Chaffey College

Advisory Board Meeting Minutes

Business: Legal Studies

May 4, 2017, 6:30PM – 8:30PM

**Members Present: David Karp** (Coordinator and Full-time Faculty, Chaffey College), **Gabriela Reyes** (Supervising Paralegal, Superior Court of San Bernardino County, Self Help Services), **Gina Maple** (ICAP Board of Director, Secretary, Inland Counties Association of Paralegals), **Ivan Hernandez** (Student, Chaffey College, Prelaw Program Transferee),(Student, Chaffey College), **Jennifer Jones** (Attorney, Jones Legal), **Joseph Cascio** (Administrative Assistant II, Chaffey College), **Kelly McNamara** (Managing Attorney, Legal Research and Self-Help Services, Superior Court of California, County of San Bernardino), **Kristen Roberson, Esq.** (Assistant Professor, Legal Studies Department, Santa Ana College), **Monica Lopez** (Supervising Paralegal, Superior Court of San Bernardino County, Self Help Services), **Sheela Stark** (Attorney, Law Offices of Sheela A. Stark), **Thalia Garibay** (CTE Counselor, Chaffey College), **Valerie Julien-Peto** (Judicial Staff Counsel Superior Court, County of San Bernardino) - 12 *Present*

**Welcome**

Coordinator David Karp began the meeting by allowing all attendees to introduce themselves.

**Prelaw Update**

1. Coordinator Karp stated that in the last three years of program completion, there have been 66 paralegal certificates award with a 68 percent success rate.
2. In regards to the Prelaw Program, there have been two years of graduating students. Another group of six students will be transferring to undergrad schools. Our youngest student in the program is 17-years-old and is doing exceptionally well. He will also be transferring at the end of this semester. Karp is proud of the success of the prelaw program and students.
3. Student Representative, Ivan Hernandez, is the current Past-president of the Chaffey College Legal Society. He thanked the Legal Society’s advisors for their dedication to their education. Additionally, he shared that the Legal Society has hosted a variety of events in the past year.
	1. The “Know Your Rights” event was a huge success. The room was full to capacity. A panel of attorneys and immigration specialist provided students with information and a sense of hope.
	2. A panel of paralegals were also invited to share information and answer students’ questions.
	3. The club assisted with the hugely, successful Legal Night event. Their goal was to run the event in a well-organized fashion.
	4. Earlier today, the club held a role play workshop. Individuals from the Know Your Rights panel hosted the workshop. Student's learned various ways to respond to questions and inquiries. Another workshop is planned for the Fall semester.
4. The Prelaw course has been offered four times now. Each time Karp has developed a better grasp on the class and the direction he would like to see it go. He spent time on various areas of the law. Students enjoy learning about Thurgood Marshall and being brought up-to-date where they are today. The power of the Law. Ivan: Dives into the law and provides real world examples.

**Legal Night Update**

1. The 4th annual Legal Night last week. The event hosted over 50 volunteer attorneys, over 40 prelaw and paralegal students, and served over 200 clients. year the number of lawyers increased. This was the first time the event has utilized the prelaw students. The students gained valuable experience by conducting pre-interviews. This Students devised methods for serving clients by efficiently directing them to the offices. Walk-in clients were fully served. Coordinator Karp was incredible impressed and proud of everyone involved.
2. Legal Night raised over $2,000 for the “Hope for Justice’ charity.
3. Students volunteering at the event are able to experience working with industry members in situations, similar to a court house.
4. Loyola Marymount University plans to host their own legal night.

