

Paralegal Studies Department

Advisory Board Meeting

Date: Tuesday May 19, 2020

Time: 4:03pm -5:02pm

Location: Off Campus, Remotely (Via Zoom) per COVID-19 state and local mandates

Attendance

Board Members Present

Jessica Graham – Private practice & Paralegal/ADMJ part-time faculty

Josi Swonetz- Director of Legal at Best Buy Health

Sunny Lerner – Private Practice & Paralegal Studies part-time faculty

Joe Appel – Private Practice

Board Member(s) Absent

James Meehan – Alameda County District Attorney’s Office

Melissa Merlini – Paralegal

Chabot College Paralegal Studies/ADMJ Department Staff

Ashlee Nelson – ADMJ/ Paralegal Studies Student Assistant & Law and Justice Club President /

Cheryl Mackey - Department Chair & Full-time Faculty / Chabot Paralegal Studies & ADMJ

Jessica Vile - Professional Expert, P.O.S.T. Grant Coordinator / Chabot ADMJ

Kristin Lima - Division Dean / Chabot Applied Technology and Business

Katherine Greenberg – Outreach Specialist

Christina Read – Career pathways project manager

Minutes

| Person / Time | Topic | Notes / Action Items |
|---------------------------|--------------------------------|---|
| Cheryl Mackey / 4:03pm | Welcome & New Board Members | <ul style="list-style-type: none">• Introductions• Approval of minutes – motion to approve attendance Jessica Graham, Cheryl/ Jessica second, Christina extension• New Members – Sunny Lerner |

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| | | <ul style="list-style-type: none"> • Motion to Ashlee being student representative, Jessica Graham 2nd motion – (look in chat box) Abstain from Christina, Josi, Joe, Sunny • Ashlee update biographies – send updated info; marketing within the next couple of weeks, need pictures |
| <p>Kristin Lima/Cheryl Mackey & Advisory Board Members</p> | <p>Reports/ Info</p> | <ul style="list-style-type: none"> • Online for Fall 2020 semester – some special face-to-face; Paralegal continue online not affected – looking at recommendations of board for future tasks/ implementations • Courses will stay online – eDiscovery difficult online • Sunny – one student with technology difficulties; writing component submit work through google docs has facilitated communications about writing; goals not covered to completeness and in depth as desired online; online resources for basic grammar and punctuation – Core Grammar for Lawyers online program \$38 year for student offers pretest on gives online tutorial for advanced course https://coregrammarforlawyers.com/ • Sunny do more research on Core Grammar for Lawyers • Jessica Graham – zoom live once a week with recording; students invested; other students impacted by COVID situation but want to continue school • Ashlee student perspective – synchronous is difficult; asynchronous is easier with recorded lectures and posted; preferred weekly check-ins at own pace; more responses from students with asynchronous capabilities; • Student engagement – informal coffee sessions with advisory board members to answer questions from staff and students; • Not downsizing in Paralegal field – but hiring freeze due to COVID |

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| | | <ul style="list-style-type: none"> • Paralegals in specialized area – possibly based on experience (Josi will gather further information on this); big firm heavy on E-discovery, emails, searches; smaller firm – paralegal specific – flexibility and growth mindset necessary! • California certification vs. ABA certified program – more credits means more serious but other factors are considered; if it isn't going to restrict paralegal abilities work then CA certification is good • Practical experience – Where is it going to come from? Internship programs; COVID might impact this until economy recovers; (Sunny) BioTech – potential internship for paralegal program; Law Firms (Reid & Smith) – potential internship for paralegal program; college credit as compensation; continue outreach for paralegal intern programs; (Josi) will reach out to ACCC for information on paralegal qualifications; potentially start with legal aid centers in local area |
| Cheryl Mackey | Program Marketing | <ul style="list-style-type: none"> • Reassign time for faculty to coordinate; Ashlee coordinate list on internships and mentorship program • See a huge push in marketing for student outreach - \$15 million budget cut to Chabot which leads to classes being cut |
| Cheryl Mackey | Action Item | <ul style="list-style-type: none"> • Westlaw Subscription – expose students to online databases; certificate included |
| Cheryl Mackey, Josi Swonetz; Sunny Lerner | Advisory Board Recommendations & Motions | <ul style="list-style-type: none"> • AB Recommendations – formally recommended to support Westlaw Josi Swonetz motioned, Sunny Lerner 2nd motion – ALL IN FAVOR motion carries |
| Cheryl Mackey | Adjournment | <ul style="list-style-type: none"> • Paralegal Studies Advisory Board Meeting Adjournment at 5:02PM |

