



## **Business Division**

### **Paralegal Program**

### **Pathways to Law School Program**

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### **Agenda**

#### **Advisory Committee 4/12/2018**

1. Welcome and introduction members and guests.
  1. Joanna Burchell - Paralegal: OCDA; Criminal Paralegal/Assistant Training Manager
  2. Colby Burchell OCDA Prosecutor; by personal update
  3. Francine Leon Guerrero - Paralegal Knobbe Martins
  4. Don Isbell - CTE SAUSD
  5. Theresa Hagelbarger Internship Coordinator
  6. Sheniece Smith - General Counsel: CHOC; (phone)
  7. Laurali Kobal - Firm Manager: Callahan & Blaine
  8. Madeline Grant, Dean Business Division Santa Ana College
  9. Kristen Robinson, Professor Santa Ana College
  10. Rick Manzano, Chair Legal Studies, Santa Ana College
  
2. Changes in the Business Division office.
  - a. Staff
    - i. Changes in Business Division Office: Rick noted the Madeline is the now the permanent dean of Business. She was previously interim. Rick also detailed our new office staff Chrissy and Marisol.
  - b. Marketing
    - i. Rick detailed and showed new brochures. Rick noted that he has updated the website. Kristen talked about the videos that they have made. Kim noted that we are very great program, court adjacent, affordability, ABA. Francine agreed with Kim's office. Francine and Joanna said they would like brochures. Francine also stated that she had brochures in the past and they have been taken up and used.

3. Update on ABA interim report.
  - a. Rick noted that we submitted our interim report in November 2017 - we have only heard that they received our report. We have not received any questions or other information. There has been a major change of the organization of the ABA. Our most recent report was submitted online. Status of the report is it is under review.
  
4. Internship update.
  - a. Rick noted we have made huge improvements in our internship program because of the efforts Kim, Kristen and Theresa. Kim noted that it has become so big as we have over 40 students interning this semester. Kim said that a new adjunct is coming on board to add more students into this program. Kim would like to add more professional development to the course and give more assistance to the students in law firms. Kim noted that we are very involved at Legal Aid - we are providing almost all of their people for the call center at LASOC. We have a strong relationship with OC Self-Help as well with Bethany Taylor. Kim detailed our expungement clinic. Kim - Tech information - e-competency - Francine agreed that this is very important and yes the attorneys are very glad to have paralegals that know this information. We are focused on having students in the classroom. Kristen detailed Kim and Irving attended the Relativity Fest - student was awarded a nationwide competitive scholarship to attend the training.
  - b. Theresa Hagelbarger: Detailed students getting paid internships. Students who had never worked at a job in an office are not only getting an internship but is hiring them very quickly for paid jobs. Theresa said these internships are life changing for them. This is often the student's first experience with a legitimate job. The internship program is so important for the student's development. Without the program, students would not have walked in the door, served or been able to put their education to work. Kristen detailed that several students with bachelor's degree could not get work until they got internships. Kim said the we have been able to help a DACA student get a work permit and work with a law firm. Rick noted that the capstone class has been very useful for students to see the possibilities.
  - c. Theresa wants to do an employer panel for the students. Would love to have firm as well as government people represented. These employers could talk about the need to get bachelors. Kim said the employer panel would be a great idea. Madeline wanted to know when a good time to plan or host an event like this might be. Francine said maybe a morning. Joanna said that there might be one group that would right a job description and another that would do the interviews. Joanna said there are county HR applicants. Joanna said she would be very interested in being part of a panel. Rick noted work experience is key. Kim said Kai Williamson would also be great for the panel event. Joanna said she would love to be involved, but she would have to check with the county, and that they are always concerned with having a great pool of candidates. Kristen noted that a representative form HR or someone else could come with the intention of building a diverse candidate pool. Theresa said she would love to have a flyer with things to consider if students are going to public or private firms as they have different requirements. Rick noted the capstone class students have to

