



## Cañada College Paralegal Program Advisory Board Meeting

Tuesday, May 9, 2023 | 4:00 to 5:00 pm

Via Zoom at:

<https://smccd.zoom.us/j/84030731773?pwd=U3hZaUI5Y05Ka1pmU3ZwVG9vRU5Rdz09>

### 1. Introductions

**Althea Kippes:**

**Richard Schulke:** Current Faculty

**Alexander Lubarsky:** Current Faculty

**Deborah Kemper:** Executive Director for San Mateo County Bar

**Angelica Ayar:** Family Law Attorney, Current Faculty

**Alma Robles:** Executive Director of the San Mateo County Association

**Mary Hale:** Program Services Coordinator - Business, Design & Workforce

**Hyla Lacefield:** Dean of Business, Design & Workforce Division

### 2. Update on Paralegal Program a. Paralegal Program 2-Year Calendar

#### b. Litigation Certificate

**c.** Reduce the number of units for the Paralegal Certificate from 27 to 24. 24 units is the number of units required in the California B&P Code.

California Profession Code Law requires a program with 24 units to earn a certificate.

Our program has 27 units.

We are concerned students might skip their last additional class.

General consensus is that students may not even realize or be frustrated by the extra class.

It's not a huge effort to remove the additional units – more of a challenge to ADD them at any point.

The program is accredited, but not ABA approved.

If other programs are offering 24 units and are ABA approved (such as Skyline), it might lead potential students away from us. Almo offered an example of this happening.

Potential students may not know that ABA approval is not necessarily impactful on future careers.

**Investigate cost of becoming ABA approved + Explore funding options**

Vote:

**Richard Schulke:** Yes

**Alexander Lubarsky:** Yes

**Deborah Kemper:** Yes

**Angelica Ayar:** Yes

**Alma Robles:** Yes

**d. Paralegal Certificate Changes: Remove CBOT 435 - Spreadsheets**

This is a potential class to remove if we are looking at reducing the program to 24 units.

However, without technology training, our students are at a significant disadvantage. They will need to be literate in several pieces of software applications and hardware platforms.

Here is a current summary:

## 🎓 Paralegal Certificate of Achievement

### Program Overview

The Paralegal Program at Cañada College was developed in cooperation with the San Mateo County Bar Association and the San Mateo County Legal Secretaries Association to train personnel to assist attorneys in both civil and criminal matters. Instruction centers on assisting the attorneys in interviewing clients and preparing legal documents. Courses must be evaluated by a letter grade, not by the Pass grade.

### Requirements

Major: Core and Selective Requirements

Complete Core Courses, 18 units		Units
CBOT 435	Spreadsheets	3 units
LEGL 241	Law Office Management	3 units
LEGL 249	Introduction to the Legal System	3 units
LEGL 250	Legal Research and Writing	3 units
LEGL 252	Civil Litigation and Trial Preparation	3 units
LEGL 261	Legal Ethics	3 units
Selective courses, choose a minimum of 9 units from the following:		Units
BUS. 201	Business Law	3 units
LEGL 251	Torts	3 units
LEGL 254	Family Law	3 units
LEGL 260	Advanced Legal Research and Writing	3 units
LEGL 263	Intellectual Property Law	3 units
LEGL 264	Contracts	3 units
LEGL 267	Animal Law	3 units
LEGL 269	Elder Law	3 units
LEGL 272	Immigration Law	3 units
LEGL 276	Electronic Litigation and Investigation	3 units
LEGL 672	Cooperative Education: Internship	1 - 3 units

Total Required Units: 27

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### Related Degrees & Certificates

<b>AS</b>	Associate in Science Degree Program
Paralegal	60 units
<b>CA</b>	Certificate of Achievement

Litigation 18 units

### Career Opportunities

Students who complete this Paralegal Certificate are entitled to be called paralegals under California law. This Certificate prepares students to be paralegals, as well as students who are applying for law school or foreign attorneys preparing for a Master of Laws (LLM) degree program. This Certificate prepares students for the legal and business fields, including law firms, corporate legal departments, corporations, federal and state courts, and research firms. According to the Bureau of Labor Statistics, between 2016 and 2026, there is an 18% projected increase in paralegal and legal assistant jobs in the Bay Area. Certificate holders are prepared for positions including but not limited to paralegals, legal assistants, legal secretaries, legal clerks, title officers, and notaries.

