



PCC PARALEGAL DEPARTMENT  
PROGRAM REVIEW REPORT  
2015

PARALEGAL DEPARTMENT  
CASCADE CAMPUS  
TERRELL HALL 109

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## I. PROGRAM/DISCIPLINE REVIEW

### A. EDUCATIONAL GOALS AND OBJECTIVES.

Paralegal Department Outcomes are as follows:

#### **AAS: Paralegal**

- Apply analytic, critical thinking and research skills to fact situations within a legal context
- Demonstrate professional skills necessary to a paralegal career, including oral and written communication and technology skills.
- Adhere to professional and ethical standards appropriate to the legal profession
- Use effective personal, interpersonal, time and project management skills required in the legal profession
- Demonstrate breadth of knowledge across several disciplines in humanities, social science, mathematics and science 10.2010

#### **One-Year Certificate: Paralegal**

- Apply analytic, critical thinking and research skills to fact situations within a legal context.
- Demonstrate professional skills necessary to a paralegal career, including oral and written communication and technology skills.
- Adhere to professional and ethical standards appropriate to the legal profession.
- Use effective personal, interpersonal, time and project management skills required in the legal profession.

These outcomes are consistent with outcomes of similar ABA Approved institutions nationwide. They have not been changed since the last review. No changes are presently anticipated.

### B. CHANGES SINCE LAST REVIEW

**ABA.** ABA Interim Report was filed in February, 2013, as part of the Program's on going responsibilities to maintain ABA Approval. Other record keeping activities are on-going and continue. This activity includes surveying all graduates within 6 months of graduation to determine employment status and to obtain feedback. Annual reports are generated and attached as exhibits. Student surveys and career/employer surveys are conducted periodically.

**Staffing.** Two full time permanent staff positions were added to the program. Paralegal Program Specialist, Diana Blake began in January, 2013. She assists in advising students, supervision of work study students, maintaining ABA required records, and various other day to day tasks of running the Department under the supervision of the Department Chair. The second position is a permanent full time faculty position filled by Aubrey Baldwin, effective September, 2014. Traci Simmons, Perkins advisor, new since the last review, is also part of the Paralegal Department team. (Exhibit 5).

**Portfolio Assessment.** The program initiated a portfolio requirement for students in the capstone Applied Legal Research and Drafting course, PL 204, which has become integral to the assessment process. See below under Mapping Matrix a more thorough discussion of Portfolio.

**Paralegal Department Graduation Ceremony.** During the Spring Term, 2014, the Department held its first graduation ceremony. It was held in the afternoon on the same day as the PCC wide ceremony, allowing time for students to attend both

ceremonies. Over 100 students, family and friends attended, along with part time faculty and Advisory Council members present. The ceremony was successful, and we plan to continue in 2015 and subsequent years.

**Litigation Courses.** Since the last review, a focus group consisting of department staff, part time faculty and the advisory council met to consider what types of litigation courses were needed by the program. The program had one course, Litigation, PL 105. As a result of these meetings, 2 courses were developed and added to the curriculum: Advanced Litigation, PL 205 and E-Discovery, PL 230. This strengthened the program’s litigation skills offerings.

**Technology Focus Awards.** To encourage students to develop stronger technology skills, the department faculty, with Advisory Council support and input, developed two focus awards. Any student successfully completing the designated courses is entitled to one or both of these non-transcripted department sponsored awards. Last year 11 awards were issued at the department’s graduation ceremony. (Exhibit 10)

**Hybrid Courses.** The Department offered specialized training for faculty who volunteered to develop hybrid courses in 2011 and began offering hybrid courses (55/45% classroom/computer split). This model allows the program to offer 2 classes in a 3 hour time slot, instead of one and has been popular with a significant percentage of students.

**Professional Paralegal Groups.** There are 2 principle paralegal trade organizations in Portland, Oregon Paralegal Association and Pacific Northwest Paralegal Association. With the addition of department staff, the program has increased its presence and collaboration with those groups.

**Program Growth.** The program has grown to unprecedented size in terms of the number of students, FTE and numbers of graduates. During 2013-14 the Department had the second largest number of CTE graduates, District-wide. (Exhibit 12)

Year	Graduates	Headcount
2013-14	114 Total (92AAS, 22 Cert)	579 AAS/32 Cert
2012-13	80 Total (70 AAS, 10 Cert)	622 AAS/36 Cert
2009-10	53 Total (42 AAS, 11 Cert)	377 Total
2007-08	43 Total (34 AAS, 9 Cert)	292 Total
2003-04	30 Total (19 AAS, 11 Cert)	242 Total

The 2009 ABA site visit team reported the PCC Paralegal Program on a “strong” program providing an “excellent” education. Graduate numbers doubled since 2010.

The Paralegal Program is a strong CTE Program, in terms of strength of instruction, national approval, number of graduates and ability of graduates to find good jobs.

**Jobs and Careers.** The program surveys its graduates within 6 months of graduation and publishes annual results. (Exhibit 1) .Of those students responding to the survey requests, the program in 2013-2014 reported 65% and in 2012-13 reported 69% of its graduates employed in legal jobs, not counting those who went on to four year colleges or stayed in existing jobs and used paralegal training to enhance that job. The graduate numbers have been running in the 60% range now for several years. (Exhibit 2)

**Prerequisites.** In the ABA site visit report, the site visit team recommended considering prerequisites for PL courses. The program has made PL 101, the Intro class for the program, a pre or co requisite for all Paralegal Department courses. PL 101 is important

to the program, as it establishes a high bar of expectations for students within the program, while providing basic fundamentals to help ensure success in the remaining courses. PL 101 is challenging, but includes supports for success, including peer tutor, learning styles training and opportunity for a makeup midterm exam.

**Learning Styles.** The program has begun incorporating learning styles instruction in the PL 101 course through coordination with the program's Perkins Advisor, Traci Simmons.

### C. CHANGES MADE AS A RESULT OF THE LAST REVIEW

**Staffing.** The addition of full time permanent staff members, Department specialist and full time faculty, as discussed above, were made as a result of requests at the last review and administrative response which was generally supportive of those requests.

**TH 107.** In the ABA site visit report from 2009, the site visit team recommended that the adjoining classroom to the department's legal research center, TH 107, be made a designated classroom for the department. The department has been provided exclusive use of the room effective the fall, 2014 term.

## II. OUTCOMES AND ASSESSMENT

### A. COURSE-LEVEL OUTCOMES

These outcomes are very comparable to outcomes of other Paralegal Programs nationally. The program focuses on teaching practical skills. The outcomes have not changed since the last review. Presently, no changes to outcomes are planned. However, in the fast-paced environment of the law, it would not be surprising for changes to be considered within the next 5 years.

### B. ADDRESSING COLLEGE CORE OUTCOMES

**Communication.** Communicate effectively by determining the purpose, audience and context of communication, and respond to feedback to improve clarity, coherence and effectiveness in workplace, community and academic pursuits.

The legal profession is a helping profession: focused on solving problems for clients through careful and competent representation. Communication is essential to this goal, and paralegals are expected to communicate effectively with a variety of people – from courts to witnesses – using a broad range of techniques. Communication skills are often cited among the top skills that legal employers are looking for in new-hires. For these reasons, the Paralegal Program emphasizes communication skills throughout the curriculum.