**Internships**

1. Monica Lopez of the Superior Court of San Bernardino County Self-Help Office stated that Chaffey College’s Internship partnership has developed and grown nicely. They now offer an Internship Ceremony where certificates are distributed to interns. They strive to create beneficial projects they would like implemented in their program. Ms. Lopez uses projects that don't displace paid workers. If the project is successful, it is fully implemented and becomes a standard practice. An example of such a project is when paralegal interns were assigned to sit in the court room and take notes for each case. After a case, they would then guide clients to self-help area and assist them. It was so successful; judges now ask for interns to sit in on their cases. This quarter, interns held several workshops in which they taught clients how to present evident and address the court room.
2. Interns also complete mock interviews and work diligently to fully addressed the feedback they receive. Interns did so well during the interviews that if a position was available, they would have been offered it.
3. The intern program continuously receives positive feedback.
4. Coordinator Karp reported that an internship is now being offered in Riverside, California.
5. Professor Abel Chen has been working on this building the program’s internships for a while. A while back the college removed most of the work experience programs.
6. The Paralegal Program is currently serving as a pilot program for the college. Students can get work up to 4 units during their internship. Students in paid internships can get up to $60 per unit. On-site visits are conducted for the students. Paid internships are in the experimental stage and the college would like to bring it into the other programs. Coordinator Karp asked the committee their feedback:
	1. Ms. Lopez stated that the minimum 130-hour requirement is great. She cannot believe how committed students are and are willing to work additional hours, even if unpaid. Interns greatly improved the number of clients served. Ms. Lopez stated that these students deserve to be paid. Students appreciate the recognition of receiving certificates and food. The internships also assist the students in finding jobs. Paid internships will allow students to receive labor law protection and will be able to expand their assistance into other programs at the court house. It will also provide workers compensation protection.
	2. Kristen Robertson, Assistant Professor of the Legal Studies Department at Santa Ana College further explained that law firms are nervous about unpaid workers. Paid internships are a great idea.
7. The committee unanimously approved of the paid internship program.
8. Coordinator Karp expressed that Professor Chen’s participation in the program was very valuable. Everything he does makes the program better.

**Curriculum**

 **Certificate of Achievement for Pathway to Law School**

1. Certificate of Achievement for Pathway to Law School, should be approved in Curriculum soon. The certificate was left untouched and follows the pathway. All courses were selected by the state bar for students to be successful in law school. Students complete this program of study and some sort of public service activity, students are in the program.
2. Kelly McNamara, Managing Attorney of the Legal Research and Self-Help Services at the Superior Court of California, County of San Bernardino, stated that these are the areas that students struggle with the most. These students will come out of the program so much further ahead.
3. Mrs. Robertson stated it was in the final review at Fullerton and should be approved there as well. Coordinator Karp and herself currently serve on a committee for the program. She shared that Mr. Karp is on the front line in bringing law to the community college area. He is a leader.
4. Ms. McNamara asked if work experience was planning to be offered as a class? She stated the certificate looked great.
5. Sheela Stark, Attorney at the Law Offices of Sheela A. Stark, stated that students and the industry are concerned regarding the lack of ABA Accreditation. (Discussion on ABA Accreditation was continued later in the meeting; See heading: ABA Requirements)
6. The committee unanimously approved of the Certificate of Achievement for Pathway to Law School.

 **Paralegal Studies A.S. degree and Certificate of Achievement**

1. The Paralegal program has also created a new Associate’s degree. The degree is designed for student interested in the paralegal certificate, but would have otherwise needed to get an associates in another program of study. With this Associate’s degree, students complete the same certificate requirements, as well as general education, and receive their Associates.
2. Previously, the committee has asked for Advanced Legal Research and Writing. Coordinator Karp has reported that due to the committee’s feedback, that course has been created and implemented. The new course will focus on document preparation and learn how to use Microsoft Office Word and Word Perfect in the legal field.
3. Valerie Julien-Peto, Judicial Staff Counsel, Superior Court of the County of San Bernardino, and Adjunct Professor at Chaffey College, stated that it is difficult to cram interoffice memos, discovery responses, and various software into the Basic Legal Research and Writing course. The new course will go into more depth on all aspect of document preparation.
4. Coordinator Karp stated that he was excited about these changes and foresees it being a great help to students.
5. Some students will come back to complete the program and specialize.
6. Mrs. Robertson stated that the program should pursue an articulation with La Verne now that an Associate’s degree exists. This would provide student options. Coordinator Karp would like to pursue a 2+1+3 agreement once again.
7. Jennifer Jones, Attorney at Jones Legal, 43:03, asked if Chaffey was aware of a worker’s compensation voucher. If injured everyone gets $6,000 for attending college. If an individual is displaced, the may receive $5000 cash from California.
8. Ms. Lopez asked if there an order to taking the classes listed in the program of study? Coordinator Karp stated they can list prerequisites but it is difficult to enforce. He is trying to get students into the right courses but their availability depends on the schedule. Mrs. Robertson stated that the prerequisites issue is governed by the chancellor’s office and that programs must be careful about blocking students on the entry process.
9. He finds that it is difficult to teach during the day since lawyers are working.
10. Mrs. Robertson stated that if not enough people are in the seats, the college likely can't offer the class.
11. Coordinator Karp stated that night students want to do online courses. However, some courses are very difficult to teach online.
12. The committee unanimously agreed to support the new Paralegal Studies A.S. degree and Certificate of Achievement.

