

## **Cuyamaca Paralegal Advisory Committee SP 2022 Meeting Minutes**

8/12/22 at 5:30pm via Zoom:

<https://cccconfer.zoom.us/j/97185313574>

**Meeting ID: 971 853 13574**

G-203 The paralegal education program, including programs offered by law schools, must have an advisory committee that includes practicing lawyers, paralegals from the public and private sector, managers of paralegals when present and available in the community, faculty and school administrators and one or more members of the general public.

### **Members in Attendance:**

**Practicing Lawyers:** Garrison Klueck [garrison@familylawsandiego.com](mailto:garrison@familylawsandiego.com), Carolyn Brock [carolyn@crbrocklaw.com](mailto:carolyn@crbrocklaw.com), Haleh Razzaghi [haleh.razzaghi33@gmail.com](mailto:haleh.razzaghi33@gmail.com), Wells Lyman [wbl@cox.net](mailto:wbl@cox.net)

**Paralegals from the Public Sector:** Marjy La Costa [maryjyl@gmail.com](mailto:maryjyl@gmail.com), Suzie Johnson [sjohnson@san.org](mailto:sjohnson@san.org)

**Paralegals from the Private Sector:** Noor Haleem [Haleem.noor99@gmail.com](mailto:Haleem.noor99@gmail.com)

**Managers of Paralegals** when present and available in the community:

**Faculty and School Administrators:** Joan Rettinger [joan.retinger@gcccd.edu](mailto:joan.retinger@gcccd.edu), Harold Rucker [harold.rucker@gcccd.edu](mailto:harold.rucker@gcccd.edu)

**One or more members of the general public:** Lori Hinton [lhinton@hintonlaw.com](mailto:lhinton@hintonlaw.com), David Britton [dbrittonpyro@cox.net](mailto:dbrittonpyro@cox.net)

**CAPS Leadership Current:** Jade Levine [jadeelectra@gmail.com](mailto:jadeelectra@gmail.com)

### **Members unable to attend:**

**Practicing Lawyers:** Amy Gonzalez [agonzale@san.org](mailto:agonzale@san.org), Carole Buckner [Carole.buckner@procopio.com](mailto:Carole.buckner@procopio.com), Alex Kuner [akuner@sandiego.edu](mailto:akuner@sandiego.edu), Bhashini Weerasinghe [bw@bhashinilaw.com](mailto:bw@bhashinilaw.com)

**Paralegals from the Public Sector:** Mark Arner [sarnerde@att.net](mailto:sarnerde@att.net)

**Paralegals from the Private Sector:** Myra, Veronica Ramirez [ramirezveronica@icloud.com](mailto:ramirezveronica@icloud.com)

**Managers of Paralegals:** Michelle McGregor [michelle@mazzarellalaw.com](mailto:michelle@mazzarellalaw.com)

**Faculty and School Administrators:** George Dowden [george.gowden@gcccd.edu](mailto:george.gowden@gcccd.edu), Frantz Farreau [fcfarreau@gmail.com](mailto:fcfarreau@gmail.com), Eddie Sturgeon [eddie.sturgeon@gcccd.edu](mailto:eddie.sturgeon@gcccd.edu), Brandon Baker [brandon.baker@gcccd.edu](mailto:brandon.baker@gcccd.edu)

**One of more members of the general public:** Thomas Goolsby [Thomas.goolsby33@gmail.com](mailto:Thomas.goolsby33@gmail.com), Cynthia S Medina [Medinam\\_4@yahoo.com](mailto:Medinam_4@yahoo.com)

**CAPS Leadership:** Katia Williamson [katia.williamson@gmail.com](mailto:katia.williamson@gmail.com)

Agenda:

1. Approval of FA 21 Meeting Minutes
2. 2022 Annual Program Review
3. Curriculum Changes
4. June ABA Meeting
5. Hyflex Instruction
6. Graduate Survey Results
7. Recruitment Video
8. WBL Incorporation

1. Approval of the FA 2021 Meeting Minutes,

The minutes, along with all documents for the meeting, were made available to all invited members of the advisory committee to review prior to the meeting.

Action: The minutes for the Fall 2021 Meeting were approved by consensus upon a verbal vote.

2. 2022 Annual Program Review,

The Advisory Committee reviewed the Annual Program Review draft and are supportive. No changes were requested.

3. Curriculum changes including: PARA 175, PARA 176, PARA 125, BUS 125, Program Update including GE Cultural Diversity Requirement, GE Updates generally,

The committee members were provided with copies of the previously submitted curriculum updates and approved those changes. The committee was happy with the nature and development of PARA 176 as it reflected the discussion from the previous meeting.

Previous update remove COMM 103 and CHEM 110, add PARA 176.

Math 110 approved again for the minimum required GE. Discussion occurred and minimal math skills required was the consensus.

Committee agreed adjusting our science GE to the new PHYC 201, 202, 203, respectively and still supporting completion if a student previously completed PHYC 190, 200, or 210, it can still be applied to PARA GE in future catalog years to satisfy this GE requirement.

Cultural Diversity requirement was discussed. The group agreed that all currently listed cultural diversity courses should be included in the PARA GE package as the law is robust and these diverse perspectives could enhance law firms.

Director will move forward GE change to include: ART 151, COMM 124, ENGL 236, 238, ETHN 107, 111, 114, 118, 119, 130, 131, 132, 133, 150, 165, 166, 180, 181, 236,

238, HIST 107, 114, 115, 118, 119, 130, 131, 132, 133, 148, 180, 181, HUM 111, POSC 165, 166, PSY 125, 132, SOC 114, 120, 125, and 150.

4. ABA June 2022 Meeting Update,

ABA is being more lenient about the camera requirement and just requires active participation for synchronous courses. Instructor must still be on camera.

Committee was very concerned about this and had a vibrant discussion. They advised in the end that the camera requirement with virtual background still be required for instruction and that students be instructed to talk to their instructors for special exemptions that should be widely granted.

5. Hyflex instruction, 100, 110, 135?

Currently hyflex instruction is not permitted under the current ABA categories of instruction, but we had a discussion looking towards the future. Lively discussion occurred about online learning and the overall direction of the program. The committee wants to review more information about online vs. in person success rates for courses at the next meeting.

At this time the committee does not support hyflex instruction and urges more use of a hybrid model (if in person is required by the Chancellor or synchronous lectures).

6. Results of the Fall 2021 Graduate Survey

Spring Fall had 6 graduate applicants, and eventually degrees were conferred upon all 6 of those applicants.

Surveys were emailed to Paralegal graduate applicants upon the completion of the Fall 2021 term. 83.3% of the surveys were returned by the 6 applicants who earned degrees in Fall 2021. One student responded that he did not want to participate in the survey.

One employed graduate (1) is currently working in positions they had while in the program and another (1) is working as a Paralegal. 3/6 graduates are seeking employment.

Of the 5 students, 1 has plans to continue their education with another concurrently earning a bachelor's degree.

The most helpful courses were PARA 130 (5/5), PARA 110 (1/5), PARA 132 (5/5), PARA 146 (1/5), and PARA 145 (1/5).

5/5 felt adequately prepared in their writing and speaking skill development. 5/5 felt adequately prepared with diverse people. 5/5 felt prepared to function ethically and professionally. 5/5 felt their critical thinking skills had improved

with the program. One graduate believes more interaction between students is needed.

7. Recruitment Video finished.

Committee will share the link with any prospective students and are pleased with the outcome.

9. WBL incorporation

We discussed the incorporation of WBL SLOs into the new curriculum changes and the committee generally supports this action giving students greater exposure to the post-graduation environment and further considerations of students' future while in school.