

**PARALEGAL ADVISORY COMMITTEE - MINUTES**

**Wednesday April 19 2017, 11:30 am-12:30 pm**

**GHL 207**

**Members Present:** Rhonda Kates, Landerholm, Memovich, et. Al (Committee Chair).; Lori Smith, Miller Nash Graham & Dunn LLP; Lori Hughes, Miller Nash Graham & Dunn LLP; George Middleton, CPA,

**Members Absent:** Leslie Hinton, Clark County Skills Center; Holly Swofford, Shumsky & Backman; Silvia Czafit, Joshua J. Bean, PLLC;

**Clark College:** Greg Finley, Paralegal Teach-out Director; Genevieve Howard, Dean of Workforce & Career Tech Education; Wendé Fisher, Educational Planner for Prof-Tech, Scott Clemans, Career Services; Cathy Sherick, Assoc. Dir. Of Instructional Programming & Innovation; Nichola Farron - Secretary Sr., Advisory Committees

There was a short delay to the meeting start: Committee Chair Rhonda Kates called the meeting to order at 11.49am.

Minutes of the Previous Meeting

*The minutes of October 12 2016 were presented following minor edits: Lori Hughes made a proposal to accept as written; this was seconded by Lori Smith and passed unanimously*

Next Meeting Date

The committee will meet again on Wednesday October 18 2017: that will be the final meeting of the committee to coincide with the completion of the teach-out process.

Office of Instruction Announcements

Cathy Sherick made the following announcements:

Clark is completing the series ofBusiness and Community Learning events on campus this spring. The quick and friendly ‘lunch and learn’ opportunities. FREE and open to the public, the workshops will be scheduled from 11:30 a.m. to 1:30 p.m., and held in the Gaiser Student Center, allowing people to attend on their lunch hour.

* Friday May 19th The Power of Completion

Join us here on campus Saturday June 3 10:00 a.m. registration opens for the FREE Healthy Penguin Walkabout. There are several stations set up across campus, with health activities and information about one quarter mile apart. A great way to get some exercise, some health information and have fun.

In keeping with the college campus theme, TRANSFORMATION work on the committee composition continues! We are seeking nontraditional members, those folks who are not typically associated with the field (like women in welding). Your assistance is appreciated, if you know of someone who might be interested in joining a committee, let us know.

We are also going to be making a big push to engage students and Clark Alumnae in the work of the committees. Students will be able to earn a small stipend and a letter of recommendation for their attendance and participation. Piloted this year, have not had students waiting in line – but we want to have them be a regular and vital presence on every committee in the future.

July 13, 2017 – Evening event to recognize our committees and the terrific volunteers that come to meetings two times a year to support students. Watch for additional details to arrive via email.

Clark College will hold graduation at the Sunlight Supply Amphitheater on Thursday June 22 at 7:00 p.m. It is a great way to celebrate the work of the committees. There is always a need for volunteers at the event, if you are interested please let us know.

Teach Out Schedule

Genevieve reviewed the planned teach out schedule for the program. There are 21 students this quarter, and whilst spring is the last quarter for internships officially, a small amount may need to happen over the summer.

Winter will be the last face-to-face course offerings.

Genevieve continued that the numbers and course structure means there are many students who will need internships: to accommodate this there may be instances where students are placed with only one class completed.

There are 10 students going out for internship during the spring and placements will need to be found for all of them.

To ensure the teach out schedule is met for all students, classes are being offered every night. There have been some students who have dropped out of the course. However, Genevieve explained that there is the option to transfer credits to PCC.

Rhonda asked if there had been any enquiries from potential students who had hoped to undertake the program and found it closed. Genevieve outlined that the program is not listed on the website or in the catalog.

If students do come to Clark with the Paralegal program in mind, there is encouragement to think strategically e.g. by connecting with careers services to see where their skill sets and interests might relate to in terms of available programs.

In terms of scheduling, there is currently only one student who may have some issues: the department is working to accommodate them.

Internships

Rhonda asked about the success in finding internships. Greg stated that it was a compliment on the local legal community that students have been able to arrange their internships.

The committee discussed inviting the internship sites from across the program to the final meeting in October to confirm the College’s gratitude for the ongoing support. Greg noted that ten to twelve firms have provided approximately 90% of the internship opportunities, and he is hoping that the legal community continue to embrace the graduates of the program.

Action Item: Site hosts and contacts to be invited to final meeting to receive thanks from the department for their continued support.

The committee were asked that, whilst students may be prepared in technical skills, what are the deficiencies that are being witnessed when they are on placement.

Rhonda: The need for professionalism, attendance and putting phone down! In addition, accuracy in spelling and writing to bolster proofreading skills.

George: Appropriate use of the internet during work time. In addition, the ability to remember clients in between appointments so that you can greet them accordingly. Also, an appreciation of deadlines.

Lori Hughes: Communication skills and ability to converse with teammates, as well as remembering to uphold confidentiality.

She continued that, whilst there is an onboarding process for all departments, discussions about individual work habits can only happen as they become apparent.

The committee also discussed that, in terms of preparing for interviews, students should come with some prior knowledge about the firm, and be able to ask relevant and insightful questions.

Committee for Graduates

Greg spoke to the fact, that despite sadness in the community following the announcement of the program elimination, he is hoping that positive outcomes can be emphasized. For example, students in the legal writing class gave a final presentation to Judge Gonzales, which was very well received.

He continued that he hoped there could be the establishment of some long-term support for graduates of the program within the local legal community.

Lori Hughes outlined that the Oregon Paralegal Association (OPA) would be a potential contact for establishing this, and there is most likely a Washington equivalent.

It is hoped that this kind of professional network can be connected with to provide a contact and support point for graduates from across the 30 years of the program.

Rhonda adjourned the meeting at 12.36pm

Prepared by Nichola Farron