### Program Learning Outcomes

Students completing this program will be able to:

- Use effectively both book and electronic legal research tools, and to identify and use primary and secondary law sources.
- Use California superior court judicial council forms, and at least one software program containing such forms.
- Understand, follow and apply ethical rules for attorneys and paralegals and to identify potential ethical issues in the legal environment.

Paralegals will be expected to understand technology and have received

Alex mentions NSLT, a resource that helps students who may be struggling with software or hardware related to being a Paralegal.: <https://legaltechsociety.wildapricot.org/Student>  
Skyline is currently using it for their students here: <https://tinyurl.com/59yhw52>

Students will have access even after their courses are over.

Price: \$180

It can be a challenge to get funding to buy software to GIVE to students.

### Investigate options to stay current with legal technology:

Vote:

Richard Schulke: Yes  
Alexander Lubarsky: Yes  
Deborah Kemper: Yes

**Angelica Ayar:** Yes  
**Alma Robles:** Yes

**e. Course Changes**

- i. LEGL 250 - Legal Research & Writing: Change to LEGL 250 - Legal Research
- ii. LEGL 261 – Advanced Legal Writing: Change to LEGL 261 - Legal Writing
- iii. LEGL 251 – Torts: Change to: LEGL 251 – Personal Injury Law

Approval for all three course name changes:

Vote:

**Richard Schulke:** Yes  
**Alexander Lubarsky:** Yes  
**Deborah Kemper:** Yes  
**Angelica Ayar:** Yes  
**Alma Robles:** Yes

**f. Course Additions**

- i. Course on Law Technology (Skyline has LEGL 430 – Law Office Technology)

Replace spreadsheets course with law technology course:

Vote:

**Richard Schulke:** Yes  
**Alexander Lubarsky:** Yes  
**Deborah Kemper:** Yes  
**Angelica Ayar:** Yes  
**Alma Robles:** Yes

Add law technology course:

Vote:

**Richard Schulke:** Yes  
**Alexander Lubarsky:** Yes  
**Deborah Kemper:** Yes  
**Angelica Ayar:** Yes  
**Alma Robles:** Yes

- ii. Course on e-Discovery

Add course on eDiscovery (add to shell of existing class):

Vote:

**Richard Schulke:** Yes  
**Alexander Lubarsky:** Yes  
**Deborah Kemper:** Yes  
**Angelica Ayar:** Yes  
**Alma Robles:** Yes

- iii. Course on Estate Planning

### **3. Paralegal Program – Suggestions for Improvement, changes, new courses, etc.**

We're trying to break down class offerings per semester so students will know what to expect.

This includes:

- Core requirements
- Intro Classes
- Selectives
- Immigration
- Internship Program
- Spreadsheets
- etc...

See Paralegal Two Year Course Schedule Calendar 2023 here:

[https://www.canadacollege.edu/businessdivision/docs/paralegal\\_two\\_year\\_course\\_schedule\\_calendar\\_2023.pdf](https://www.canadacollege.edu/businessdivision/docs/paralegal_two_year_course_schedule_calendar_2023.pdf)

Student involvement and participation has been a challenge.

Perhaps we can consider meeting in which students are required to attend and participate.

### **4. Paralegal Program - Marketing**

### **5. Paralegal Internship and Employment Opportunities**

### **6. Open Discussion / Questions**

- If students are just starting in the Paralegal Program, they are not eligible to join the Internship Program. They will need 12 units.
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