- prepare resumes and the students are still learning about how to do a great resume. Theresa also noted that employers are requesting adobe. Kim noted that the adobe skills are why we added in. Francine said adobe is very important. Theresa said legal studies students can start their first semester (which this is the only requirement. Kristen noted that we can take HS students as well.
- d. Joanna: Update on DA's office internship. First semester was fall - 3 from SAC. Kim Rodas (Gangs), Shonaray Lindsay (SEx assault), Adriana Ibanez (appellate and gang unit). Kim and Adriana are still with them. Spring and summer - they are looking for summer interns. Stacy Rodas is in the DNA Unit and the body-worn camera unit. Body-worn camera they have to block any minors off the footage. Pinpoint video time-log. Innocence project. For summer, they are adding family protection and DNA. They are at 18 students from 6 colleges they work with. Some students did PIO research in state of california - ton of research. Scanning and indexing cold cases to put information into discovery info. Pinpointing and bookmarking files for the DA's. Students were able to write a summary of the case, and reported that it was very impactful. Creating discovery logs. Processing discovery for new and old cases - new disco law is requiring that they maintain a discovery log even for old cases. Student interns have been able to help greatly. Translation help - German, Spanish, Vietnamese. Interns attend court hearings - they make many logs and use excel. They witnessed interviews, and they attend DA Paralegal training. Virtual Dementia tour - second wind dreams - could be a nice mix with Elder law class. Interns got a crime lab tour and a court lab tour. Kim asked if there are placements for Pathway to law students - PLS would come under the general college intern program. Paralegal students come under the paralegal intern program. Joanna said the requirement for the internship is ABA-program enrollment. Theresa asked about paralegal-trainee is really a new hire for paralegal as they are under probation still. Joanna said you have to be a paralegal first, and then you have still have to have a year after getting your certificate. Rick and discussion on ethics of working as a paralegal. Joanna said they are teaching them workplace dynamics. Kim said that is a much-needed skill. How to respond to email and on time. They are trying to give more training supervisors. Kim said they are working on that as well and hitting that.
  - e. Madeline said this could be a great workshop. Kim said this could be a canvas module on this as well. Theresa noted that she has a checklist on this one as well.
  - f. Joanna said workplace dynamics it is little things. Kim said Legal Aid is good to teach the workplace dynamics as well. Madeline said this could be a nice training to offer to the HS students. Don agreed that could be useful. Don said it is great to have a support person to help with this and work with the students. Kristen said that SAC is a partner to help with any behavior problems, and that the professors can help with this process. OCDA has clothing they can lend to the students. Kim said we could address these issues specifically for the interns at this placement.
    - g. Madeline said this is even a bigger college issue. To make sure that we are training students for workplace dynamics in all fields. Kristen said we could add in a specific orientation for a certain placement. We could develop on for the OCDA.

Dress is High Business Casual, pressed slacks, clean shoes. If you go to court then it is shirt and tie. Madeline said we could create a wardrobe closet. Joanna said they need appellate interns. Kristen said we could add an appellate course and create a certificate

5. Distance Education update.
  - a. SAC is now using canvas, and going to canvas exclusively by summer. Don said that SAUSD is using canvas, so this will make it easier for the HS students. SAC is piloting SAC-Quest - this is a bit of an online orientation program as to how to be a good online student. Could be a module to add in for the HS students.
6. Pathway to Law update.
  - a. New Law Schools have been added to the pathway list.
  - b. Don Isbell wants to see if any are SAUSD students. See if any graduates are SAUSD so that we can promote them to SAUSD. Don Isbell please send him anything that highlights SAUSD students.
7. Legal Interpretation and Law Office Technician Certificate update.
  - a. Don Isbell noted a mistake in our interpreting brochure. "Interpreting" is spelled wrong. The brochure just received from Publications was not the proof sent to publications. Rick will follow up on having the new brochure corrected.
8. Program assessment update.
  - a. Technology in the Law Office: Kim is leading the task of the re-writing PARA 120.
9. Continuing Legal Education update: OCPA and OCBar Tech Event 4/21/18
  - a. Kim is hosted this event. Bar Association is really running this event - Bar is paying for the event. Kim is excited that students will be able to see attorneys and work with OCPA. Objectives is networking, jobs, pathways