

**Career Education Advisory Board Minutes
College of the Canyons – Paralegal Studies
3/14/2019
William S. Hart Union High School District**

NAMES/ TITLES OF ADVISORY COMMITTEE MEMBERS	Name of Company, Business, College, High School and Title	Email Address	Telephone Number	ATTENDANCE Present or Absent
Chair				
Business Partners including Industry, Non-Profit and Community Based Organizations				
Kai Ellis	Haight Brown & Bonesteel	kaiellis@mail.com		
Kelly Parker	Children’s Law Center	kvparker@gmail.com		
Program Chair Nicole Faudree	Faculty/Department Chair / COC	Nicole.faudree@canyons.edu		
Dean				
4-year college discipline instructor(s)				
Student Representative(s)				
Robert Flores	Student / COC	Robert.flores@canyons.edu		
Santa Rivera	Student / COC	Srrivera1@my.canyons.edu		
K12 discipline instructor(s)				
Discipline faculty				
Lori Young	Faculty / COC	Lori.young@canyons.edu		
Parent(s)				
Counselor(s)				
Staff				
Other guest(s)				
Harriet Happel	Dean of Career Education / COC	Harriet.happel@canyons.edu		
Kurt Huffman	Member of the public	Kurtcharlesshuffman@mail.com		

Commenced: 6:04PM

Adjourned: 7:12PM

Introductions/Welcome – All

Some changes were made to the fall minutes

Approval for the meeting minutes

Motion to first-Kelly Parker

Motion of second-

All in favor of approving meeting minutes

New Business:

Marketing - Every year, the local Bar Association does a high school speech competition. Nicole was contacted and asked to sponsor the SCV Bar Speech Competition, which would allow Paralegal Studies to be featured on the back page of the event program. Paralegal Studies will also be featured on the back page of the Scholars and Bench Night program. By sponsoring, our Logo will be put on the event banner. Perkins and other grant money will pay for the sponsorship. The competition is in April and the Scholars and Bench Night is in May. Nicole was asked to speak in front of the students and parents at the event, which is important to help students in their pathway. Funds are available to spend, so Nicole is going to look into sponsoring the LAPA event in April. Sponsoring other upcoming events was also discussed. Nicole will look into the California Alliance for Paralegal Associations (CAPA) conference and the Ventura County Paralegal Association as advertisers. Word needs to get out about the Paralegal Studies Program and the Law School Pathway. Per the ABA approval report, students are surprised that more marketing isn't done for the program because it is really strong. Harriet informs the board that COC is working on internal sources with some proprietary products through the consulting with Mark Perna and the development of Program Copy Points and Career Trees. It will show the various job opportunities within any particular program pathway. At the high school level, counselors can work with students and parents to investigate the opportunities that are in program.

Facilities and Equipment Needs – The Paralegal Studies Department programs don't own their own classrooms and have multiple classes only in the evenings. Many of the classrooms that are used need computers. Trying to find a computer classroom for classes that really need to use them has been a struggle. The Advisory Board has made a motion in support of the program having dedicated computer classrooms. Santa Rivera, the student rep, explains how computers are needed for research, learning new software, researching certain laws and rules and learning to navigate the court websites. Doug Lusk explains how important it is having the technology equipment and web access that he uses for his Office Technology course at Mount Sac. Tablets probably wouldn't be an acceptable use of equipment because it is not the same as using a full size keyboard. A lot of software requires a full keyboard for full functionality. Laptops would be acceptable. Computer access is needed for the Legal Technology course, Civil Litigation 101 and 102 and Tort and Contracts. Laptop carts would be able to fit the need, but the IT Department does not allow moving carts across campus. Kathy Bakhit will explore working with other Deans about having an agreement where certain classes can be dedicated to Paralegal Studies in the evenings. Research will have to be done first to see what the classes are currently being used for. All of the courses are web based so Chromebooks could be an option. Nicole asks the board about using Paralegal Premiere at \$130 a month, which will provide Form Finder and the latest edge program. The board does not think using Form Finder is a good idea.

Employment Trends – There are a lot of Contract Administration jobs, which oversees contracts of vendors. It is more of a project management type roll. Princess Cruises and other corporations out here have need for Contract Administrators, so it would be good to look into. Doug has been seeing a need

for paralegal document review projects. Document review firms are starting to employ less and less attorneys and using more paralegals because software replaces a lot of what the attorneys were needed for.

Mock Interviews – Mock interviews are done every semester and Nicole asked the board if they would be interested in helping on May 4, 2019. It is a good opportunity to interview and get resumes. Students are able to get good exposure to being interviewed. There will be a panel afterwards where people can discuss how they got their jobs and answer questions. Santa explains that the mock interviews were helpful and good practice. She was able to see the types of questions that are asked and what employers are looking for. Robert Flores, a student rep, learned the importance of how to present yourself during his mock interviews. At the end of the mock interviews, students write about how they their experience.

Old Business/On-going Business:

2019 Graduates and LEX – We have a very large seminar class. Graduates have to be tracked six months after graduation to see where they are working. At 9-12 months, students are tracked to inquire how the program prepared them for their current field. Nicole contacted students who didn't graduate to ask if there was something they were missing or to ask if they needed help. Nicole wants to see an increase in students that graduate. There are 28 students in the Capstone class but come January, there may only be 19-21 students if lucky. LEX is a national honors society and we became a member last year. Seven students were inducted in the LEX membership association and there is a \$50 induction membership fee. Some funds raised went to pay for the lifetime membership fees. More fundraising will be done and donations can be made. Funds are solicited from local law firms and attorneys.

Certificate Options – Based on student feedback, the ABA encouraged offering a certificate program. Forty percent of our students come in with an AA, BA or higher already completed. According to ABA, if a student has an AA or BA, they don't have to prove that they have their G.E.s. We would have to offer a degree with all the paralegal courses with the general education or a certificate. The student can only do the certificate if they have their AA, BA or higher. We do award certificates but most of the time it is just the major courses and no G.E.s. The ABA wants to make sure that our education is at the AA level or higher. We are offering math 100 in the fall and the ABA will take it. It is a more practical class than stats and algebra.

Department Change – Legal Studies – Nicole asked for feedback on changing the department name from Paralegal Studies to Legal Studies, as there are already two Paralegal Programs under the Paralegal Studies umbrella. The advantage would be that it would be more reflective of the different paths the students may be taking. About 50% of students are on the Paralegal Pathway and the other 50% are on the Pathway to Law School. The board thinks Nicole should wait on changing the name and believe the name Paralegal Studies benefits more of the students. Other pathways and Paralegal Programs are considering a similar change. There needs to be a discussion with Institutional Research as to how it affects the way we report the top codes. Top codes determine who is a part of Career Education who isn't and who get CTE funding, who doesn't. We should contact other community colleges who have a made the change to inquire of any issues with top codes.

Law School Pathway and Dual Enrollment at High Schools – Marcy Calnan is teaching the only paralegal class in the Paralegal Pathway which is Paralegal 101. Marcy will be offering a section of our 101 class in the fall at Valencia High School. It will be dual enrollment.

Los Angeles Paralegal Association (LAPA) – Contact Teri and offer a location for a spring career conference or the Pro Bono Fair. It might be a great marketing tool.

Next meeting scheduled for October 17, 2019 at 6:00PM