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2015 PAC Minutes, Law Clerk

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**WELCOME, INTRODUCTIONS, PAST MINUTES AND ACTION ITEMS**

- Mark welcomed attendees and explained the purpose and goal of a Program Advisory Committee
- Mark announced that Barbara is the new coordinator of the Law Clerk program while Nick will continue as coordinator for the Paralegal program
- Introductions were made around the table
- Mark updated the committee on the renovation plans for the C west building
  - Planning on developing a functioning law clinic
- Nick is working on a research project to see which software is used by the different law facilities to get a better handle on serving the industry
- Mentor program – working with the alumni office to mentor students graduating into their careers – Mark to look into differences between this and Larry Myny
- Larry Burrows award for paralegal students, $500 a year award for highest GPA in the program

**PARALEGAL PATHWAYS**

- Grad Certificate program for Paralegal grads. will give students law clerk training
  - Two streams – Civil Litigation and Corporate Real Estate
  - Survey completed showing strong interest in this program becoming available
  - Offered in 7 week segments at 16 hours a week
- Next step is to complete a gap analysis to see what each program law and paralegal have and see where the differences and gaps are between the two
- Endorsement – Diane asked the committee if they endorse moving forward with the certificate programs - unanimous
RESEARCH PROJECTS

• Projects under way dealing with legal software and the cloud services
  o students are able to do team work, solving problems, etc. higher engagement for students
  o includes software offices use or would like to implement in the future
• Working with Dan Douglas in Research and Innovation to get funding for the research to find trends in order to ensure students are getting the right training in the right areas
• Annual report completed to summarize the findings and give product reviews
• Will determines the relevance of software being taught currently
• Committee agree that this is moving in the right area
• Nick is interested in finding out more information on where students get jobs – insurance is not addressed in the curriculum but many students are being filtered there
• Suggested offering weekend certificates for students to learn new software
• Bernie Vanpelt is interested in a research project for Administrative Monetary Penalty System

PARALEGAL PROGRAM – DEGREE AUDIT CHANGE

• Degree Audit done in order to meet requirements from the law society specified a logical order for courses, reviewed with PAC members
• Advocacy should be in the second semester
• COMM Writing and Legal Research make sense going together
  o Need to legal language rather than creating a proper sentence and spelling
• Ethics and professional responsibility should be offered before field placement so students are well prepared especially the confidentiality aspect
• PAC members feel it would be beneficial for students to write a full 7 hour exam – format is multiple choice 3 ½ hours break and 3 ½ hours – offered as an optional choice for students who have completed the program

PARALEGAL MOCK TRIALS AT FANSHAWE COLLEGE

• Student feedback very positive
• PAC members agree that a mock trial is a valuable experience for students

DISCUSSION/FEEDBACK ON PROGRAMS/PAC MEMBER NEEDS/WANTS

• Student placement evaluations are too rigid – no room for additional feedback from employers – too generic
• Discussed providing an additional form to the co-op supplied form
• Daily activities, technology, filing – all should be included
• Would be beneficial to have a form come back to the coordinator to be able to see what the students are able to do
• Work off the paralegal form to create one for law clerks
• Students need more exposure to surveyanace software
• Better prepare employers for what students have covered in class
• Co-op would be better placed at the end of the program – at the end of the term employers don’t want to lose students
• 4 week placement for paralegal students is too short – PAC members are interested in a longer co-op that occurs at the end of the program
• Offer career options days – have employers come in from different venues within the progression for students to see more areas that are available
• Interest in blocking schedules for paralegal students from 8 am – 12 pm daily – issues with this around scheduling availability
• Interest from PAC in ongoing training, offering a webinar, online?

MEETING CLOSE

• Feel free to contact Sabrina and Barbara with any ideas or suggestions
• Mark thanked everyone for their attendance and suggestions and feels we can really improve this program