



Cuyamaca Paralegal Advisory Committee SP 2023 Meeting Minutes

6/12/23 at 5:30pm via zoom: <https://us06web.zoom.us/j/85824575178>

Meeting ID: 858 2457 5178

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: Wells Lyman wbl@cox.net, Sara Khosrobadi sara@kandhlwgroup.com

Paralegals from the Public Sector:

Paralegals from the Private Sector: Tomas Huerta THuerta@ICWGroup.com, Noor Haleem Haleem.noor99@gmail.com

Managers of Paralegals when present and available in the community:

Faculty and School Administrators: Joan Rettinger joan.retinger@gcccd.edu, Taylor Lemker taylor.lemker@gcccd.edu, Eddie Sturgeon eddie.sturgeon@gcccd.edu, Brandon Baker brandon.baker@gcccd.edu, Frantz Farreau fcfarreau@gmail.com, George Dowden george.dowden@gcccd.edu, Charlene Alsbaugh charlene.alsbaugh@gcccd.edu

One or more members of the general public: Lori Hinton lhinton@hintonlaw.com, David Britton dbrittonpyro@cox.net, John Hall johnhall574@gmail.com

CAPS Leadership Current: Ariane San Miguel ariane.sanmiguel8@gmail.com, and Ana McMahon anarmcmahon@gmail.com

Members unable to attend:

Practicing Lawyers: Amy Gonzalez agonzale@san.org, Carole Buckner Carole.buckner@procopio.com, Alex Kuner akuner@sandiego.edu, Carolyn Brock carolyn@crbrocklaw.com, Garrison Klueck garrison@familylawsandiego.com, Haleh Razzaghi haleh.razzaghi33@gmail.com

Paralegals from the Public Sector: Mark Arner sarnerde@att.net, Marjy La Costa maryjyl@gmail.com, Suzie Johnson sjohnson@san.org

Paralegals from the Private Sector: Sadie Sullivan-Greiner s.sullivangreiner@gmail.com,

Managers of Paralegals: Michelle McGregor mmcgregor@lynberg.com

Faculty and School Administrators: Harold Rucker harold.rucker@gcccd.edu,

One of more members of the general public: Thomas Goolsby
Thomas.goolsby33@gmail.com, Cynthia S Medina Medinam_4@yahoo.com,
CAPS Leadership: Katia Williamson

Agenda:

1. Approval of the FA 2022 Meeting Minutes
2. Graduate Survey-FA 22 and SP 23- underway by Prof . Baker
3. Curriculum Updates:
 - A. WBL Incorporation into SLOs: PARA 100
 - B. Practicum Course Development Update- delayed
 - C. Updates: GE Area E- History is updating
 - D. “C” grade or better language change:
 5. Achievement of a “C” grade or better higher or “Pass” in all courses counted toward the major. (P/NP grading not accepted for the major.)
 6. A maximum of 12 “P”* semester units taken in regular course work at this institution may be counted toward the 60 semester units required for graduation. but shall not be included as part of the requirements for the major.
 - E. Hyflex Instruction- FA 23- PARA 100 and possibly PARA 135
 - F. Move towards 8 weeks courses rather than 16- PARA 100
4. Feedback on ABA Re-Approval Report- 15 changes made to update during the SP 23 semester; submitted June 1.
5. Department Renaming Consideration - Paralegal Studies vs Legal Studies
6. Student Recruitment/Support Activities
 - A. Mentor Sessions
 - B. Student Org Activities- Courtroom Visit, study groups, legal community outreach
 - C. High School Outreach: Valhalla, Steele Canyon, Monte Vista, Helix in FA 23
 - D. Bar Informational Sessions: Foothills and SDCBA
 - E. SDPA Participation
 - F. Social Media- Facebook and Instagram
7. Conference Updates
 - A. AAfPE Spring Conference Summary- Creating virtual environments for our students to connect- Lunch and Learn Career Panels, Law Office Culture & communications, Job searching/interviews; department events: virtual orientation and meet ups. Use of tech and video clips in the classroom;
<https://docs.google.com/document/d/1eiJWTKG3W-7Xjh-w2Ui24C3ZhTEUgx9MNougMULegRQ/edit>
 - B. CALI Conference- AI use/ training in law schools?
8. Employer Focus Group Feedback

Meeting Minutes:

1. Approval of the FA 2022 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 2022 Meeting were approved by consensus after movement and a second.

