



**PARALEGAL ADVISORY COMMITTEE
MINUTES**
Wednesday, December 10, 2014
4:00—6:00 p.m.
Scarpelli Hall, Room 102

Members Present: Yolanda Morales, Committee Chair, Tana Bieniwecz; Lori Hughes, Miller Nash, LLP; Leslie Hinton, Clark County Skills Center; Lori Smith, Horenstien Law Group; Holly Swoford, Shumsky & Backman

Members Absent: Rhonda Kates, Landerholm, Memovich, et. al.; Silvia Czafit, Joshua J. Bean, PLLC; George Middleton, CPA, Limoges Investment Management PC; Pat Janik, MacDonald Center

Guests: Karen Fuller

Clark College: Layne Russell, Paralegal Program Director. Genevieve Howard, Dean of Workforce & Career Tech Education; Rachele Bakic, Interim Director of Academic Services; John Maduta, Advising Divisional Manager; Andreana DiGiorgio, Secretary Sr., Advisory Committees

The meeting was called to order by Leslie Hinton at 12:07 p.m. Introductions were made, including Leslie Hinton, who has returned as a member after a year off, and new members Holly Swofford, Shumsky & Backman, and Lori Smith, the Horenstien Law Group. Guest Karen Fuller expressed interest in joining the committee.

Because the committee was waiting for one more voting member, approval of the minutes and election of officers was moved to a later time during the meeting. Layne Russell began his report.

Director/Division Chair Report

Layne reported on the following items:

- **ABA Accreditation Approval - In “review” process with ABA.** Layne said they have applied for accreditation and it's currently under review by the ABA. He said that as soon as the paralegal program is approved, the Department would consider offering more online and hybrid courses.
- **New Faculty.** Layne said he is currently interviewing for instructors to teach Legal Research, PRLE 103, and Bankruptcy, PRLE 208. He said he has one interview tomorrow and another in January.
- **Law Library.** Layne reported that the Cannell Library that holds the main collection of resources for the students. However, there are numerous volumes held in one of the adjunct offices in JSH. The adjunct office holds a complete USCA with updates to 2006. Layne said he went through the books and removed all duplicates. The Department through a grant received new, additional volumes. Layne said the problem is not enough space to hold these books in the

main Clark College library. The ABA may have a concern with the lack of space for a library during ABA visit.

- New books are as follows: *Criminal Law*, 2d (Vols. 13A and 13B, Washington Practice Series), *Tort Law and Practice*, 4th, *Restatement of the Law* (2d) of Torts, with Appendices, Vols. 1 & 2, *American Law Reports*, 2d (ALR® Series), and *Family and Community Property Law with Forms* (Vols. 19, 20, and 21, Washington Practice Series).
- **CANVAS (No more Moodle.com).** Layne reported that his adjuncts instructors are not using the new Clark College education platform Canvas because Canvas is experiencing issues and the adjuncts do not want to invest in the extensive trainings to become certified.
- **LLLT Update on Family Law and Legal Ethics.** Layne said he recently asked the Paralegal Faculty that teach Family Law and Legal Ethics to assure that such courses are covering LLLT information.
- **LLLT News.** The State Board for Community & Technical Colleges (SBCTC) is coming to Clark College May, 6th, 2015 for a study session at 1:00 pm. They would like to hear from a few students that can speak to the process of completing course work, sitting for the examination, and moving into the practice field. Layne said he would like to have a roundtable discussion about the LLLT with students, faculty and community members in the upcoming term.
- **Clark College Outcomes Assessment.** The instructors have been asked to provide goals for their courses and information about student success. There is an online toolbox to help with this, named “OAT.” However, Layne is acting as their intermediary and uploading their course data, along with Program Outcomes and assessments.
- Long-term faculty member and former advisory member, Mickey Thompson is experiencing some medical issues and has an operable brain tumor. If anyone would like to make contact with Mickey, a good contact person is instructor and co-worker, Lynn Hissman, along with committee member Lori Smith.

Andreana made an announcement that the College is planning an advisory member recognition breakfast on March 18, 2015 from 7:30—9:30 a.m. Regional economist Scott Bailey will be guest speaker and will give a report on the state of Washington and also our region. She told the members this is sure to be a fun and informative event and to be watching for more information in the coming weeks.

