



Cuyamaca Paralegal Advisory Committee FA 2023 Meeting Minutes

11/13/23 at 5:30pm via zoom:

<https://gcccd-edu.zoom.us/j/83330990013>

Meeting ID: 833 3099 0013

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.

In the zoom:

- | | |
|-------------------------|----------------------|
| 1. Joan Rettinger | 9. Michelle McGregor |
| 2. Monica Rosas | 10. Nick Brust |
| 3. Ariane San Miguel | 11. Noor Haleem |
| 4. Carolyn Brock | 12. Reagan Pendarvis |
| 5. Deepalie Milie Joshi | 13. Sara Khosroabadi |
| 6. Francess Stromberg | 14. Suzie Johnson |
| 7. Frantz Farreau | 15. Wells Lyman |
| 8. George Dowden | 16. Bud Klueck, CFLS |

In-person:

1. David Britton, Faculty
2. Lori Hinton
3. Sam Baboo
4. Brandon Baker
5. Maryna Danial
6. Joan Rettinger

Members in Attendance:

1. **Practicing Lawyers:** Carolyn Brock carolyn@crbrocklaw.com, Wells Lyman wbl@cox.net; Sara Khosroabadi sara@kandhlwgroup.com, Garrison Klueck garrison@familylawsandiego.com
2. **Paralegals from the Public Sector:** Suzie Johnson sjohnson@san.org
3. **Paralegals from the Private Sector:** Noor Haleem Haleem.noor99@gmail.com; Sam Barboo

4. **Managers of Paralegals** when present and available in the community: Michelle McGregor mmcgregor@lynberg.com
5. **Faculty and School Administrators:** George Dowden george.dowden@gcccd.edu; Joan Rettinger joan.rettinger@gcccd.edu; Frantz Farreau fcfarreau@gmail.com; Brandon Baker brandon.baker@gcccd.edu Monica Rosas, Milie Joshi
6. **One or more members of the general public:** Lori Hinton lhinton@hintonlaw.com; Nicolas Brust, Reagan Pendarvis, Office of Senator Bryan Jones Office; David Britton dbrittonpyro@cox.net
7. **CAPS Leadership Current:** Maryna Danial, Francess Stromberg, and Ariane San Miguel ariane.sanmiguel8@gmail.com

Members unable to attend:

1. **Practicing Lawyers:** Amy Gonzalez agonzale@san.org, Carole Buckner Carole.buckner@procopio.com, Alex Kuner akuner@sandiego.edu,
2. **Paralegals from the Public Sector:** Mark Arner sarnerde@att.net, Marjy La Costa maryjyl@gmail.com,
3. **Paralegals from the Private Sector:** Sadie Sullivan-Greiner, Debra L. Barker, Tomas Huerta THuerta@ICWGroup.com,
4. **Managers of Paralegals:** Amber Romagnolo, Alexia Mendez
5. **Faculty and School Administrators:** Taylor Lemker taylor.lemker@gcccd.edu, Eddie Sturgeon eddie.sturgeon@gcccd.edu, Charlene Alsbaugh charlene.alsbaugh@gcccd.edu, Harold Rucker harold.rucker@gcccd.edu;
6. **One of more members of the general public:** John Hall johnhall574@gmail.com, Thomas Goolsby Thomas.goolsby33@gmail.com, Cynthia S Medina Medinam_4@yahoo.com,
7. **CAPS Leadership:**

Agenda:

1. Introductions
2. Approval of the SP 2023 Meeting Minutes
3. Graduate Survey-SP 23 and SU 23- underway by Prof . Baker
4. Curriculum Updates:
 - A. WBL Incorporation into SLOs: PARA 121, 145, 146, 150, 151- standard 5yr update
 - B. Practicum Course Development Update
 - C. Hyflex Instruction- FA 23- PARA 100 and PARA 135
 - D. Move towards 8 weeks courses rather than 16- PARA 100
 - E. Student Petition for Cultural Diversity Requirement- SDSU POLS 331 or 366
5. ABA Re-Approval Site Visit- Dec 5th.
 - A. Program Objectives:

This degree program is specifically designed to prepare and provide students with the analytical skills and written abilities necessary to assist attorneys in the practice of law. The technical curriculum goals and objectives emphasize three primary areas:

1. Legal Research, Analysis and Writing
2. Ethics and the Mechanics of Law
3. Integration of Substantive and Procedural Law

The successful paralegal degree candidate will possess a broad educational background with an opportunity to gain specialized skills in specific areas of law. The large curriculum offering also allows practicing paralegals to attend college refresher or new skills development courses.

Program Learning Outcomes

Upon successful completion of this program, students will be able to:

- Apply the research, analytical skills and college-level writing abilities necessary to assist attorneys in the practice of law.
- Conduct oneself in an ethical and professional manner when confronted with a law office related conflict scenario.

