



Paralegal/Legal Assistant Studies Associate in Science (A.S.) Degree Narrative

Advisory Committee Recommendation

Uniquely, two advisory committees at Delta College recommended creation of a paralegal program. Indeed, in response to data showing tremendous need and potential, members of the Business & Accounting Advisory Committee, at a December 2016 meeting, directed faculty to move forward with a paralegal program, including the application for CTE funds and Strong Workforce funds for related purposes. Similarly, at a December 2017 Pathway to Law & Paralegal/Legal Assistant Studies Advisory Committee meeting, minutes reflect that “It was motioned and seconded to apply for CTE funding and other funding necessary to explore, develop, implement, and operate the proposed paralegal program. The advisory committee unanimously approved the motion.” Later, in April 2018, the Pathway to Law & Paralegal/Legal Assistant Studies Advisory Committee further approved of the course prerequisites and corequisites for the program. Thus, two advisory committees at Delta College have recommended the development and implementation of the paralegal program, and the minutes and membership are included on the next nine and a half pages of this narrative.



Recorder:

Steven McCarty

Attendees:

Joel Blank, Rick Capello, Jerome Clay, Antonio Gomez, Ki Ingersol, Steven McCarty, Michael Pinkerton, Monica Sousa, Evan Wade

Absent:



College Mission Statement

(BP 1200)

San Joaquin Delta Community College District serves the needs of students and the District community by providing excellent post-secondary education to the associate degree level, general education and preparation for transfer to other post-secondary institutions, career and technical education, economic development, and the development of intellectual autonomy. To achieve this objective, the faculty and staff are committed to offering high quality instructional programs, student services, and efforts to enhance the public good.

Using the institution's governance and decision-making process, the institution reviews its mission statement on a regular basis and revises it as necessary.

Applied Science, Business and Technology

**Pathway to Law &
Paralegal/Legal Assistant
Advisory Committee**

Minutes

Welcome and Introductions

April 19, 2018 meeting called to order at approximately 4:30 pm by Steven McCarty.

Approval of Minutes

The committee approved the minutes from the December 2017 meeting (J. Blank and S. McCarty motioned and seconded).

Old Business

There was no prior business.

Program Updates

- S. McCarty provided an update on the Pathway to Law program, including with regard to the Spring 2018 Law Firm Tour, Courthouse Tour, LSAT Workshop, Law Day Luncheon, the Mock Trial Team and Course, adjunct faculty hiring process update, the Pre-Law Studies Certificate of Achievement, the Law, Public Policy, and Society AA-T Degree, the Social Justice Studies AA-T Degree, the Paralegal/Legal Assistant Studies Certificate of Achievement, and the Paralegal/Legal Assistant Studies A.S. Degree.

New Business

- CTE Funding received 2016-17– N/A
- CTE Funding request 2017-18 – S. McCarty
 1. Applying for CTE funding and other funding necessary to explore, develop, implement, and operate the proposed paralegal program was already unanimously approved by this



committee at the December 2017 meeting; however, S. McCarty presented updated information regarding the recent application for CTE funds to secure a 3-Year Westlaw Contract, Paralegal Program Contract Services, and Professional Development for faculty (CCCAOE and JSPAC conferences), including application details and cost estimates.

2. M. Pinkerton suggested including multiple legal research databases in the coursework for legal research in the paralegal program, especially Westlaw and LexisNexis—not only Westlaw, even if that is the only service that students will have full access to on campus due to budgetary constraints.
- Core indicators
 - Discuss and develop plan for 17-18 indicators– N/A
 - Discuss and develop plan for 18-19 indicators– N/A
 - Review course prerequisites and co-requisites* – S. McCarty
1. S. McCarty presented several LAW and BUS courses (and their co-requisite or prerequisite information) in the Pathway to Law program and/or the proposed Paralegal program, including BUS 8 (possibly cross-listed as LAW 001), LAW 002, LAW 003, LAW 004, LAW 005, LAW 006, LAW 007, LAW 008, LAW 009, LAW 010, LAW 011, LAW 012, LAW 013, LAW 014, LAW 015, LAW 016, LAW 020 (BUS 038AA), LAW 050H, LAW 68V, LAW 075, BUS 038Y (cross-listed with POLSCI 015V), and BUS 038Z.
 2. The committee approved the course prerequisites and corequisites for the aforementioned courses (M. Pinkerton and K. Ingersol motioned and seconded).

