

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.