 **Upcoming Prelaw Degree**

1. Coordinator Karp shared that another Prelaw degree is currently being worked on. This degree will be tailored to the community college system. Mrs. Robertson stated that it is meant to transfer students into other majors. If you receive this degree at the community college level, you may transfer into another discipline. Coordinator Karp is interested in implementing the degree at Chaffey College.
2. The committee unanimously agreed to support the new prelaw degree.

**ABA Requirements**

1. Coordinator Karp stated the biggest issue regarding receiving the ABA Accreditation, was the need to convince the college to pay the fees.
2. Distance Education (DE) courses (online classes) are also a large concern regarding the accreditation. Student prefer online classes, as a result, many face-to-face classes go unfilled. Coordinator Karp and Professor Chen are currently exploring where distance education fits in the Paralegal and Prelaw programs. If DE courses are taught correctly, all students are active and engaged in online. Still, adjuncts will need to be taught how to teach online courses. They also plan to survey adjuncts on DE. Coordinator Karp asked the committee members for their thoughts:
	1. Ms. McNamara asked if ABA has taken a strong stance on it? Mrs. Robertson responded that Legal Specialty and Non Legal Specialty (electives) are taught online. They make up about 18 units in the program. In general, ABA required half of the units to be face-to-face, with the other half being offered online. ABA will need to be provided with reports to ensure quality. Mrs. Robertson is hopeful for more online classes being approved.
	2. Mrs. Julien-Peto stated that many adjunct professors would be interested. Students may use this to adjust their scheduling of other classes. Many students don't like coming at night, and often have to wait two years to have a class during the day. DE provides a better option for working students.
	3. Coordinator Karp asked if employers care whether students take a particular course face-to-face or online? Ms. Lopez responded that employers would appreciate a worker that can go online and knows how to use technology and find resources. She sees no downside to online education.
	4. Ms. McNamara stated it will spread access to education.
	5. Coordinator Karp and Professor Chen will investigate ABA requirements regarding online education.
3. Another aspect of the ABA Accreditation, is the lack of a designated Law Library. Coordinator Karp stated there were many options to rectify this. Partnering with the library of La Verne is an option they are considering. Mrs. Julien-Peto stated that the library’s hours are being cut and that they now close earlier.
4. Mrs. Robertson stated that meeting ABA requirements will be a process. However, Chaffey has a great program and she foresees it being easily approved. Students are getting jobs and everyone knows how great Chaffey College’s Paralegal program is. She also stated that there is little concern for not being ABA approved.
5. CTE Counselor, Thalia Garibay, asked if students have an opportunity to join associations? Gina Maple, ICAP Board of Director and Secretary of the Inland Counties Association of Paralegals, states that students can volunteer at court houses and firms.
6. University of California Riverside is ABA accredited.

**Westlaw**

1. Coordinator Karp once again notified the committee that Westlaw was not approved for the current budget.
2. Committee members confirmed that Westlaw is becoming more and more critical in the law industry.
3. It was recommended that Chaffey College reach out to law firms for deadset books.
4. Committee unanimously stated that Westlaw/Lexis online legal research resources are a necessity for all the Legal Studies programs and should once again try to be funded.

**Open Discussion**

1. Mrs. Julien-Peto would like to see the better coordination of all core classes in paralegal program to avoid duplication of instruction subjects.
	1. Coordinator Karp and Abel will review course outlines. However, some overlap is preferred to touch up and reinforce concepts previously learned.
2. Ms. McNamara shared that she is very impressed with the quality of the program and did not expect the excellent caliber of students she has seen.
3. Coordinator Karp thanked the committee members for coming out to the meeting and sharing their valuable feedback and direction.
4. The meeting ended at 8:10PM.