Other

- Field Trips– N/A

Next Meeting

Next meeting suggested for early December 2018.

Adjournment

Meeting adjourned at approximately 5:27 pm.

*This is a bi-annual requirement.

Recorder:

Steven McCarty

Attendees:



Joel Blank, Leslie Cunningham, Leah Gillis, Jonathan Garzoli, Keiland Henderson, Steven McCarty, Ron Northup, Cindy Ostberg, Stephen Rosenbaum, Martha Villarreal

Absent:

College Mission Statement

(BP 1200)

San Joaquin Delta Community College District serves the needs of students and the District community by providing excellent post-secondary education to the associate degree level, general education and preparation for transfer to other post-secondary institutions, career and technical education, economic development, and the development of intellectual autonomy. To achieve this objective, the faculty and staff are committed to offering high quality instructional programs, student services, and efforts to enhance the public good.

Using the institution's governance and decision-making process, the institution reviews its mission statement on a regular basis and revises it as necessary.

Applied Science, Business and Technology

**Pathway to Law &
Paralegal/Legal Assistant
Advisory Committee
Minutes**

Welcome and Introductions

December 4, 2017 meeting called to order at approximately 6:15 pm by Ron Northup.

Approval of Minutes

There were no prior meetings or minutes to review.

Old Business

There was no prior business.

Program Updates

- There were no program updates.

New Business

- Pathway to Law Program– S. McCarty

3. Leslie Cunningham and Steven McCarty presented an overview of the Pathway to Law program, including the history and purpose of the program, as well as how the program is structured at Delta College.

- Paralegal/Legal Assistant Program– S. McCarty

4. Steven McCarty presented an overview of the proposed paralegal program, including the proposed certificate and degree in Paralegal/Legal Assistant Studies, as well as the need to develop several courses to comply with



guidelines and requirements of the American Bar Association and the California Business and Professions Code.

- Law, Public Policy, and Society AA-T Degree– S. McCarty
- 5. Steven McCarty presented an overview of the proposed Law, Public Policy, and Society degree, including that it is stackable with Pathway to Law program requirements and the Pre-Law Studies Certificate.
- Pre-Law Studies Associate in Science (A.S.) degree– S. McCarty
- 6. Steven McCarty presented an overview of the proposed Pre-Law Studies certificate, which mirrors the requirements for completion of the Pathway to Law program.
- CTE Funding received 2016-17– N/A
- CTE Funding request 2017-18 – S. McCarty
- 7. It was motioned and seconded to apply for CTE funding and other funding necessary to explore, develop, implement, and operate the proposed paralegal program. The advisory committee unanimously approved the motion.
- Core indicators
 - Discuss and develop plan for 17-18 indicators– N/A
- Review course prerequisites and co-requisites*– N/A

Other

- Field Trips– N/A

Next Meeting

Next meeting suggested for April 2018.

Adjournment

Meeting adjourned at approximately 7:15 pm.

Recorder: Steven McCarty



Attendees:

Dean Danielson, Tammy Drescher, Les Fong, Jonathan Garzoli, Kathy Huff, Andrew Kobylanski, Jasmine Leek, Charles Lyles, Steven McCarty, Rafael Medina, Gillian Murphy, Jennie Noriega, Ron Northrup, Leticia Parises, Waqar Rizvi, Martha Villarreal, Chris Wardell, Gail Wardell

Absent:



College Mission Statement
(BP 1200)

San Joaquin Delta Community College District serves the needs of students and the District community by providing excellent post-secondary education to the associate degree level, general education and preparation for transfer to other post-secondary institutions, career and technical education, economic development, and the development of intellectual autonomy. To achieve this objective, the faculty and staff are committed to offering high quality instructional programs, student services, and efforts to enhance the public good.