B. Trends, Development, Issues in the Paralegal Profession

C. Assist in assessing the job market

D. Assess the effectiveness of the total program in terms of:

- i. curriculum and objectives,
- ii. needs of the legal community
- iii. graduate performance

E. Should:

i. Advise in admissions standards for students

ii. Assist in Securing Competent Instructors.

iii. Assist in exploring and developing career opportunities for

paralegals

iv. Publicize the program and secure community cooperation and

interest.

v. Evaluate the adequacy of library resources

6. Student Recruitment/Support Activities

B. Student Org Activities- Courtroom Visit, study groups, legal community outreach

C. High School Outreach: Valhalla, Steele Canyon, Santana, Helix in FA 23

D. Bar Informational Sessions: Foothills and SDCBA

E. SDPA Participation- Lunch and Learns and CAPS Events

F. Social Media- Facebook and Instagram

7. Conference Updates

A. AAFPE National Conference Summary

B. CALI Conference- AI use/ training in law schools

8. Securing Competent Instructors

A. Recruit new Judge/ Instructor for PARA 110 Civil Litigation, PARA 140 Criminal Law & Procedure, PARA 160 Personal Injury

B. Recommendations

Email suggestion of Judge Renee Galente

9. Library Resources

A. Last Update FA 21/ SP23 in ABA Report Updates

B. Library Hours v Class Hours

C. Electronic v Hard Copies/ Hard Copy Locations

10. Annual Program Review

Meeting Minutes:

1. Introductions

2. Approval of the SP 2023 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 SP 2023 Meeting were approved by consensus after movement and a second.

3. Graduate Survey-SP 23 and SU 23- underway by Prof . Baker

Spring 2023 Graduate Survey Results

Spring 2023 survey is underway we had 14 graduates only 3 grads have not responded with their employment information. We are seeing many of our paralegal students employed and having reports back from more distant graduates of their continuation on to law school.

Summer 2023 and Fall 2023 Graduate Numbers

Summer 1- she is employed at as a paralegal currently at a local law firm

Fall 7- survey is underway

4. Curriculum Updates:

A. WBL Incorporation into SLOs: PARA 121, 145, 146, 150, 151- standard 5yr update

Committee asked for clarification of the 5 year review process and supports changes.

B. Practicum Course Development Update

Committee was pleased the course has been developed and approved the draft for submission to the Dean and Curriculum committee.

C. Hyflex Instruction- FA 23- PARA 100 and PARA 135

Committee approves of Hyflex 8 week instruction for PARA 100, but would like to see PARA 135 move out of hyflex as students were regularly participating online rather than in person.

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

Committee supports the move of PARA 135 to 8 weeks in a method with increased student contact for FA 24.

E. Student Petition for Cultural Diversity Requirement- SDSU POLS 331 or 366

Committee approves of SDSU's POLS 331 or 366 for the cultural diversity requirement for the general petition.

5. ABA Re-Approval Site Visit- Dec 5th.

A. Program Objectives- reviewed in detail with the committee

B. Trends, Development, Issues in the Paralegal Profession- committee was provided an opportunity to provide additional comments on this leading to a discussion of AI usage.

C. Assist in assessing the job market

D. Assess the effectiveness of the total program in terms of:

- i. curriculum and objectives,
- ii. needs of the legal community
- iii. graduate performance

E. Should:

- i. Advise in admissions standards for students
- ii. Assist in Securing Competent Instructors.
- iii. Assist in exploring and developing career opportunities for paralegals
- iv. Publicize the program and secure community cooperation and interest.

Committee has renewed their support for social media presence beyond facebook and Instagram, suggesting we also embrace tiktok and increase marketing to local legal publications.

- v. Evaluate the adequacy of library resources
6. Student Recruitment/Support Activities
- B. Student Org Activities- Courtroom Visit, study groups, legal community outreach
 - C. High School Outreach: Valhalla, Steele Canyon, Santana, Helix in FA 23
Committee would like to see more marketing to our student demographic which is older than high school students
 - D. Bar Informational Sessions: Foothills and SDCBA
Committee suggests also conducting events in conjunction with the SD County Law Library. Events to be held in SP 24.

- E. SDPA Participation- Lunch and Learns and CAPS Events
- F. Social Media- Facebook and Instagram
Committee request we venture into tik tok and continue to seek out our student demographic 20+ age students.

7. Conference Updates

- A. AAfPE National Conference Summary
Continued interest into developing AI curriculum, but the committee advised we do not make the leap yet as there is still a significant issue with hallucinations.
- B. CALI Conference- AI use/ training in law schools
Law schools are holding back and even law instructor access has been rolled back with AI due to continued hallucinations

8. Securing Competent Instructors

- A. Recruit new Judge/ Instructor for PARA 110 Civil Litigation, PARA 140 Criminal Law & Procedure, PARA 160 Personal Injury
- B. Recommendations
Committee member suggests reaching out to Judge Renee Galente as she has similar experience as Judge Sturgeon. Committee members also suggest adding more judges to the advisory committee if they are unable to teach within the program.

9. Library Resources

- A. Last Update FA 21/ SP23 in ABA Report Updates
- B. Library Hours v Class Hours
Prof. Baker reported to the committee that PARA 130 is actively making use of the library during her class sessions.
- C. Electronic v Hard Copies/ Hard Copy Locations

Committee is enthusiastic about the access to Westlaw for more of our PARA students and support the transition to Lexis at the next contract renewal.