

**PARALEGAL ADVISORY COMMITTEE - MINUTES**

**Wednesday 12th October, 2016**

**11:30 am-12:30 pm**

**Pub 258B**

**Members Present:** Rhonda Kates, Landerholm, Memovich, et. al.; Lori Smith, Miller Nash Graham & Dunn LLP; Holly Swofford, Shumsky & Backman Silvia Czafit, Joshua J. Bean, PLLC; Lori Hughes, Miller Nash Graham & Dunn LLP

**Members Absent:** Leslie Hinton, Clark County Skills Center; George Middleton, CPA, Limoges Investment Management PC

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

Committee Chair Rhonda Kates called the meeting to order at 11.37am and introductions were made.

Minutes of the Previous Meeting

*The minutes of April 20th 2016 were presented: the motion to approve them as written was made by Lori H, and seconded by Lori S: this was approved unanimously.*

Update to Teach out – Dean Howard

Genevieve shared with the committee that an information session was held with students at the end of May to address concerns and talk through the process. At that time, there were 80 students who identified as wanting to participate in the teach out. During the session, there were representatives from Advising and Financial Aid, as well as Greg Finley, present to answer questions. Following this, students were asked to connect with an Advisor over the summer break to discuss plans further. Following this step, there are now 40 students in the teach out schedule, which has now been locked in with a view that all students will be through the process by spring 17-18.

Genevieve continued that by that point, all students should have completed their internship. She was pleased to report that there has not been negative feedback from the students at this point; there will be continued monitoring of the situation. In addition, all the remaining paralegal classes are guaranteed to run: there will not be any cancellations due to low enrollment: in fact, this is of course anticipated. Advising will also be working with students to ensure any additional subject requirements, such as Math and English are completed.

Genevieve continued that the committee’s assistance will be particularly needed as there will be a concentration of students looking to take internships concurrently.

Office of Instruction Updates

Cathy Sherick made the following announcements:

The theme “Transformation” is being used to describe two large intersecting initiatives. One is the Academic Plan, which will guide Clark’s programs and student services over the next five years. The first goal of the plan is to implement Guided Pathways, the second large initiative.

All Washington State community colleges will implement Guided Pathways. This is aligning schedules and building program *pathways* that have clearer more defined structures, saving students time and money getting to graduation. Training for advisory members on Guided Pathways will be on March 24.

Specific *transformations* that advisory members will see this year include a *r*edesign of the meeting agenda format. This provides faculty and committees with a connection to the academic plan and will streamline the meeting while including committee work plan activities. The committee composition will now include students and Clark Alumnae. Students will be able to earn a small stipend and a letter of recommendation for their attendance and participation. Piloted this year, we hope that students will be a regular and vital presence on every committee in the future.

Transforming the role of committee members, from just meeting attendees to being a part of our learning community. Not just trainings, the series of Business and Community Learning events on campus are set up to be 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. Food is available in the carts on campus, and guest are welcome to bring their brown bag. Additional information to follow in emails.

* Friday December 9th Advocacy
* Friday February 24th Millennials in the Workforce
* Friday March 24th Pathways
* Friday May 19th The Power of Completion

An evening event will be planned in the Spring to thank our advisory committee members for their time and expertise. Look for information during winter term.

A complete computer systems upgrade to campus registration, human resources and finance systems. The ‘go-live’ date for will be January 30. It will not impact the advisory committees, but it will impact campus business so there will be a moratorium on advisory meetings from mid-January to mid-February.

The new Bachelor of Applied Science in Applied Management (BASAM) is accepting students beginning winter term 2017. For additional information go to: <http://www.clark.edu/academics/programs/bus/basam/index.php>

Introduction of Greg Finley – Paralegal Teach Out Director

Greg introduced himself to the committee; as the former Director of the Paralegal program from 2002-2006, he was glad to re-connect with some of the committee members again. He confirmed that there has been a long standing relationship with the Clark County legal community, and he hopes to see that continue through the teach out. All the students will need support for internships, and ultimately employment, and this will need to extend beyond the 18 months of the teach-out as they go into the community. He continued that he hoped the teach-out will be a positive experience, and is pleased to report that students are settling down to work hard and succeed within the time frame.

The Advising Perspective – Wendé Fisher

Wendé confirmed that Advising is impressing upon students the need to complete within the time scale with a ‘C’ grade or better: Paralegal courses will not be offered beyond that so there are not limitless opportunities to pass courses. At present, Advising has made contact with approximately 40 students engaged in the teach-out process.

Silvia asked if there was support available from Financial Aid, to which Wendé responded that they are only able to assist to the extent that federal guidelines permit. In this regard, trying to balance the courses undertaken per quarter to ensure that the minimum credit threshold for financial aid is hit has been a challenge.

Brianna outlined that their other options for support, such as WorkSource funding, available on campus.

The Careers Perspective – Brianna Lisenbee

Brianna outlined the breadth of resources offered by Careers Services on campus, both to current students and to Clark Alumni. She continued that she is happy to work with Committee members through the internship process, and also to co-ordinate if employers would like to visit a class. In addition, Careers Services provide students with mock interview opportunities and also help with résumés

Cathy took the opportunity to reiterate her thanks to the Committee members for their continued support of the program and students throughout the teach out process.

Next Meeting date

The Committee will meet next on Wednesday 19th April at 11.30am.

Rhonda adjourned the meeting at 12.17pm

Prepared by Nichola Farron