The Paralegal Program curriculum introduces writing skills early and provides students with successive opportunities to practice writing throughout the course of study. The first course, PL101, introduces students to legal writing through written summaries of court opinions (case briefs). In PL102, students continue to develop writing skills through case briefs and drafting documents to be filed with the courts (pleadings). PL201 and PL202, the legal research courses, focus on the fundamentals of analytic legal writing. Students practice these skills in elective courses where writing projects are typical methods of assessment. The final required course in the program – PL204 – gives students the opportunity to draft, and re-draft with faculty feedback – over a dozen legal documents, and to develop a portfolio of written work from the program to demonstrate competence in legal writing.

The Paralegal Program also emphasizes oral communication. With regard to interpersonal communication, there are specialized courses in interviewing (PL107) and investigation (PL104). These courses develop a student's ability to communicate face-to-

face with a variety of people, and provide students with vital practice in listening to comprehend significance. With regard to more formal oral communication, students are expected to make oral presentations in several courses, starting in PL 101, including an oral presentation of their Portfolio in PL204.

**Community and Environmental Responsibility.** Apply scientific, cultural and political perspectives to natural and social systems and use an understanding of social change and social action to address the consequences of local and global human activity.

Because the legal profession is one of the foundational institutions in our society, education to work in the legal system is inherently and explicitly tied-up-with concerns about how society addresses the consequences of human activity. The substantive courses offered in the Paralegal Program allow students to develop solid comprehension of how almost every facet of life is impacted by the legal system. More specifically, students are required to learn the ethical rules under which lawyers and judges operate in PL103.

**Critical Thinking and Problem Solving.** Identify and investigate problems, evaluate information and its sources, and use appropriate methods of reasoning to develop creative and practical solutions to personal, professional and community issues.

At its core, the legal profession is concerned with solving client's problems. To do so, legal professionals must think critically and analytically about client problems and their potential solutions. For this reason, all courses in the Paralegal curriculum require students to apply analytic and critical thinking skills to fact situations within a legal context. Moreover, the curriculum emphasizes legal research in two core courses (PL201 and PL202), along with fact investigation in the interviewing (PL107) and investigation (104) courses.

**Cultural Awareness.** Use an understanding of the variations in human culture, perspectives and forms of expression to constructively address issues that arise out of cultural differences in the workplace and community.

Several courses in the Paralegal Program include content dealing with cultural differences. For example, in the legal ethics course (PL103), students are expected to think critically about their own cultural perspectives, values and assumptions, how those may impact their interactions with others, and modify their own biased based behavior, practices and language to effectively interact with people with other cultural perspectives, values and assumptions. In the Employment Law course (PL 216), students present an international project on employment law in a selected nation, including a discussion of how the culture and historic events have shaped that nation's employment laws.

**Professional Competence.** Demonstrate and apply the knowledge, skills and attitudes necessary to enter and succeed in a defined profession or advanced academic program.

The Paralegal Program emphasizes practical skill building in many of its courses, and has a robust co-op education component where students gain on-the-job training and experience for credit. By the end of the program, students have been introduced to and practiced the fundamental professional skills of the paralegal. Students produce professional work products using appropriate technologies.

**Self-Reflection.** Assess, examine and reflect on one's own academic skill, professional competence and personal beliefs and how these impact others.

The Paralegal Program provides tools for students to better understand themselves and how they relate to the world. Beginning in PL101, students reflect on the skills required

to be successful in the profession and how they can utilize existing skills and develop others. Other courses continue this process.

In the capstone course (PL204), students draft and refine a reflection paper that appraises the student's skills and competencies in each of the Paralegal Program outcome areas.

**PCC Core Outcome Matrix.** (Exhibit 13)

**Mapping Matrix** Attainment of program outcomes by individual students is addressed through a portfolio review program implemented in the Program's capstone course, PL204. (Exhibit 14)

## C. DEGREE AND CERTIFICATE OUTCOMES

**Paralegal Program Outcome 1:** Apply analytic, critical thinking and research skills to fact situations within a legal context.

PCC Core Outcomes: Professional Competence – Critical Thinking – Communication

Assessment: The outcome is assessed via student Portfolio Review in PL204, which serves as the Program's TSA.

**Paralegal Program Outcome 2:** Demonstrate professional skills necessary to a paralegal career, including oral and written communication and technology skills.

PCC Core Outcomes: Professional Competence – Critical Thinking – Communication

Assessment: The outcome is assessed via student Portfolio Review in PL204, which serves as the Program's TSA.

**Paralegal Program Outcome 3:** Adhere to professional and ethical standards appropriate to the legal profession.

PCC Core Outcomes: Professional Competence – Community Responsibility – Self Reflection – Cultural Awareness

Assessment: The outcome is assessed via student Portfolio Review in PL204, which serves as the Program's TSA.

**Paralegal Program Outcome 4:** Use effective personal, interpersonal, time and project management skills required in the legal profession.

PCC Core Outcomes: Professional competence – Self Reflection – Cultural Awareness – Communication

Assessment: The outcome is assessed via student Portfolio Review in PL204, which serves as the Program's TSA.

<http://www.pcc.edu/resources/academic/CTEReports.html>

**Design and Processes.** The Paralegal Program believes a portfolio is the most effective method to measure the program's success in outcome achievement. Our program has selected the Portfolio in lieu of other methods, such as program-wide exams. This was done through consultation with faculty, the Advisory Council and other college staff, including Gabe Hunter-Bernstein, who has experience in this process.

The Portfolio Project is a required component of PL 204. The Project has three purposes: 1) to evaluate student performance and achievement of identified outcomes; 2) to evaluate the department's success in training students at the completion of each student's degree/certificate, and 3) to enable students in identifying documents they might use as sample work product for potential employers. The Portfolio includes a

reflection paper and a selection of documents and other artifacts that demonstrate the student's learning of program outcomes, and the student's resume and sample cover letter. Students present their portfolios to panels of faculty, Paralegal Advisory Committee members, and program alumni on the last day of the PL204 course. Students give a three-to-five minute presentation, followed by ten to fifteen minutes of discussion with the panel.

**Results of the Assessments.** Student success in demonstrating competence in outcome areas through the portfolio has been high. In 2013-2014 the sample size was 113 students, with over 98% demonstrating outcome competence through their portfolio project. These statistics are reported annually to the college and State of Oregon.

**Examples of Change.** The Paralegal Program has made a number of changes to the Technology Skills curriculum as a result of assessments of the technology skills outcome. In response to the 2011-2012 assessment and results of meetings of a litigation focus group, comprised of the Department Chair, Advisory Council members, and part-time faculty assessing litigation skills, additional courses were permanently added to the program in technology skills, including an Advanced Litigation course and an Electronic Discovery course. A basic Microsoft Office training course, CAS 133 was made a prerequisite to Legal Software, PL 130, a required course. Also during the 2012-2013 academic year, in response to assessment in 2011-2012, the Paralegal Department developed two Focus Awards in Technology - the Paralegal Department Technology Focus Award, and the "Paralegal Program Law Office Skills Specialist." In 2013-2014, the first time students could receive the awards, 11 of 110 graduating students received one or both of the Focus Awards. A statement of requirements to receive the Awards is attached. (Exhibit 10). The 2012-2013 learning assessment revealed that students had some difficulty in demonstrating proficiency in technology using the documents in the Portfolios. To attempt to address this difficulty, the Portfolio project was amended to require that students specifically demonstrate competence in the most common office software programs (Word, Excel, PowerPoint, and Access) in 2013-2014.

