

Paralegal Studies Advisory Committee

Minutes: May 4, 2018

Meeting Facilitators:

Maria Segarra and Jesse Raskin

I. Call to order

Committee Members in attendance include: Valerie Blasi, Albert Chen, Genniviv Herald, Roy Kilian-Miles, Federico Kluss, Cristina de la Cruz Raser, Jesse Raskin, Maria Segarra, Kerry Spence.

II. Updates

- A. ABA site visit and pending application for ABA approval. Per Jesse, the ABA site team has completed its site visit report and has recommended approval. He noted that the active participation of the Committee was one reason why the site team has recommended approval of the program. As for next steps, the Approval Commission would review the report and would make a recommendation to the Standing Committee. The Standing Committee, in turn, would need to act on the recommendation and forward its own recommendation to the House of Delegates. The House of Delegates will vote on whether to approve our program. We hope to have an update in our next meeting in the Fall term.

- B. ABA site team recommendations. The team made a number of recommendations to the Program, including:
 - 1. Expanding the Advisory Committee to include another paralegal manager and more attorney representation.
 - 2. Continuing to implement its assessment plan and paying particular attention to gathering information from graduates and employers.
 - a) The site team encouraged the Program to consider various methods of assessment such as focus groups.

III. Review of 2017 Employer Survey and Plans for 2018 Survey

- A. 2017 Employer Survey. Previously, the Program created a database of 550 local legal employers in the public and private sector and sought their feedback last year. We received 72 responses. Among those who responded, the top ranked

legal skills is technology. Also, employers rated knowledge of procedural law as more important compared to knowledge of substantive law. The Program has incorporated these findings. For example, in Maria's LEGL 240 course, there is now more emphasis on procedural law. Also, faculty members now make more effort to intersperse their teaching with activities that develop technology skills.

- B. Plan for 2018 Survey. Last year, we administered a survey to a broad group of employers. This summer, the Program is looking into obtaining more in-depth information from employers. We are considering conducting a focus group and we hope to have about 5-10 employers who will participate and provide us deeper insights regarding their needs as well as what they look for among entry-level legal support professionals. We would be reaching out to the Office of Planning, Research and Institutional Effectiveness (PRIE) at Skyline College to get guidance and support for this year's assessment plan with regard to legal employers.

- C. Plan for 2019 Survey. We hope to conduct another broad employer survey in Summer 2019.

- D. Outreach to Employers. One area of improvement we had gleaned from the 2017 survey results pertains to employer outreach. The Program is looking into starting a email newsletter which we could share with employers. Members also provided suggestions on how the Program can develop connections with employers. Some suggestions include: developing relationships with local paralegal associations such as the SFPA, engaging in concerted efforts to connect with program alums, and utilizing the office of Marketing, Communications and Public Relations (MCPR).

IV. Meeting Adjourned

Next Advisory Committee Meeting:

Date: October, 2018

Time: 3:00 PM

Location: Skyline College (Room: TBD)