



Santa Ana College

1530 West 17th Street, Santa Ana, California 92706

Business Division

F. Richard Manzano, Esq.
Department C0-Chair, Legal Studies
Program Director Paralegal Studies
manzano_rick@sac.edu

Office: SAC A-103
Phone: (714) 564-6750

Kristen Robinson, Esq.
Department Co-Chair
Coordinator Pathway to Law School
robinson_kristen@sac.edu

Kim Smith, Esq.
Workplace Learning Coordinator
Smith_kim@sac.edu

Advisory Committee 2.4.2020

In attendance: Rick, Kim, Kristen, Kim Mathews, Monica Maher - Community legal Aid Pro bono coordinator, Joanna Burchell (OCDA), Nancy Estrada - assistant at OCDA, SAC student, Jane Mathis - Counselor at SAC.

1. Program Assessment Update:

1. Rick reviewed Tracdat and SLOs for courses and PLOs for the program.

The program goals. RM -

1. Make ethical decisions, course was revised to be 3 units and to be for legal profession.

1. Kristen reviewed the redesign of the course to support the new AAT that is being submitted to the state

2. Understand legal concepts

3. Communication: oral, writing

4. Legal technology: previous assessment in this area showed a weakness, Kim Smith revised the curriculum and brought in various resources to improve tech issues

5. Critical thinking.

6. Tools to help them get employment, capstone class

2. Creation of New certificate - law office management specialist. New stackable certificate, adding principles of management course, and HR course. Rick working with Gabe in Management to create the certificate.

1. Joanna Burchell said QuickBooks would be a good class to add to the program as jobs outside of govt are using QuickBooks or similar programs to do accounting. Jane Matthis moved, Kim Smith Second, all in favor.

Monica said this was a good idea and likes the certificate. She said that we should be careful as QuickBooks could get phased out. There are other programs that are being used, so make sure that the programs are still legit. Kim said we should talk to the Law office management group. Joanna said the new programs are still based on QuickBooks, so learning it can still be helpful. Kim said we can do QuickBooks or other courses that are equivalent.

2. Our Tracdat report is available as well. Our paralegal program SLO report is up to date. And the program is seeing nice results. Joana said it is great that we are tracking student data. Monica noted that the way Canvas integrates is very nice to show outcomes.
 1. The assessment on resumes shows an improvement. The goal is to continue introducing the assignment in Para 100 and again in Para 297 where the resume process will be assessed and used as part of the student portfolio.
3. Kristen noted that there were 3 students who got certificates in 17-18 and then got associates degree in 18-19. Jane noted that students get encouraged from their certificate and then go on to get their associate degree. Nancy and Joanna agreed that getting degrees is important and very helpful.
4. Kim noted the issue of pay is one we are working on. Monica said to connect with larger firms. Jane said it is great to focus on resumes at the outset and is glad to hear that we work on resumes early. Rick and Kim noted that it is so important to get the interns at Legal aid and boost their confidence. Jane noted that some students are getting jobs, and then they want to leave school. Kim noted that we can emphasize staying in the program even when students have jobs.
5. Rick noted that because students are getting jobs, we have transitioned to nights and even Saturday classes to meet the demand of our students schedules.
6. Kim Mathews asked if NSLT cert will affect pay. Joanna and Monica both agreed it won't affect their pay at a job. Monica said that the legal management cert might give students a bump on the hiring process. Kim Smith said we could communicate some of these issues to the workplace about the value. Monica said if we give her a flyer on NSLT then she can give it to HR, Monica said Kim could give the NSLT info to the work experience providers. Joanna said government jobs are really focused on the skill set. Kim noted that we have secured a grant to offer the materials. Monica noted that alumni might want to take this course with cert. Rick will work on a Law 120 class, same as Para 120 so that students who took the course (Para120) prior to curriculum revisions may take the Law 120 course. Can not repeat Para 120 if passed with a C or better per state and college regulations.
7. ABA - RM - ABA report has to be done by DEC, but we want to finish it this semester. The ABA team will do a site visit. They will meet with advisory board, students, faculty, alumni and administration.
8. Workplace Ed - Kim Smith
 1. Fall 19 - 30 students who completed (nearly 50 started). Kim noted it really helped. Monica - is tracking the interns at legal aid. Kim noted this is a great intersection with Equity. Monica is developing data to be able to

track interns from any school that has them. Kim noted that the opportunity works with legal aid and the DA's office. Kim noted there can be specific issues for specific internship opportunities. Kim will talk with Joanna and Monica specifically about the interns.

2. Kim noted that she had a student at Adjudicate-West and they may be interested in hiring the intern.
3. Theresa Hagelbarger, the Job Developer is retiring. Kim Smith is the work experience/internship coordinator for Legal Studies. Until the position is filled, contact Kim with all work experience/internship questions. Rick said they have hired a person, as a long-term sub.
4. Joanna noted that DAs office: they had an intern at Gangs, and HEAT unit. Stacy Rodas got a paid position - extra help- paralegal trainee at Harbor court. 6 month paid position, renewable; this is discretion at the board of supervisors, for grad students who hold a cert and they do not have to have interned with the county. Students can apply for these. The county will send the call out to the programs they work with.
 1. Kim noted that we can add a question in the application regarding interest in these type of positions.
9. Kim Smith has obtained CEB materials- free for our students. All students in the program have free access to the materials. SAC has the only program in the area offering this to students.
10. Tech event - May 2nd. In conjunction with California Lawyers Association, there will be a tech event for our students and law students. Last year 50/50 SAC students and members of the legal community from the area. Kim will update.
11. Rick - Library resource assessment: we have Cal Jur, and California codes which are noted they are not up to date. We have periodicals. Lots of books, and the reference librarians can use lexis. Our students have Lexis licenses in Para 246 and Para 248. Will request additional licenses in the RARs process to expand availability to students.
12. Pathway to Law School update: Kristen gave an update on the Pathway to Law School certificate program. This is one method the program is using to encourage students to continue their education.
13. Group discussion on future of the profession: Joanna said they she can see the value of having limited license in the criminal setting. Monica discussed the pre-law programs at UCLA and how we can connect students with these opportunities.

Meeting adjourned.

Professor Robinson, Esq.

Legal Studies/Paralegal Department

