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2017 PAC Minutes, Law Clerk

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LAW CLERK

School of Public Safety
Program Advisory Committee Meeting Minutes

June 15, 2017 – 5:30 PM – 6:30 PM
H1005 – Fanshawe College

Present:
Barbara Bidner       Crystal West
Mark Hunter          Robin Minielly
Dana Raffa           Shawna Agathos
Dianne Elliot        Jessica Klaver
Nick Dasios          Chandra Renner
Stacey Pipicelli     Kelsey Currie

Regrets: Linda Pratt, Mary Williams and Amanda Catlin

Call to Order: Dianne Elliot called the meeting to order at 5:35 PM.

WELCOME, INTRODUCTIONS, PAST MINUTES & ACTION ITEMS

• We have just updated the Terms of Reference for PAC’s
• Action Item: new TOR to be included with the distribution of the minutes
• Updates to past minutes to be addressed throughout meeting

LAW CLERK PROGRAM

UPDATES

Academic Admission Requirements

• At the last PAC meeting we had adopted certain admission requirements for the 2017/2018 academic year
• We did this to ensure we are giving you the strongest students possible
• We decided that we would introduce a Mathematics requirement as well as a minimum grade requirement
• Students to have Math, English and minimum grade requirement – each of 65%
• This has impacted our enrolment by reducing enrolment for the Fall
• Normal intake is generally 110-115 students, which has now dropped to 65 students
• Revisited to potentially differentiate between a College and University level course – there is usually a 15% differential here
• Some applicants did not qualify because they did not meet the 65% average for either course level
• Revision for 2018/2019 academic year:
  • To differentiate between College and University level courses
  • College or University English – with a 65% minimum grade for College course
  • Mathematics - with a 65% minimum grade for College course
  • These revisions should assist us in adjusting admission for 2018/2019
  • ENDORSEMENT – revisions endorsed by all PAC members

Continuing Education

• Beginning to focus on Continuing Education for the Law Clerks in the South-Western Ontario community
• Continuing Education Event – we were hopeful to have had this event April of this year, but unfortunately did not have enough time to pull this together
• Barbara has spoken with Lisa Matchum and Russell Connelly of ILCO and Debbie Miller and Jenny Bacost of Lerners
• We were provided a list of 300 Law Clerks to potentially invite – needed to ensure all information was current
• We will regroup for a teleconference on September 14th and are looking to plan this event for sometime in the Fall
• Invitees will include our current Law Clerk students and Law Clerks in the South-Western Ontario region
• First event will essentially be a meet-and-greet and will include surveys at each table to find out what the Law Clerks are interested in learning about
• Also to let the Law Clerks know that we are looking to take an active role in helping them with their continuing education
• Have been advised to market these events in a way that the Law Firms are prepared to invest, should there be a cost involved
• What will make this worthwhile – “what’s in it for the Firm?”
• Barbara asking for assistance from the PAC on how to best market this event:
• Sending invitations directly to Law Clerks and to HR as well
• Suggestion to potentially offer this education as Webinars for those unable to leave their offices due to distance – still allows them the opportunity to participate
• Receiving a Fanshawe certificate upon completion
• Certificates could be beneficial for graduates without a job or Law Clerks changing jobs – can be used for performance evaluation, portfolios and resumes

**Larry Myny Mentorship Program**

• Thank you to Jessica Klaver – this is possible because of her
• This is a program that pairs a student with a Law Clerk in the field to assist them with their transition into the workforce and offers career advice
• To promote this, in the Fall we had individuals come from the Career Services office who gave a presentation on the mentorship program – Law Clerks were not aware of this
• Students in level three had the opportunity to apply for the program
• We had a wonderful response with 15 mentees and 5 mentor Firms
• As a result of their mentorship, one student secured a job with Lerners
• We are looking to increase the number of mentors since the program has been so successful
• Barbara asking the PAC what we need to consider to be respectful for increasing mentors and any challenges:
  • Mentorship is encouraged, however Law Clerks need the time to be able to do this – also requires the right personality
  • Lerners is wanting to bring more of a mentorship into the Firm – perform mock interviews, review resumes and bring in senior Law Clerks to answer questions – hoping to concentrate more on doing this by January/February of next year
  • Communicating testimonials from current mentors – relating how rewarding it is to be a part of this program
  • Potentially opening up the program to other organizations that are looking to hire Law Clerks that are not Law Firms
  • May be helpful for mentors to have contacts to support each other, which may encourage more individuals to participate in the program
  • Mentors currently get together for Mentorship training and participate in shared mixers with mentors and mentees together across all programs
• Mentors have support from the Alumni Office to answer any questions

Co-op Student Evaluations

• Since the Co-op placement form is rigid in nature, there was a request to have a supplemental form – to add additional comments and feedback
• Barbara has designed the supplemental form with Kelsey’s assistance
• For the Fall, the standard Co-op form will be used as well as the supplemental form
• Kelsey Currie will have these forms available for your use

