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2014 PAC Minutes, Paralegal

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MARK & NICK ACTION ITEMS

- Explore an option to provide lab space for students to use in the interim to Cloud implementation
- Interest in collecting more data on size of firms students are being employed by - software taught should reflect where students are getting jobs
- Survey for co-op students to fill out rating experiences and sharing the software that was taught to help determine what courses should be taught and when
- Review Mapping to see how courses align in respect to co-ops
- Send course CIS to Dianne – she will review it and find gaps and opportunities
- Nick to distribute mentor program information to PAC members

WELCOME AND INTRODUCTIONS

- Mark and Nick welcomed the committee members
- Diane introduced committee members to the Agenda

INTRODUCTION TO THE SCHOOL OF PUBLIC SAFETY

- Mark introduced the School of Public Safety and the important factors that must be considered in creating new programs
- Mark distributed and discussed his “White Board” document which shows the different programs being considered for the School of Public Safety and those currently in the process of being implemented
- Mark discussed the different space that is being considered to expand the College

TECHNOLOGY SURVEY

- Nick distributed and discussed an electronic survey to collect data on software being used by different industry partners
- Cloud initiative being reviewed to enable students off campus to access to College software (2016 est. launch)
- New software being used by companies can be implemented into curriculum quickly (Primafact, Merchant, Elite(larger firms) PC-Law (small firms))
FINAL LAW PAC REVIEW & COMMENTS/SUGGESTIONS PRIOR TO LAUNCH

- Law Clerks do less research in larger companies than smaller companies
- Carmen Dawdy: applauds Fanshawe for being the only one of the three Colleges in London that asks students to give a detailed overview of their co-op experience

DISCUSSION/FEEDBACK ON PROGRAMS/PAC MEMBER NEEDS/WANTS

- First co-op term need more understanding of law accounting – trust accounts, disbursements, basic accounting terms in a legal environment, annual filings, debits/credits, fixing GL’s, billing, bookkeeping, transaction levies, real estate
- Committee agrees it would be beneficial for students to deal with case studies as early as possible in program
- Law Clerks begin in a more administrative role and move up from there – basic admin skills are important for them to know – formatting, filing, electronic filing, client intake calls, typing speed
- Nick introduced some programs being considered – accelerated law clerk for paralegal grads, IT management cert.
  - Committee noted it would be beneficial to have employees specialized with legal industry computer, internet systems and IT security management
- Larger firms looking to eventually bring in more paralegals – makes more sense than bringing in law students
- Firms interested in weekend courses/day seminars to update on software training – market to firms as employee improvements and retention
- Pilot project through the College to align with CE – offer more weekend courses, degree completion, etc.
- Need to drum up more interest in companies investing in paralegal awards
- Students that do well in high school are being encouraged to take a University or College class – offer an introductory class
  - Committee members all agree students from Law Clerk & Paralegal are well prepared to enter the job market, co-op experiences are invaluable
- Opportunity to make internships longer – biggest challenge is the cost
- Mentorship program through the College not advertised enough

TOPICS FOR DISCUSSION NEXT MEETING

- Have counsellor with TVDSB assist with marketing strategy to students
- Investigate articulations with law schools – students find it difficult to move between the two

MEETING CLOSE

- Nick and Mark thanked the committee for their continued support and contributions