Using the institution's governance and decision-making process, the institution reviews its mission statement on a regular basis and revises it as necessary.

Applied Science, Business and Technology

Business & Accounting

Advisory Committee

Minutes

Welcome and Introductions

December 6 meeting called to order at 5:05 pm by Les Fong.

Approval of Minutes

Members were asked to review minutes from the May 10, 2016 meeting. Minutes were approved by the Committee.

Old Business

Gillian Murphy welcomed Steven McCarty as the new Associate Professor of Business Law.

Program Updates

• Paralegal program – S. McCarty

1. Steven McCarty distributed two handouts and presented information regarding the proposed paralegal program and the proposed Law, Public Policy, and Society degree.
2. Jonathan Garzoli recommended looking at the American Bar Association's website for information regarding designing and implementing a paralegal program.
3. Steven McCarty motioned for approval from the Advisory Committee to move forward with continuing to explore the feasibility of a paralegal program, including the potential application for CTE funds and Strong Workforce funds for related purposes, as well as to proceed with the development of a Law, Public Policy, and Society degree and/or certificate program. Ron Northrup seconded the motion. The Advisory Committee unanimously approved the motion to move forward with both programs as indicated, including potentially seeking funding.

• Business Information Worker program – J. Noriega



4. Jennie Noriega distributed a handout and presented on the Business Information Worker program. The program has received grant funding for marketing and includes multiple opportunities for students to earn certificates of achievement, including for Business Information Worker I and Business Information Worker II coursework completion. The program might include a degree option in the future.
 5. Les Fong suggested that Jennie Noriega consider including work with Worknet in the future.
 6. Jennie Noriega motioned to accept and continue with the program, which Dean Danielson seconded. The Advisory Committee unanimously approved the motion to move forward with the program.
- Retail Management Certificate / WAFC – A. Kobylanski
 7. Andrew Kobylanski distributed a handout and presented information regarding a retail management certificate. Delta College's retail management program was certified by the Western Association of Food Chains (WAFC). The program has received grant funding to market the program. In order to be competitive with the industry standard, Delta College's certificate program should eliminate three courses from its course requirements.
 8. Andrew Kobylanski motioned to eliminate three courses from the retail management certificate program: Math 77A, BUS 17, and BUS 10A. Chris Wardell seconded. The Advisory Committee unanimously approved the motion.
 9. Members of the Advisory Committee, including Jasmine Leek, suggested that an entrepreneurship class be required under the certificate, and Andrew Kobylanski stated that similar principles of entrepreneurship are covered in BUS 24.

New Business

- CTE Funding received 2016-17 – K. Huff/M. Villarreal
 10. Kathy Huff presented that there was a Perkins grant allocation of \$5,000 to attend a conference for professional development. The conference was organized by the National Association for Community College Entrepreneurship (NACCE), and the funds allowed for the attendance and participation of Kathy Huff, Andrew Kobylanski, and Martha Villarreal. The conference provided the opportunity to network with others working in entrepreneurship at community colleges, which has assisted with the further development of Delta College's Business Plan Challenge.
 11. Kathy Huff also presented about the Business Plan Challenge, which provided students an opportunity to present a business plan, to receive constructive feedback in a competitive environment, and to win prize money.
- CTE Funding request 2017-18
 12. Kathy Huff requested support to apply for more funding to continue to go to conferences to learn more about methods of educating students to prepare business plans and to become more successful entrepreneurs.
 13. Gillian Murphy asked if there might also be something else to use CTE funds for in the future.



14. Charles Lyles suggested organizing an entrepreneurship lab for students to obtain experience in multiple aspects of entrepreneurship.
15. Jasmine Leek mentioned the potential to work with Centro Community Partners from Oakland, as well as the Downtown Stockton Alliance, to provide opportunities for students to practice entrepreneurship on or off campus.
16. Andrew Kobylanski mentioned the potential to develop an e-commerce course. Andrew motioned for support to pursue CTE funding for the development of the e-commerce course, as well as to purchase two to three computers for students to work on in a classroom setting. Gillian Murphy suggested that software should also be requested for the computers.
17. It was motioned and seconded to apply for CTE funding to develop courses to accommodate a variety of different learning styles, including development of an e-commerce course, to develop an entrepreneurship lab, to purchase computers, and/or to purchase software, including software to accommodate different learning styles. The advisory committee unanimously approved the motion. As explained by Kathy Huff, this funding request also includes a potential for CTE funding to assist with the development of an online accounting course related to QuickBooks.