The Paralegal Program has also made changes to the Oral Communication portion of the Portfolio Review process to improve the efficacy of assessing oral communication skills. The Paralegal Department consulted with faculty and the Paralegal Advisory Council regarding oral communication. Consistent with feedback from these groups, the department will be phasing into the Portfolio process during 2014-2015 a three-to-five minute student oral presentation of the Portfolio.

### III. OTHER CURRICULAR ISSUES

#### A. DISTANCE LEARNING.

Several Paralegal faculty participated in program-sponsored training during 2010-2011 on developing courses for hybrid offerings that would be in compliance with ABA standards. Some program faculty obtained college D2L training. Several part time faculty have offered Hybrid courses using D2L. The courses were well attended and appreciated by students, allowing 2 courses to be offered in a 3 ½ hour time block. We are hoping to attract and train other faculty to continue offering this type of course.

Our experience with the Hybrid indicates that faculty may be best prepared for D2L if they use the platform once in a regular classroom setting to increase their familiarity with the platform, before teaching a Hybrid course. By providing students with an introduction to D2L in the classroom portion of the Hybrid, students did not encounter significant difficulties. Faculty are able to develop on line activities which are appropriate for development of

practical skills. Classroom teaching is very popular with students in the program. Hybrid courses allow classroom teaching to continue, while providing some distance learning opportunities.

## **B. EDUCATIONAL INITIATIVES**

Obtaining ABA Approval in 2010 enhanced the value of the degree/certificate for students graduating from the program by increasing the stature of the program. This initiative increased opportunities for all students. Individual faculty have added Internationalization to their curriculum, for example in Employment Law (PL 216). Volunteer opportunities in service organizations are available, announced and available to students on an on-going basis in the program. For example, students regularly volunteer for the Community Alliance for Tenants hotline, SOAR Immigration Legal Services events, and participate in the Oregon Trial Lawyers mock trials as jurors and witnesses. The program's Paralegal Club has for the past 4 years offered an annual Career Day event for a half day on Saturday morning in January. Legal professionals speak in large and small group break-out sessions to provide students with ideas to assist them in career development. Each year 60-100 students have participated in this very popular event.

Curricular changes were not necessary to provide these opportunities. As a CTE program, students are motivated to participate in such volunteer events because they are motivated professionally.

Internships, while not required, are a strong component of the program. Over the past 4 years, the number of internships has been: 2010-2011: 63; 2011-2012: 87; 2012-2013: 88; 2013-2014: 82.

The Department supported development of Alternative Math courses based upon practical skills over the past 5 years and supports the offering of Math 58 as an AAS degree alternative to Math 65.

## **C. DUAL CREDIT**

The program does not offer dual credit Paralegal Program courses.

## **D. WORK WITH AREA HIGH SCHOOLS**

Presently, it does not appear that attempts to develop dual credit Paralegal Courses would be productive. The program may explore ways to work with area high schools to encourage development of writing and analytic skills, and perhaps encourage development of a Business Law course, all good preparation for entry into the Paralegal Program. We encourage dual credit Students to start with general education courses and computer skill electives to prepare for entry into the Paralegal Program.

## **E. COURSE EVALUATIONS**

The Paralegal Program's practice was to use hard copy course evaluations in every class, every term since 2005. These were available to the Dean and Department Chair and provided helpful, useful feedback for individual faculty members and the program. Participation was approximately 95% of students, as the evaluations were done in the classroom and tabulated by Division staff. The college's transition to on-line evaluations reduced participation to less than 30% of students in almost all classes, which limited the Department's access to useful information from students. The College's change of policy improved student participation during the Fall term, 2014. The department has submitted department questions for students. With the improved participation, the usefulness of the on-line evaluations now approximates the value that existed before the on-line evaluations commenced.

## **F. OTHER CURRICULUM CHANGES.**

Three new courses have been offered. As discussed above, PL 205-Advanced Litigation and PL 230-E-Discovery have been added to the curriculum with the program's Litigation Course, PL 105 as a prerequisite. This resulted from discussions among faculty and advisory council members. The courses have improved the program's ability to enhance litigation skills of students in the program. Another course added is Environmental Law, PL 240.

The program has also made changes through the Curriculum Committee to establish all courses in the program with a pre or co requisite of PL 101. This ensures that PL 101 is taken as a student enters the program and strengthens program development.

## **IV. STUDENTS AND THE COMMUNITY**

### **A. STUDENT DEMOGRAPHICS**

The program is based at Cascade, but also offers classes at the Climb Center. Students reside throughout the Portland metropolitan area. An estimated 25% of students in the program work in downtown Portland. Offering classes at Cascade and the Climb Center makes access to courses for this group of students accessible. While the program has experimented in the past with offering classes at Rock Creek and Sylvania, experience indicates that offering classes at these campuses reduces course enrollment and requires offering more classes to balance the needs of students. Students are relatively satisfied with the location of courses at Cascade and Climb Center, and it is hoped that the continued offering of Hybrid courses will help as a distance modality.

The program has almost 25% of its students identified as racial ethnic minorities on 2013-2014. Age is widely distributed across all age groups at rates which exceed the college averages for 40-60 year old age groups. Gender breakdown is 75% female, 25% male. Student diversity has enriched the program. (Exhibit 3).

### **B. CHANGES IN INSTRUCTION DUE TO STUDENT DEMOGRAPHICS**

Student demographics have been relatively stable. There have not been changes in instruction due to student demographics.

### **C. CURRENT/PROJECTED DEMAND AND ENROLLMENT PATTERNS**

Enrollment in the required entry course: PL 101-Introduction to Law Course, is steady. Over the past 2 years, the program has been offering 2 program entry courses (PL 101) per term not including summer. This results in approximately 150 new students per year. The program projects that this demand will continue and plans to add one new section of the entry level course during the summer term, 2015. This will maintain enrollment in Paralegal Department core classes and electives at approximately current levels.

The department offered 3 sections of PL 101 per term for approximately 2 years (2011-2013) (225 new students per year). Enrollment jumped and the program experienced some strain. While there is resulting decrease in FTE over the past year, the reduction in enrollment to 2 sections of PL 101 was planned and intentional. The department believes the current enrollment plan is best in keeping with available resources.

### **D. STRATEGIES TO FACILITATE ACCESS AND DIVERSITY**

The program strongly supports access and diversity for students entering the program. While the Introductory course (PL 101) and curriculum in the Paralegal Program are

challenging, the program supports program success by offering tutoring for the introductory course. Peer tutoring from existing students and graduates is available to help students transition into the program. Individualized advising from the Perkins advisor, Program Specialist and Department Chair allow the program to reach out and support student access.

Learning Styles Training at Cascade was provided in PL 101 from 2005-2010. Campus funding ended in 2010. Learning Styles has been renewed as part of PL 101 in 2014-2015 through collaboration with the Program's Perkins Adviser, Traci Simmons.

The program sponsored connections with diversity during the Fall, 2014 when it co-sponsored a campus wide presentation by a transgender paralegal student regarding her personal and legal journey. The program has participated in college fair events to publicize PCC programs. The program has prioritized efforts to hire diverse faculty and worked with the Office of Equity and Inclusion, which resulted in hiring of a full time temporary status instructor during 2011-2012, through the Faculty Diversity Internship Program.