2. Graduate Survey FA 22 and SP 23- Prof. Baker

Fall 2022 Graduate Survey Results

Fall had 4 graduate applicants, and eventually degrees were conferred upon all 4 of those applicants. Surveys were emailed to Paralegal graduates upon the completion of the Fall 2022 term. 100% of the surveys (4) were returned by the applicants who earned degrees in Fall 2022. Two employed graduates (2) are currently working in positions they had while in the program and another (1) is working as a Paralegal. 1/4 graduates is seeking employment. Of the 4 students, none has plans to continue their education. The most helpful courses were PARA 130. 4/4 felt adequately prepared in their writing and speaking skill development. 4/4 felt adequately prepared with diverse people. 4/4 felt prepared to function ethically and professionally. 4/4 felt their critical thinking skills had improved with the program.

Spring 2023 Graduate Survey Results

Spring 2023 survey is underway we had 14 graduates this semester 8 of those already have reported having paralegal positions. We are awaiting responses from more applicants and will make the full report at the next meeting. We are seeing many of our paralegal students employed and having reports back from more distant graduates of their continuation on to law school.

3. Curriculum Updates:

1. WBL Incorporation into SLOs

Glossary of Terms and Standard

Examples in PARA 100, PARA 125, PARA 176, BUS 125

The committee members were provided with copies of the COR and approved those changes incorporating WBL. The committee was happy with the nature and development of WBL as it reflected the discussion from the previous meeting.

2. Practicum Course Development Update- delayed

Action item remains: review and approve proposed course at next department meeting.

3. Updates: GE Area E (History dept is updating)

-HIST 132 is now HIST 128

-HIST 133 is now HIST 129

- 4.. "C" grade or better language change:

Achievement of a "C" grade or better higher or Pass in all courses counted toward the major. (P/NP grading not accepted for the major.)

A maximum of 12 "P"* semester units taken in regular course work at this institution may be counted toward the 60 semester units required for graduation, but shall not be included as part of the requirements for the major.

The committee members sought clarification of the changes to the College language re C/Pass and feel the changes will not hurt PARA students.

5. Hyflex Instruction- FA 23- PARA 100 and possibly PARA 135

Committee was satisfied that students will have an opportunity for in person instruction with this modality in a limited text environment.

6. Move towards 8 weeks courses rather than 16- PARA 100

Committee voiced no concerns with the move of PARA 100 to 8 weeks.

4. ABA Re-approval report- 15 changes/updates made during the SP23 semester, submitted June 1.

Committee previewed submitted changes before the meeting and supports the submitted document.

5. Department Renaming Consideration- Paralegal Studies v Legal Studies

1. Anecdotal evidence that name change has helped other institutions' enrollment.

2. It would detail a change in the abbreviation which would need to go through Curriculum as course titles would change

Committee had a robust discussion regarding drawing in more students, and possible misunderstanding of the nature of courses.

Dean Dowden strongly advised against such action as the Chancellor's office will be establishing a common nomenclature for the CCC System which may cause a second change. No further action will be taken at this time.

6. Student Recruitment/Support Activities

1. Mentor Sessions- Stan Gaines, Faculty- multiple sessions completed. Helped students develop plans

2. Student Org Activities- Courtroom Visit, Legal Community Outreach- SDPA

Committee was very happy to hear the student organization is becoming a key connection to the legal community for the department

3. HS Outreach planned for FA 23- Valhalla, Steele Canyon, Monte Vista, Helix
4. Bar Info Sessions: Foothills and SDCBA- dates to be put forward
Committee suggests also conducting events in conjunction with the SD County Law Library
5. SDPA Participation- Upcoming Lunch and Learn Events- director and students attending.
6. Social Media- FB & IG
We are currently using FB and IG with hopes to expand to TikTok in FA 23. Student Org actively using Instagram currently.\
7. Conference Updates
 1. **AAfPE Spring Conference Summary:** Creating virtual environments for our students to connect. For example, Lunch and Learn Career Panels, Law Office Culture and Communications, Job/Searching and interviews, department events.
Committee supports these types of activities for our students.
 2. **CALI Conference:** How AI will be used for training in law schools.
(Upcoming)
Committee had a robust discussion to share insight into the current use of AI. Judge Sturgeon reports that it is not being used by the courts thus far. Private Sector Paralegals report it is used to draft client communication and letters. Attorneys on the Committee suggest learning the context and what it can do. The Dean has inquired if faculty would be including AI policies in their syllabi which the faculty confirmed.
8. Employer Focus Group Feedback
Committee was provided a copy of the Employer Focus Group Summary before the meeting to preview before the event and were invited to add additional information. Committee added insight on how paralegals are recruited, titles for paralegals for their firms, and critical skills they look for in a starting paralegal. Many members of the EFG have indicated they use Lexis rather than Westlaw in practice due to costs.
Action Item: Next contract renewal switch from Westlaw to Lexis for legal research database.