p>
<p>To provide state-of-the art computer literacy skills to the students by training students in the use of varied computer programs available to the legal practitioner.</p>	<p>Research online research alternatives.</p>	<p>New license agreement with Nexis/Lexis for 60 passwords in place. New text for Para 120 ordered.</p>
<p>To ensure and maintain the high quality of teaching.</p>	<p>SLO and curriculum/program review.</p>	<p>Current. Para 100, 101, 105, 107, 120, 121, 140, 145, 150, 246,248, and 297 SLOs have been gathered are in the evaluation cycle for Fall 17.</p>
<p>To ensure and maintain the high quality of teaching.</p>	<p>AAFPE meetings. LOWDL meetings. Attend the Annual State Bar meeting and CLE opportunities. Attend the Distance Education Advisory Workforce meetings. Attend the SACTAC meetings (College Technical Advisory Committee). Be involved in college faculty committees.</p>	<p>1. Kristen attended the Spring AAFPE meeting. 2.State Bar meeting planned. 3.FTF up to date on CLE. 4.Rick participates in the Distance Education Committee and the Open Education Resource committee. 5.The division has a representative at SACTAC who reports to the chairs meetings. 6. Kristen is the SAC Business Division curriculum chair/representative. 7. Kristen is on the Pathways committee. Kristen attends the statewide Pathway to Law School meetings.</p>

Paralegal Program Goals and Activities for 2017-18.

<p>To ensure and maintain the high quality of teaching.</p>	<p>Faculty will participate in teaching training opportunities at SAC.</p>	<ol style="list-style-type: none"> 1. Kim Smith is attending the new faculty institute. 2. Kim, Kristen and Rick have participated in the online learning certificate program and the Canvas training. 3. The Canvas training was incorporated into the Fall 17 department meeting. 4. The online Canvas certificate training is available for all adjuncts with a completion goal and Canvas class completed of the end of fall 17 semester.
<p>To continue to assess and respond to the needs of the local legal community.</p>	<p>Expand membership of the Industry and Community Advisory Committee. Hold minimum of two Advisory Committee meetings per year. Survey members of the committee and of the legal profession.</p>	<p>New members have been added to the PAC. The program has held two meetings per year.</p>
<p>To ensure that students are current in all areas of study, as well as keeping abreast of the growing trend for legal specialization areas in which paralegals are employed</p>	<p>Continue program review, SLO assessment. Survey members of the committee and of the legal profession. Attend the Annual State Bar meeting and CLE opportunities.</p>	<p>Ongoing.</p>
<p>To maintain relationships with the Orange County Bar Association, local and national paralegal associations like NFPA, NALA, Orange County Paralegal Association, Los Angeles Paralegal Association and AAFPE.</p>	<p>Maintain membership in the AAFPE, the California State Bar and the OCPLA. Students are required as part of course work in Para 297 "The Professional Paralegal" to attend networking activities with these organizations.</p>	<p>ongoing</p>

Paralegal Program Goals and Activities for 2017-18.

<p>To meet and exceed the high standards set by the ABA for the education and training of paralegals.</p>	<p>Conduct the ABA self-study and reapproval application and submit it to the ABA.</p>	<p>Interim report in progress. Intended submission date on or before 9/15/17.</p>
<p>To continue to maintain contacts and presence in the local legal community for the employment of our paralegal program undergraduates and graduates.</p>	<p>Expand internship opportunities.</p>	<p>CTE internship coordinator works with program students. Have internship opportunities with Legal Aid of Orange County, various agencies with the County of Orange, Self Help Center, as well as law firms. The program offerings have been greatly expanded.</p> <p>The division has hired a new general business work experience faculty who will assist the coordinator with the program.</p>
<p>To continue to maintain contacts and presence in the local legal community for the employment of our paralegal program undergraduates and graduates.</p>	<p>Host the OCPA job conference.</p>	<p>Hosted in Spring 2015. Planned for Fall 2015/Spring/2016</p>
<p>To continue to work with other departments in the college to develop new legal specialties appropriate for cross listing.</p>	<p>Maintain the Para/CJ 107 "Criminal Procedure" class. Include Bus 105 "The Legal Environment of Business" as a requirement for the program. Maintain cross listings with International Business</p>	<p>Completed.</p>

Paralegal Program Goals and Activities for 2017-18.

<p>To maintain and expand our library resources, acquisitions and on-line access for the paralegal students to have access to, and hands-on familiarity with contemporary legal materials, resources, cases and codes relevant to the research and practice of law in California.</p>	<p>Complete and maintain the legal collection for A 130 (Paralegal Legal Resource Classroom).</p>	<p>A-226 has been designated the Paralegal Resource classroom. The library collection is in A-226. Updates for the digest were purchased from lottery funds.</p> <p>Additional materials have been added.</p> <p>Periodicals are available in the resource room.</p> <p>LEXIS subscriptions to legal resources are available to students in the resource room and college library.</p>
--	---	--