#### **E. METHODS USED ENSURING FACULTY ARE WORKING WITH DISABILITY SERVICES**

The department staff are trained and available to part-time faculty to answer questions and make referrals as needed. The Department has always been and remains committed to making appropriate accommodations and has a history of working with many disabled students in a constructive fashion. This has included work and coordination with many Veterans who have needed disabilities accommodations and who have had complicated issues surrounding funding they receive.

The Department provided disability services training at 2 faculty meetings in 2013, both attended by the coordinator of disability services, at the initiative of the Paralegal Department.

The first training was March 22, 2013.

*Disability Accommodations and Teaching Tips re: Disability Accommodations*

Kaela Parks (Director of Disability Services) and Ruth McKenna (Disability Services Coordinator) presented specific information regarding disability accommodations and the new online system. (Exhibit 6).

There were many questions/concerns raised by faculty during the meeting and the exchange was healthy. A 1 hour training/Q&A time was scheduled for May, 2013

The program identified a point person for questions on disability questions, Walter Meier, the program's full time temporary faculty member. The Chair and Program Specialist were available in his absence.

The second training was on May 13, 2013.

Kaela Parks, Director of Disability Services (DS), was invited to make a presentation regarding accommodations for students with disabilities.

Highlights of the presentation are attached. (Exhibit 6)

#### **F. FEEDBACK RESULTING IN CURRICULUM OR INSTRUCTIONAL CHANGES**

The input and feedback from part-time faculty and Advisory Council, who are practicing lawyers and paralegals, are described above. The program also formally surveys Students approximately alternate years to obtain input regarding the program. As discussed above, the program surveys graduates not only about their employment, but for feedback and recommendations regarding the program. The program also periodically surveys the professional legal community regarding the types of skills needed in the industry.

## V. FACULTY COMPOSITION AND QUALIFICATIONS

### A. QUANTITY AND QUALITY OF FACULTY

The program's Faculty Department Chair has 29 years of experience practicing law; approximately 8 years of experience as a part-time college level teacher; and in his 11<sup>th</sup> year teaching full time at PCC.

The program has second full time faculty member; and approximately 25 part-time faculty who are lawyers and paralegals. The addition of Aubrey Baldwin as a second full time faculty member enhances the program in a number of ways. Moreover, the program benefits from a high number of part-time faculty who are actively practicing law and teaching in areas in which their practice is concentrated. The program is heavily focused on teaching practical skills that are used in an active practice. Thus, it becomes more necessary to have a larger number of practitioners with specialized skills in different areas of the law to teach courses in the program.

The lawyers who teach in the program are doing it because they love teaching. They bring with them to the classroom their natural professional attributes of diligence, hard work, talent and compassion. The College is fortunate to have instructors of this caliber. The program is fortunate to have high quality of lawyers and paralegals who teach in the program, as reflected in the faculty biographical sketches.

The College should improve part-time faculty pay and find ways to enhance the financial benefits to part time faculty. The College should also take steps to remove institutionalized irritants to part-time faculty, such as requiring under paid part-time faculty to pay for parking passes.

Part time faculty have stabilized recently in the program, but it can be anticipated that there will be some turnover in part time faculty on an on-going basis for personal and professional reasons. The Program Specialist position appears stable.

Statistics on faculty composition (Exhibit 4).

Bios and photos of Part Time Faculty (Exhibit 7).

### B. CHANGES TO INSTRUCTOR QUALIFICATIONS SINCE THE LAST REVIEW-

There have been no changes to instructor qualifications since the last review.

### C. PROFESSIONAL DEVELOPMENT

Lawyers have on-going duties for professional development in order to maintain their active license to practice law. Thus, the faculty updates and stay current as part of maintaining their license to practice.

Training provided on a Department basis is responsive to unique Departmental issues and supports teamwork among faculty. The college currently tries to provide training for part-time faculty on a campus or college wide basis. While the approach is perhaps understandable, this fails to appreciate the benefits of focused training for individual departments. (See: Disability Training, 2013 for Paralegal Department, VI. E. above).

The Paralegal Program participates in the American Association for Paralegal Education, an excellent national group of paralegal educators who meet annually on a national basis, as well as regionally (Pacific Region). Program staff, including the Chair, part-time faculty and Program Specialist, have participated in these conferences. The Chair has been a presenter in 3 conferences. Information, trends, teaching techniques and other information is passed

on to faculty through this group. The program also has a teaching agenda item in almost all of its faculty meetings. (Exhibit 6).

The Paralegal Program is hosting the Pacific Regional Conference this Spring, April 23-25, 2015. Numerous instructional ideas have emerged from lawyer training, AAFPE conferences or faculty meetings.

## VI. FACILITIES AND SUPPORT

### A. IMPACT ON STUDENT SUCCESS.

The program has a Paralegal Department Legal Research center in TH 109, which also provides office space for the department chair and department specialist. This space has had significant positive impact for students and the department. It has allowed legal research classes to be provided on campus, instead of requiring travel to the courthouse. It provides on site location for students to meet, work on team projects and locate department staff.

TH 107 adjoins the legal research center with a connecting door, allowing students to receive instruction and use the law library as a part of class. This is an excellent resource for the program and any class, and is essential for 2 legal research courses (PL 201 and PL 204).

TH 107 has been made largely the classroom of the Paralegal Program in the past year. The program appreciates the support of the DOI and Division Dean in making this available. In 2009, the ABA site visit team recommended that TH 107 be made a designated classroom for the program.

The program needs classroom space that would allow students to have computers in many of its classes, even those offered in a traditional classroom setting. On line access would enhance educational opportunities. The program would greatly benefit from making TH 107 a designated classroom for the PL program. If this were done, it would allow updating of the room and pursuit of funds to place computers at each desk, providing needed on line access for many of the program's courses. Other improvements to TH 107 are needed, including, removing unnecessary cabinetry, and new window coverings and carpeting in TH 107 and TH 109.

The program offers on average 2 courses per night Monday-Thursday for 3 terms at the Climb Center. Climb has been a mainstay of the program, making classes accessible to students working in downtown Portland and reducing the impact and demand for classrooms at Cascade.

Recent changes that have allowed parking in the underground parking at Cascade greatly improved student access to the campus and morale for all students.

### B. LIBRARY USE AND OTHER RESOURCES.

Most library use is in the department's legal research center, TH 109, which is open Monday-Friday. A portion of the legal research center is updated and kept current as required by ABA standards.

### C. CLERICAL, TECHNICAL, ADMINISTRATIVE AND/OR TUTORING SUPPORT.

The program provides peer tutoring for its entry class, PL 101 through the Student Learning Center, Paralegal Club and ASPCC. Learning Styles Training is being incorporated into PL 101 though coordination with the Perkins advisor. The Program's Specialist serves as Club Advisor and assists the Chair in numerous technical and administrative duties for the department. The AHELS Division staff provide other support, for instance hiring and scheduling.

#### **D. HOW ADVISING, COUNSELING, DISABILITY SERVICES AND OTHER STUDENT SERVICES IMPACT STUDENTS.**

The program has a positive, on-going connection with counseling and disability services ensuring student access to needed services. The program has an advisor under Perkins, which has been a valued part of the program.

