

## Paralegal Studies Advisory Committee Meeting

June 12, 2014 4-5:30 pm

Present: Susan Demers, Rachel Bartlett, Deborah Eldridge, Ian Banks, Rebecca Frank, Karen McLead, Iryna Bandaryk

Susan Demers welcomed the group and spoke about college wide initiatives for student success. She also explained that while enrollment in many paralegal programs nationwide is down, our enrollment is holding steady in all three programs.

Deborah Eldridge spoke about internships and sought referrals for internships for students in all three programs. Iryna Bandaryk who is a recent law school graduate talked about her discussions with local businesses seeking paralegals with specific skill sets. Karen McLead announced that her firm, Pinch-a-Penny had just hired Chelsea Griffin, a May graduate of the BASD Paralegal Studies program. We discussed that this was a great opportunity for Karen to share with SPC faculty what she learns as she trains one of our recent graduates. Karen made the point that corporate offices were likely to be leery of confidentiality issues. Rachel pointed out that we had that contract with the court system. We talked about including a confidentiality/attorney client privilege discussion in all internships.

Deborah Eldridge discussed the Optimal Resume program and the Burning Glass program and the enhanced abilities of this new program moving forward. We discussed our job board and the issue of Craigslist postings creating issues for genuine candidates.

Rachel Bennett discussed the activities of the Legal Studies Society currently not only the largest club on the Clearwater Campus but the largest club college-wide. She sought assistance of the group for student activities. Karen and Iryna talked about alumni activities which prompted a discussion about a paralegal alumni group. Karen reminded the group that the reason a group is successful is that it offers value to its members. She talked about the need for both networking and continuing legal education.

Rachel introduced Ian Banks, our newest fulltime hire. Ian described his work assignment and then sought information from the group on the specifics of classroom assignments. Karen offered to help with a default letter assignment that we could then modify.

Ian talked about vendor samples for the computer lab and virtual law office.

Rachel talked about the virtual law office and discussed plans for a paralegal computer lab to be funded by Dr. Vittetoe.

Susan Demers spoke about the role and goals of the Institute for Strategic Policy Solutions. She explained the Village Square concept and invited the group to participate. She point out that the Institute will be hosting a judicial information forum on August 6.

Susan Demers then sought the assistance of the group in reworking our catalog descriptions which have become a part of every student syllabus as well a central piece of marketing. Karen agreed to work on Law Office Management, Rebecca on the Legal Research description and Iryna on the Intro course description.

Christy Powers is attending the ABA e-filing workshop in Chicago and discussion of the electronic data collection led to a discussion of our recent interim report.

We solicited new questions for the employer survey and there was much discussion about what technology skills were needed and what program were most often used in offices.

There was some discussion about placement and internship opportunities for our students. Deborah spoke about creating continuous placements in various local businesses and it was suggested that we contact the local in house counsel organization to create more placements.

The rotation chart and advising template was shared with the group.

As we adjourned, committee members agreed to supply classroom activities and revamp course descriptions.