- Core indicators- K. Huff/M. Villarreal

- Discuss and develop plan for 17-18 indicators

18. Martha Villarreal presented that CTE funds target a diversity of student populations, including students who are disabled, economically disadvantaged, in nontraditional careers, single parents, displaced homemakers, English learners, incarcerated individuals, and other nontraditional students. Martha asked the Committee if the entrepreneurship program, as well as other programs discussed at the meeting (including the paralegal program and the retail management program) will target these special student populations. Charles Lyles and Jasmine Leek mentioned that the entrepreneurship program will benefit the targeted groups. Rafael Medina also mentioned that the retail management program and the paralegal program would be helpful to the targeted populations and that he had heard of interest amongst students for such programs. Gillian Murphy mentioned that faculty are regularly seeking ways to bring in underrepresented groups through program development.
19. Jasmine Leek asked if there are opportunities to advocate for funding for these programs. Gillian Murphy mentioned that the funding is formulaic. Jasmine Leek asked if there might be other community partnerships that could be formed for funding.

- Review course prerequisites and co-requisites* – N/A

20. N/A

- Business Dept. Direction/Overview – Gillian Murphy

21. Gillian Murphy mentioned that many community colleges are having budgetary challenges, which is partially the result of students taking fewer classes. Delta College is under its cap for enrollment, and the college cannot continue to offer a great deal of classes that are not filling up. In the process of eliminating classes, any course that did



not have a certificate or degree attached to it was cut first. Courses that could be offered only once a year were also cut in this process. The total amount of courses cut was equivalent to the course load of just over 10 full-time faculty members. In response to this budgetary climate, Delta College is attempting to retain students, to encourage students to take more classes, and to get new students. Gillian Murphy mentioned the need to emphasize the relative affordability of Delta College and that anything that can be done to bring and keep students is appreciated. Despite the budgetary challenge, Gillian Murphy mentioned that five new faculty members will be added in 2017-2018.

22. Gillian Murphy also mentioned that there is now a two-year program in Business. If students start in the cohort and are college-ready in math and English, then students are guaranteed to complete in two years by progressing in the prescribed program.
23. Gillian Murphy announced that she will be retiring on March 17.
24. Chris Wardell mentioned that students are comfortable taking less courses. Jasmine Leek and Charles Lyles mentioned that students are taking less units often because they are working or volunteering in the community and/or on campus. Gillian Murphy mentioned that students can obtain units for work experience and that many students have the capacity to take more units, although some would not be able to do so. Rafael Medina mentioned services on campus could help incoming students build a mindset of putting together a good balance of courses to achieve 12 units a semester.

• Small Business/Entrepreneurship Certificates of Achievement – M. Villarreal

25. Martha Villarreal presented that certificates for small business and for entrepreneurship are under consideration for approval. Additionally, the Entrepreneurial Mindset course will likely be offered in Fall 2017.
26. Dean Danielson motioned for approval from the Advisory Committee to move forward with the Small Business and Entrepreneurship Certificates of Achievement. Rafael Medina seconded the motion. The Advisory Committee unanimously approved the motion to move forward.

Other

• Accounting Department Update – K. Huff

27. Kathy Huff requested Advisory Committee approval to apply for CTE or Strong Workforce funding for online course development in accounting for Quickbook, which was approved along with the motion approved earlier in the meeting. Chris Wardell mentioned that the PDC may have software available.

Next Meeting

Next meeting suggested for late April or May 2017.

Adjournment

Meeting adjourned at 6:25 pm.

1. **Regional Consortia Approval Meeting Minutes**