#### **E. SCHEDULING, PROGRAM/DISCIPLINE AND THE NEEDS OF STUDENTS.**

The program remains principally an evening program, with 3 hour classes that meet once per week. The program offers approximately 3 courses per week night. Classes run from 6:30 pm to 9:20 pm. The program offers between 5-8 courses per week during daytime hours and normally 1-2 courses on Saturdays. Classes at Climb Center are 1-2 per night; the remainder are at TH 107 or a computer lab at the Cascade campus. The program focuses on providing students a theoretical background combined with practical skills they will use when they enter the workforce. The program provides additional resources on Alternative Careers that are supported by their Paralegal training, in addition to resources about paralegal careers. (Exhibit 11)

### **VII. SUCCESSFULLY PREPARING STUDENTS**

#### **A. ADVISORY COMMITTEE'S IMPACT ON CURRICULUM AND INSTRUCTIONAL CONTENT METHODS, AND/OR OUTCOMES.**

The PL Advisory Council has been an active and supportive part of the program for the past 10 years. It meets 3 times per year, consisting of lawyers, paralegals, PCC staff and members of the community. Composition of the Advisory Council is maintained in compliance with ABA guidelines. The PAC has participated many key issues for the Department, including the Department's move to TH 109, ABA site visit and Approval, Focus Awards, Department Graduation, Litigation course development and Portfolio Day.

Biographical sketches of the PAC. (Exhibit 8).

The Advisory council minutes for the last 3 meetings (Exhibit 9).

#### **B. PROGRAM ENTRY?**

The AAS-PL is open to those students who have completed WR 121. Recent changes in the program ensure that PL 101 is a prerequisite or co-requisite for every PL core and PL elective course.

The Certificate program is Limited Entry. Students must have either a prior 4 year degree or consent of the Chair. For consent the student must demonstrate:

- The student has a prior 2-4 year degree and satisfies the 27 general education credits and overall credits requirements of the program; or
- The student has other college credits without a degree which satisfy the 27 general education credits and overall credits requirements of the program; or
- Is granted an exemption by the Department Chair from the 27 general education credits and overall credit requirements of the program based upon the following criteria:
  - Relevant and transferable work experience. Work experience will be evaluated based upon the demonstration of transferable skills which relate to the paralegal profession, including writing, investigation, communication, analytic, professionalism skills.
  - Life experience skills which reflect judgment, experience and practical skills.

- Work experience in the legal field.
- Other experience reflecting positively on the student’s ability to succeed in the paralegal field without general education and total credits from an AAS degree

Entry into the Certificate program for those without a 4 year degree is limited to 10% of the entering students in any academic year.

**C. JOB PLACEMENT DATA AND FORECASTS**

The program tracks employment of graduates by conducting surveys of students within 6 months of graduation, as required by ABA standards. The information is provided to the ABA pursuant to exhibits. Summaries of each of the last 5 years are attached. (Exhibit 2). The statistics demonstrate that roughly 60% students graduating from the program are working in legal within 6 months of graduation annually. (Based on the number of students who respond to the surveys). This figure does not include those students who go on to a 4 year degree or who stay in an existing job out of choice. Forecasts on a state wide and national basis remain good for moderate development of Paralegal job opportunities.

**D. STUDENT COMPLETION.**

<i>YEAR</i>	<i>DEGREES</i>	<i>CERTIFICATE</i>	<i>TOTAL</i>
2013-14	92	22	114
2012-13	70	10	80
2011-12	67	9	76
2010-11	44	10	54
2009-10	42	11	53
2008-09	41	10	51
2007-08	34	9	43
2006-07	29	15	44
2005-06	21	13	34
2004-05	15	12	27
2003-04	19	11	30
2002-03	11	11	22
2001-02	10	10	20
2000-01	14	7	21

Barriers to completion of the degree or certificate include:

- Some paralegal students obtain employment before completing the program and do not complete once they are working.
- Other paralegal students are already working in firms and enter the program to take a selected number of classes.
- The program is challenging and some students make decisions based on difficulty of the program or may determine that it is not something they wish to pursue.

Other Data.

The following data is interesting and may be worthy of additional consideration. Of the 63 students enrolling in PL 101, during Fall 2013, 49 received a passing grade. However, 49/49 of the successful completers enrolled in PL 102 by the Fall of 2014. Thus, while there is predictably some attrition in PL 101, students who successfully complete PL 101 demonstrate continued interest in the program.

2012-2013	New PL 101 students passing: 138	Graduation: 80
2013-2014	New PL 101 students passing: 144	Graduation: 114

These statistics reflect a different measure of student completion based on a flow of students in and out of the program, rather than simply reviewing Headcount. Of course, looking at one or two years is overly simplistic. Certainly, the bubble of program enrollment from 2010-2012 also contributes to the graduation rate data. (See IV. C. above). However, this CTE program has 2/3 of its students enrolled as half or part-time students. These students will stay in the program longer than full time students thus inflating the Headcount. Over time, these statistics may be worth considering as indicative of program success with retention.

**E. GRADUATE OPPORTUNITIES**

Graduates can stay connected and take updated seminars principally through 2 professional paralegal organizations, Oregon Paralegal Association (OPA) and Pacific Northwest Paralegal Association (PNPA).

The college terminates mypcc accounts of its graduates, thus ending this connection of the graduate with the institution. The Paralegal Department has developed its own list of graduates using graduate email accounts, with written authorization provided by students upon graduation. Additionally, the Department maintains a PCC email list for its enrolled students. Job announcements and other program information are provided through these lists.

**F. ADDITIONAL CHANGES SINCE THE LAST PROGRAM REVIEW.**

Discussed above.

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## VIII. RECOMMENDATIONS

### A. SAC PLANS FOR IMPROVING TEACHING AND LEARNING, STUDENT SUCCESS, AND DEGREE OR CERTIFICATE OF COMPLETION.

Integrate computer use into more classes and enhance the skills of students in computer skills. Offer Hybrid courses. Expand Internship opportunities. Continue teaching focus on practical skills.

### B. SUPPORT NEEDED FROM ADMINISTRATION

1. Computers in TH 107, designated for Paralegal Program use or alternatively a lap top cart with lap tops that have hard drive computers.
2. Renovation of TH 107 by removing cabinetry. New carpet and window coverings in TH 107 and TH 109.
3. Maintain, if not increase, current staffing pattern of Department Chair, Department Specialist and 1 additional full-time faculty.

Dated this 20<sup>th</sup> day of February, 2015

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**Jerry Brask**

Paralegal Department Chair





PCC PARALEGAL DEPARTMENT  
PROGRAM REVIEW REPORT  
2015

**EXHIBITS**

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**Portland Community College**  
**Paralegal Program**

July 2013 – June 2014

Graduate Survey

Paralegal Department  
Cascade Campus  
705 N. Killingsworth  
Terrell Hall, Room #109  
Portland, OR 97217  
(971) 722-5212  
[gbrask@pcc.edu](mailto:gbrask@pcc.edu)

## **Introduction**

Each year, the PCC Paralegal Department conducts a survey of graduates of its program. One objective of the survey is to gather information about each graduate's employment within the legal field including their employment history and their compensation. Another objective of the survey is to get feedback about various aspects of the Paralegal Program.