Law Clerk Peer Mentoring Program

• Barbara and Jessica have discussed helping the students how to network
• When level one students enter the program, they often do not know what to expect
• Looking to have level one students paired up with a successful level three or level four student for the Fall
• This will give level one students a contact throughout the term for support with studying, feedback on professor teaching styles, time management, tools for successful, etc.
• This will help our new students become more confident and successful
• Barbara and Stacey to work together to recruit level three and level four student mentors and set parameters for what the mentor/mentee relationship should look like

Professional Appearance Policy

• This was discussed at the previous PAC meeting and was endorsed by all members
• Important for our students to have a professional demeanour, dress, attitude, behaviour and mindset
• Students will now be dressed in uniform when working in the Law offices
• Men – white or blue shirt, black trousers, name tag
• Ladies – white or blue shirt, black skirt or black trousers, name tag
• Students will be expected to wear these uniforms out on their Co-op, in labs, for guest speakers and any field trips off-campus where they are representing the college
• Students will be notified of this when entering the program in the Fall
• If Firms allow ‘Casual Friday’ for instance and students are encouraged to participate this will be permitted
• The uniforms will be on the list of requirements for program purchases at the bookstore
• The cost for each set (one of each item, plus name tag) is $150.00
• Students will be encouraged to purchase two of each item
• Beneficial when students go out for interviews as well – with professional appearance, mindset/behaviour will follow
• This change also reflects a Vocational Learning Outcome from the Ministry that states the student is expected to reliably demonstrate that they conduct themselves professionally in accordance with the guidelines of the Law Society
• One of the elements of performance that is listed is to present a professional appearance and demeanour

NEW INITIATIVES/UNDERTAKINGS

Program Review

• Every five years our programs need to be reviewed in accordance with the academic policy in place – to ensure our programs are excellent in nature
• The Law Clerk program is currently up for review
• Five year cycle:
  • In Program Review for the first year
  • Based on this review, there will be things that will need to be implemented and acted upon – takes place in year one and year two
  • At this point, we revisit and decide if we will be carrying these things through
  • Followed by a quality assurance segment and continued on
• We have internal assessment made up of the Dean, Chair and Faculty
• We also have external consultation made up of employers and other stakeholders to look at the program
• These two together will generate some recommendations and action plans as to what we need to accomplish
• Once these are complete, they will be brought to the PAC for endorsement
• Will need to imbed the new admission requirements we have just adopted
• Two courses we currently have – Strategies for Success and Professional Communications for Law Clerks
We want to really look at these two courses and either add more to them or replace with new courses that reflect the content we feel needs to be in place – more in depth.

Barbara plans to speak to the Program Review team about:

- More office procedure, soft skills, more math, filing, time management and more correspondence.
- Purpose of this is to ensure that we have quality programming, are meeting your needs in the community and that what we are doing aligns with the Ministry and meeting all of the criteria.

**Online Course Delivery**

- Inquires about online delivery for the Law Clerk program from current, prospective and long-term students.
- Online delivery with respect to Continuing Education courses.
- Barbara asking for feedback from Law Clerks on what courses they are looking for and in what areas.
- As well as a convenient way to deliver these courses to them.
- ENDORSEMENT - endorsed by all PAC members.
- To start review of current courses and determine which ones are appropriate for online delivery.
- Development of a timeline to deliver courses generally including those outside of the Law Clerk program you would like to see.
- Inquiry about the ability to switch between in-class and online delivery – we will look into this possibility.
- Professor presence will be met with online delivery.

**Co-op Appreciation Event**

- Barbara and Kelsey worked on this event for the first time.
- Felt it was necessary to say thank you for everything that our Co-op hosts do for our students.
- The event was held at Saffron’s restaurant here at Fanshawe College to recognize and appreciate the wonderful employment partnerships we are so fortunate and grateful to have.
- The students could not do what they do without you and your support for our program.

**DISCUSSION/FEEDBACK ON PROGRAM & PAC MEMBER NEEDS/WANTS**
• Discussions about computer programs being available to students in the past – have not yet been introduced but are making this a priority
• Nick Dasios conducted a survey on software which had clear results that quite a few employers are looking for our students to have digital document management skills
• “*****” is one program we will pursue to integrate into both the Law Clerk and Paralegal programs
• We are looking to acquire this program for the Fall
• ACL program is already being taught within both the Law Clerk and Paralegal programs
• Giving our students these technological skills within the program is critical when they are in practice – opportunity to be paperless and an advantage organizationally and cost-wise
• We are working to acquire a dedicated server for our Law programs software to run the most updated versions – approved for purchase
• We are looking to virtualize all software and programs entirely so that our students can log in from anywhere and any browser and have access to all of their software – rather than needing to access a specific lab space for software
• Some Firms use Case Logistix and ELITE (accounting software)

TOPICS FOR DISCUSSION NEXT MEETING
• TBA

Adjournment: Dianne Elliot adjourned the meeting at 6:20 PM.