



**Paralegal Advisory Board Meeting** – Thursday, November 8, 2018

Meeting Minutes

11/8/2018

6 – 8:00 p.m.

Building 13, Room 217

**Present:**

Leonor Cabrera (Dean of Business, Design, and Workforce), Jonathan Wax (Program Services Coordinator), Althea Kippes (Faculty + Program Coordinator), Vanessa Powers (Faculty), Lucy Goodnough (associate attorney at computerlaw.com), Alma Robles (Associate Executive Director – San Mateo County Bar Association), Caroline Bracco (Executive Director -- San Mateo County Law Library), Maha Dahbour (current Paralegal student),

## **I. Introduction**

- Introductions for everyone who attended

## **II. Update on Program**

- Discussed the need to move program online and why we did
- Overview of new course offerings; IP Law, Animal Law, Legal Ethics, Law Office Management, and Elder Law
- Discussion on outreach goals; students prepping for the LLMS, students from the larger bay area, there need to build enrollments

## **III. Program Improvement Opportunities**

- The board unanimously approves the development of an Education Law Course, specifically siting that paralegals can actually represent people in court over this issue.
- The SMCBA supports the creation of our Animal Law course; there is a very high demand for Animal Law support.



- The board unanimously approves the creation of our Animal Law, Elder Law, and IP Law courses.
- The SMCBA is looking to start paralegal referrals and would love to partner with us. Attorneys need to oversee their work, but they could take a partner.
- San Mateo County Courts is looking to grow their self-help program; there is an opportunity to place our students there to get experience. They have a new grant to support this work.
- The board supports the program moving back to being in person if enrollments go up.
- Hague Convention Services would be something that would be very useful in IP Law.
  - There is a need for international service of process, a particular type of electronic litigation.
  - Inner-State Recovery Act has impacted electronic litigation
- Community Law Night would be a good opportunity to engage the community, the SMCBA would support this engagement.
- Discussion on online student challenges and challenges.
- Notary course would be valuable to add to us.

#### **IV. Legal Secretary Certificate**

- They have heard differing things on the viability of going in this direction, The board unanimously approves the development of a Legal Secretary Certificate or Program.
- People can charge a lower rate for Legal Secretary Services, so they are in demand. There is also an opportunity for students to go into business for themselves.
- The L.S.I. would support this course/certificate



- Calendaring is an important skill that would be covered this.
- Legal Secretaries would be very valuable to firms who need detailed services.
- Answering Services are utilized quite a bit, it is possible that a legal secretary could be an entrepreneur. There would be a job opportunity in this cross over of business and legal secretary.
- The board believes this would give our students a competitive edge in the job market here in Silicon Valley.

## **V. Job Placement / Internships**

- The SMCBA would love to support this in anyway possible.
- The board suggests have a Paralegal Faculty running the internship program rather than how it is currently run.
  - This would help vet students.
- The work experience is such an important aspect of job placement.
- The board unanimously approves the development of Electronic Litigation and Discovery courses.
- Opportunity for higher-paid internships if a student was well versed in Discovery (electronic litigation) or Motion Practice, this would be super beneficial for both parties involved.
  - Students need the letter of recommendation from this experience if they have further career goals.

## **VI. Open Discussion / Questions**

- The San Mateo County Law Library needs interns from us in the future.
  - Self-starters, students who were very actively engaged, but they aren't totally sure what the next step in

Meeting adjourned.