The survey assists the Paralegal Department in achieving four important goals:

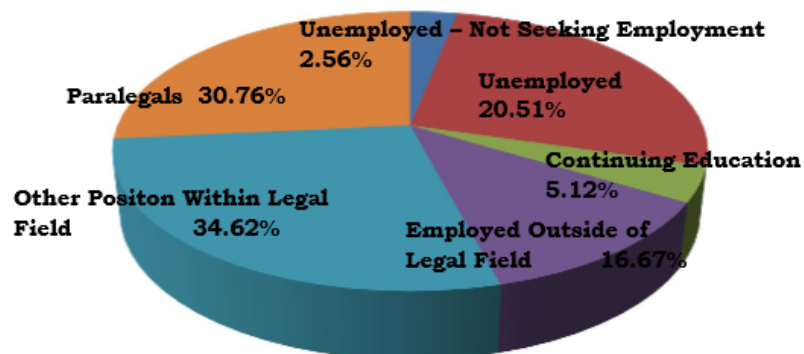
1. Progressive development of the program to ensure a high-quality academic experience for students;
2. Identification of student needs to assist with enhancing our responsiveness;
3. Identification and maximization of career development strategies; and
4. Maintaining the rigorous standards necessary to retain the American Bar Association approval of our program.

### **❖ Survey Background**

PCC's Office of Institutional Effectiveness provided contact lists for those students who graduated from the program between July 2013 and June 2014. This report reflects information gathered from 79 of the 114 graduates for that period who responded to our request for information.

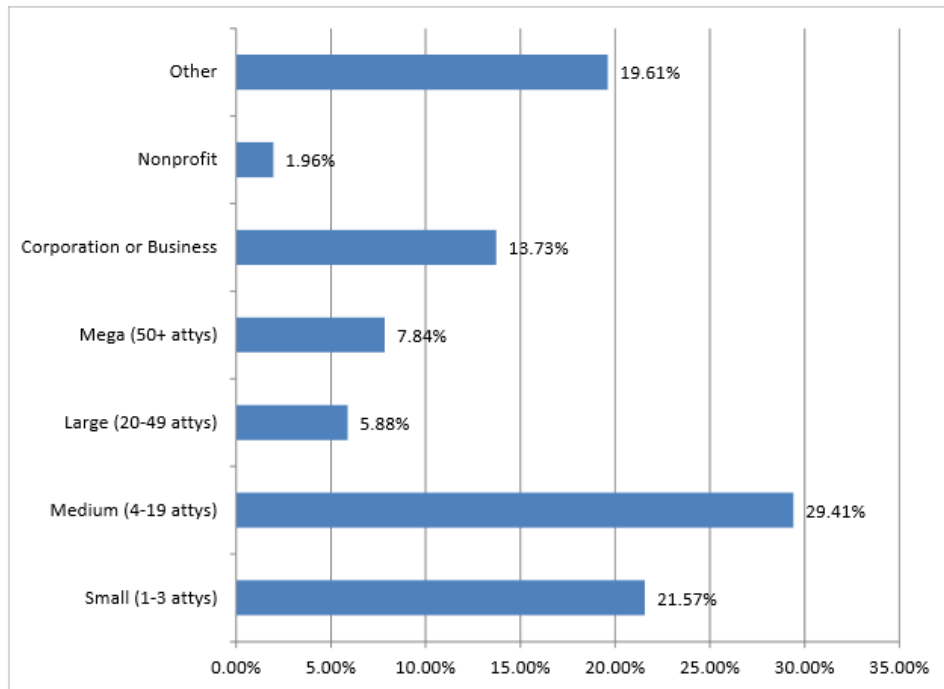
The surveys were conducted by telephone and/or email and the information used to prepare this report includes input from the faculty and students at PCC. Maggie Mills and Erika-Leigh Goodwin, Paralegal Program students, conducted the survey, and Nancy Nolan, a Paralegal Program student helped to compile the data, and drafted this report. Both the survey and the preparation of this report were accomplished under the supervision of the Department Chair, Jerry Brask and Department Specialist, Diana Blake.

### 2013-2014 Graduates Employment Status



Category	Number of Graduates	Percentage
Employed as Paralegal	24	30.76%
Employed in Legal Field in another type of position	27	34.62%
<b>Total Employed in Legal Field</b>	<b>51</b>	<b>65.38%</b>
Employed Outside of Legal Field	12	16.67%
Unemployed - Continuing Education	4	5.12%
Unemployed - Seeking Employment	10	12.82%
Unemployed - Not Seeking Employment	2	2.56%

\*From July 2013 – June 2014 there were 114 graduates. Of those 114, we were able to contact 78. This is a 68.4% response rate. The above-numbers reflect percentages based upon the total number of graduates we were able to contact.

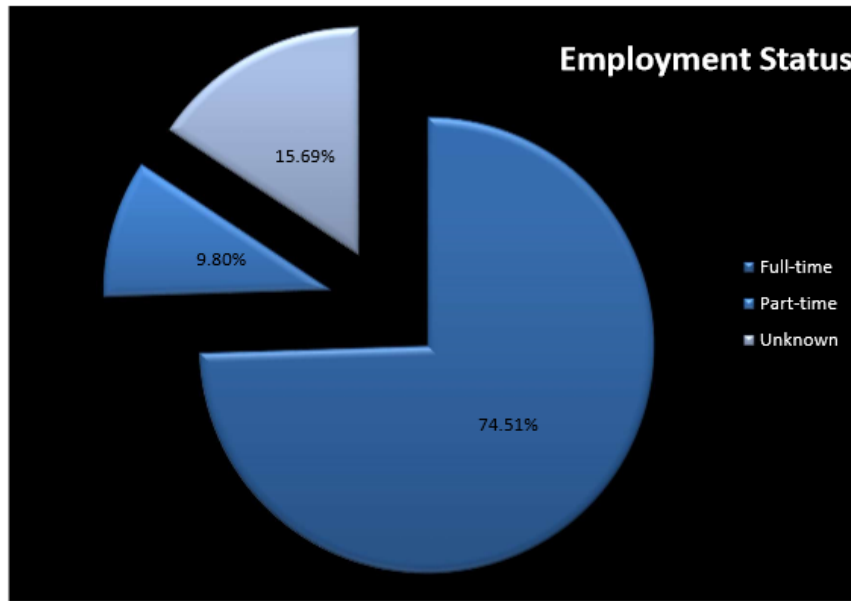


Of the 51 graduates working in the legal field, the largest percentage, 29.41%, work for medium size (4-19 attorneys) firms.