A question was asked about how many times the committee meets per year. Andreana said that this committee meets twice and the State of Washington requires that all Clark College advisory committees meet a minimum of twice per year with a quorum present. She mentioned there is a unit at Clark who meet three times per year.

Review of the Minutes of the Previous Meeting

The committee reviewed both the November 7, 2013 and the June 12, 2014 meeting minutes. *A motion was made to approve both documents. The motion was seconded and both sets of minutes were approved by unanimous vote.*

An election was then held for committee chair and vice chair. Yolanda Morales expressed interest in the committee chair position. *A motion was made to elect Yolanda. The motion was seconded and approved unanimously.* Lori Hughes volunteered to be the committee vice chair. *A motion was made to elect Lori as vice chair. The motion was seconded and approved unanimously.*

The committee took a break at this time.

After the break, Andreana told the committee members that this fall all of the advisory committees are reviewing their bylaws, as many have not been reviewed and/or updated since 2006. She showed members the current Paralegal Advisory Committee bylaws which showed some simple “housekeeping” suggestions and also some items that would need some review and discussion by the committee. After the review, a blanket motion was made to approve all of the suggested changes, along with items that needed to be updated or added to the bylaws. Those included the following:

1. ARTICLE I, Section 6: The quorum requirement was changed from a simple majority to four (4) members present.
2. ARTICLE III, Section 3: Officers will be elected every other year at the last meeting of the academic year.
3. ARTICLE IV: A new section was added (3) regarding member attendance. It reads, “A member who misses two (2) consecutive meetings will be contacted by the committee chair or other appropriate member to find out their level of commitment. They can be moved to “guest status”. This will help ensure that we have active members and enough voting members to ensure quorum.

A blanket motion was made to approve the changes. The motion was seconded and unanimously approved by the committee.

Office of Instruction Updates

Rachele Bakic introduced herself as the Interim Director of Academic Services. She reported on the following items:

Advisory Committee Website/Handbook – Rachele told the committee that Clark College has a new web content manager and showed members how to navigate to the advisory websites. She reported that the Committee Handbook has been updated with new and updated information. Some of the changes that are included in the handbook are:

- Adjunct faculty membership & voting – Adjuncts can serve and are an important piece of the advisory committees. However, per the State of Washington requirements, Clark faculty and staff cannot be voting members as there could be a potential conflict of interest.
- Vendor representatives – can serve but will not be a voting member.
- Quorum & voting – The college is moving toward having two meetings per year where quorum must be met. The committees need to move away from electronic voting and use it only in exceptional cases. If quorum will not be present, the meeting will need to be rescheduled.

Perkins funding award. This year the college was awarded \$608,925 in Perkins funding. Rachele explained that Perkins dollars help fund CTE curriculum development and revision, advising, tutoring, disability support services and computer lab support for CTE students. Of those dollars, approximately \$32,214 in summer curriculum projects was awarded. Due to a decrease in funding level and the commitment to fund other initiatives, there are no equipment dollars in Perkins this year.

Worker retraining award. The award was \$1,023,198. Most of the funding is supporting faculty salaries, instructional techs, financial aid and advising support.

Credit for Prior Learning. – Rachele reported that a full-blown launch and promotion began fall quarter. The focus of CPL is on course challenges and reviewing incoming industry certifications. Students may be assessed through various processes that will determine the degree to which learning outcomes have been met. This could be a test, written assessment, oral interview, project, performance or another appropriate method by which the faculty member determines your understanding of the subject matter. She said students will be charged a flat fee of \$255 for course challenges. This will primarily benefit students taking a 3, 4, 5 or 6 credit hour course. Students requesting a course challenge for a 1 or 2 credit hour course will not realize the financial benefit but may realize time savings. Rachele said that a major difference in this and the previous way Clark “waived” courses is that previously, waived courses were not included on students’ transcripts. With this new CPL process, the course will be included on the transcript. She asked members that if they have employees who would like to return to school and want to see what certifications or perhaps life experiences they might receive credit for, to have them contact Kim Marshel, Associate Director of Credit Articulation, at 360-992-2358.

Rachele mentioned the Advisory Committee Recognition Breakfast event, adding that more information will be coming soon.

Next Meeting Date

The committee agreed to meet again Wednesday, April 22, 2015. This will be a lunch meeting from 11:00 a.m. to 1:00 p.m.

The meeting was adjourned at 6:02 p.m.

Prepared & submitted by Andreana DiGiorgio