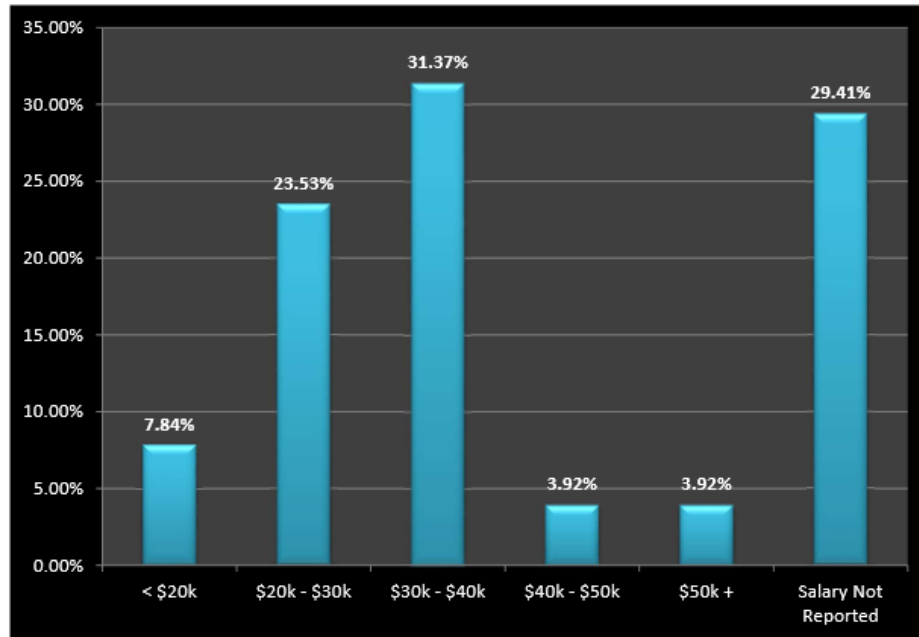
**Areas of law** practiced are as follows:

Area of Practice	Number of Graduates	% of Graduates w/in Specialty
Criminal Law	6	11.76%
Litigation Law	7	13.73%
Family Law	3	5.88%
Probate	2	3.92%
Personal Injury	4	7.84%
Insurance Defense	5	9.80%
Immigration	1	1.96%
Intellectual	2	3.92%
Government	1	1.96%
Corporate	3	5.88%
Other	17	33.33%

Of those responding, 74.51% of graduates employed in the legal field are working full-time and 9.80% work part-time. 15.69% did not report capacity.



Salaries for graduates that reported employment in the legal field are:



## Graduate Opinions

On a scale of 1 to 5 (1 being very poor & 5 being very good), we asked graduates how well the PCC Paralegal program prepared them for the legal tasks they regularly perform.

S C O R E	Legal Research	Drafting Legal Documents	Drafting Correspondence & Memos	Interacting w/ Court Systems	Client Contact	Technology
<b>1</b>	0%	0%	0%	0%	2%	10%
<b>2</b>	0%	2%	4%	6%	6%	3%
<b>3</b>	12%	8%	2%	20%	18%	16%
<b>4</b>	14%	10%	18%	6%	12%	14%
<b>5</b>	<b>33%</b>	<b>41%</b>	<b>39%</b>	<b>16%</b>	<b>20%</b>	<b>8%</b>

Graduates felt the program prepared them well in the areas of legal research, drafting of legal documents, and correspondence & memos.

Two areas we can improve in are interacting with the court systems and technology. Law firms are utilizing technology more. The profession has seen a dramatic change in this regard.

### Program, Staff, Resources, and Program Leadership

The highest score possible (score of 5) was given from all graduates in the following areas in the percentages indicated:

- 17% - Availability of Classes
- 24% - Variety (range) of Classes
- 35% - Class Sizes
- 22% - Paralegal Program's Law Library
- 28% - Competence of Instructors
- 45% - Instructors Readily Available Outside of the Classroom.

Of those graduates surveyed that availed themselves to advising, the highest scores given (5) were as follows:

- 28% - College Advising Staff
- 51% - Advising by the Department Chair
- 15% - Leadership by the Department Chair

### Input and Opinions from Graduates

An overwhelming number of graduates appreciated the practical skills they learned via paralegal courses that required drafting of documents and the preparation of forms required by city, county, and state governments. On the other hand, many students wanted more practice and instruction on correspondence drafting, drafting of memos and legal writing.

Graduates expressed appreciation for the understanding gained of the legal process and the law in general.

Graduates expressed, however, that the program, while doing a good job with general technologies, should look at incorporating classes that will give graduates solid legal software, advanced computer skills and court-required e-filing skills.

Many students felt that more information and help with the internship co-op program should be given and that the program should be expanded if possible.

The majority of the graduates had favorable comments about the program's instructors and the benefit of learning from those who are involved in the legal profession on a daily basis.

## EXHIBIT 2 – GRADUATE STATISTICS

Note: See separate Instruction Sheet for instructions for completing Exhibit V

### EXHIBIT V

#### Employment and Continuing Education Information on Graduates

##### (Part I)

**YEAR: 2013 – 2014 (Academic Year)**

(Provide a separate exhibit (Part I and Part II) for each year. Use the same academic or calendar years reported on Exhibit C. The total number of students for each academic or calendar year must correspond to the totals reported on Exhibit C.)

<b>Number of Graduates Working as a Paralegal</b> (WP)	24
<b>Number of Graduates Working in Another Capacity in the Legal Field</b> (WAC)	27
<b>Number of Graduates Continuing Education</b> (CE)	4
<b>Number of Graduates Still Seeking Employment</b> (SE)	10
<b>Number of Graduates Working in Another Field</b> (WAF)	12
<b>Number of Graduates Unable to Contact</b> (UC)	35
<b>Number of Graduates Not Seeking Employment at this Time</b> (NSE)	2
<b>Total Number of Graduates</b>	<b>114</b>

Note: The total must correspond to the total reported on Exhibit C. Graduates listed in Part II may be noted in more than one category; in this situation, count them in Part I for only the first category indicated.

Note: See separate Instruction Sheet for instructions for completing Exhibit V

### EXHIBIT V

#### Employment and Continuing Education Information on Graduates

##### (Part I)

**YEAR: 2012 – 2013 (Academic Year)**

(Provide a separate exhibit (Part I and Part II) for each year. Use the same academic or calendar years reported on Exhibit C. The total number of students for each academic or calendar year must correspond to the totals reported on Exhibit C.)

<b>Number of Graduates Working as a Paralegal</b> (WP)	25
<b>Number of Graduates Working in Another Capacity in the Legal Field</b> (WAC)	13
<b>Number of Graduates Continuing Education</b> (CE)	1
<b>Number of Graduates Still Seeking Employment</b> (SE)	8
<b>Number of Graduates Working in Another Field</b> (WAF)	7
<b>Number of Graduates Unable to Contact</b> (UC)	25
<b>Number of Graduates Not Seeking Employment at this Time</b> (NSE)	1
<b>Total Number of Graduates</b>	<b>80</b>

Note: The total must correspond to the total reported on Exhibit C. Graduates listed in Part II may be noted in more than one category; in this situation, count them in Part I for only the first category indicated.

Note: See separate Instruction Sheet for instructions for completing Exhibit V

**EXHIBIT V**

**Employment and Continuing Education Information on Graduates**

**(Part I)**

**YEAR: 2011 – 2012 (Academic Year)**

(Provide a separate exhibit (Part I and Part II) for each year. Use the same academic or calendar years reported on Exhibit C. The total number of students for each academic or calendar year must correspond to the totals reported on Exhibit C.)

<b>Number of Graduates Working as a Paralegal</b> (WP)	_____
<b>Number of Graduates Working in Another Capacity in the Legal Field</b> (WAC)	_____
<b>Number of Graduates Continuing Education</b> (CE)	_____
<b>Number of Graduates Still Seeking Employment</b> (SE)	_____
<b>Number of Graduates Working in Another Field</b> (WAF)	_____
<b>Number of Graduates Unable to Contact</b> (UC)	_____
<b>Number of Graduates Not Seeking Employment at this Time</b> (NSE)	_____
<b>Total Number of Graduates</b>	_____

Note: The total must correspond to the total reported on Exhibit C. Graduates listed in Part II may be noted in more than one category; in this situation, count them in Part I for only the first category indicated.

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Note: See separate Instruction Sheet for instructions for completing Exhibit V

**EXHIBIT V**

**Employment and Continuing Education Information on Graduates**

**(Part I)**

**YEAR: 2010 – 2011**

(Provide a separate exhibit (Part I and Part II) for each year. Use the same academic or calendar years reported on Exhibit C. The total number of students for each academic or calendar year must correspond to the totals reported on Exhibit C.)

<b>Number of Graduates Working as a Paralegal</b> (WP)	_____
<b>Number of Graduates Working in Another Capacity in the Legal Field</b> (WAC)	_____
<b>Number of Graduates Continuing Education</b> (CE)	_____
<b>Number of Graduates Still Seeking Employment</b> (SE)	_____
<b>Number of Graduates Working in Another Field</b> (WAF)	_____
<b>Number of Graduates Unable to Contact</b> (UC)	_____
<b>Number of Graduates Not Seeking Employment at this Time</b> (NSE)	_____
<b>Total Number of Graduates</b>	_____

Note: The total must correspond to the total reported on Exhibit C. Graduates listed in Part II may be noted in more than one category; in this situation, count them in Part I for only the first category indicated.

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Note: See separate Instruction Sheet for instructions for completing Exhibit V

**EXHIBIT V**

**Employment and Continuing Education Information on Graduates**

**(Part I)**

**YEAR: 2009 – 2010 (Academic Year)**

(Provide a separate exhibit (Part I and Part II) for each year. Use the same academic or calendar years reported on Exhibit C. The total number of students for each academic or calendar year must correspond to the totals reported on Exhibit C.)

<b>Number of Graduates Working as a Paralegal</b> (WP)	13
<b>Number of Graduates Working in Another Capacity in the Legal Field</b> (WAC)	6
<b>Number of Graduates Continuing Education</b> (CE)	5
<b>Number of Graduates Still Seeking Employment</b> (SE)	5
<b>Number of Graduates Working in Another Field</b> (WAF)	6
<b>Number of Graduates Unable to Contact</b> (UC)	17
<b>Number of Graduates Not Seeking Employment at this Time</b> (NSE)	1
<b>Total Number of Graduates</b>	<b>53</b>

Note: The total must correspond to the total reported on Exhibit C. Graduates listed in Part II may be noted in more than one category; in this situation, count them in Part I for only the first category indicated.

## EXHIBIT 3 – STUDENT STATISTICS

### The SAS System

2

#### Paralegal

COLLEGEWIDE TABLES (Excl Campus 6): Race/Ethnicity Distribution		Total	Foreign National	Multi-Racial	African American	Pacific Islander	Asian	American Indian/Alaska Native	Hispanic	White Non-Hispanic
		N	%	%	%	%	%	%	%	%
		Collegewide, Excl Campus 6								
	2011-2012	443	0.2	2.0	4.7	0.2	3.2	1.4	7.0	81.3
	2012-2013	489	0.6	2.9	3.9	0.4	1.8	1.4	7.8	81.2
	2013-2014	439	.	2.5	4.3	0.7	3.9	1.4	10.7	76.5

#### Paralegal

COLLEGEWIDE TABLES (Excl Campus 6): Age Distribution		14-17	18-20	21-25	26-30	31-40	41-50	51-60	61+	
		N	%	%	%	%	%	%	%	
		Collegewide, Excl Campus 6								
	2011-2012	490	0.4	4.7	16.5	18.8	29.0	18.6	10.6	1.4
	2012-2013	525	0.6	3.6	19.4	18.1	28.2	19.6	9.0	1.5
	2013-2014	479	0.2	4.6	16.9	23.0	26.3	16.1	11.1	1.9

#### Paralegal

COLLEGEWIDE TABLES (Excl Campus 6): Gender Distribution		Female	Male	
		N	%	%
		Collegewide, Excl Campus 6		
	2011-2012	490	75.7	24.3
	2012-2013	529	75.6	24.4
	2013-2014	474	74.7	25.3

Source: Banner End-of-Term Extracts, Excluding Campus 6

EXHIBIT 4 – FACULTY COMPOSITION





Paralegal (C40231)			FA: Full Time Faculty							
Year		White	Unknown	Two+	Native Hawaiian/Pacific Island	Hispanic	Black or African American	Asian	American Indian/Alaska Native	Total
		Employee	Employee	Employee	Employee	Employee	Employee	Employee	Employee	Employee
		Value	Value	Value	Value	Value	Value	Value	Value	Value
11/1/2004										
11/1/2005		0	0	0	0	0	0	0	0	0
11/1/2006		0	0	0	0	0	0	0	0	0
11/1/2007		0	0	0	0	0	0	0	0	0
11/1/2008		0	0	0	0	0	0	0	0	0
11/1/2009		0	0	0	0	0	0	0	0	0
11/1/2010	Male	1	0	0	0	0	0	0	0	1
	Female	0	0	0	0	0	0	0	0	0
11/1/2011	Male	1	0	0	0	0	0	0	0	1
	Female	0	0	0	0	0	0	0	0	0
11/1/2012	Male	1	0	0	0	1	0	0	0	2
	Female	0	0	0	0	0	0	0	0	0
11/1/2013	Male	1	0	0	0	0	0	0	0	1
	Female	0	0	0	0	0	0	0	0	0
11/1/2014	Male	1	0	0	0	0	0	0	0	1
	Female	1	0	0	0	0	0	0	0	1
Total		6	0	0	0	1	0	0	0	7

Information provided by the Office of Equity and Inclusion

Paralegal (C40231)			AJ: Faculty-Part Time							
Year		White	Unknown	Two+	Native Hawaiian/Pacific Island	Hispanic	Black or African American	Asian	American Indian/Alaska Native	Total
		Employee	Employee	Employee	Employee	Employee	Employee	Employee	Employee	Employee
		Value	Value	Value	Value	Value	Value	Value	Value	Value
11/1/2004										
11/1/2005		0	0	0	0	0	0	0	0	0
11/1/2006		0	0	0	0	0	0	0	0	0
11/1/2007		0	0	0	0	0	0	0	0	0
11/1/2008		0	0	0	0	0	0	0	0	0
11/1/2009		0	0	0	0	0	0	0	0	0
11/1/2010	Male	0	0	0	0	0	0	0	0	0
	Female	0	0	0	0	0	0	0	0	0
11/1/2011	Male	4	1	0	0	1	0	0	0	6
	Female	5	3	0	0	0	0	1	0	9
11/1/2012	Male	5	1	0	0	1	0	0	0	7
	Female	5	2	0	0	0	0	1	0	8
11/1/2013	Male	5	1	0	0	1	0	0	0	7
	Female	8	3	0	0	0	0	1	0	12
11/1/2014	Male	4	1	0	0	0	0	0	0	5
	Female	6	3	0	0	0	0	1	0	10
Total		42	15	0	0	3	0	4	0	64

Information provided by the Office of Equity and Inclusion

## EXHIBIT 5 – FULL TIME FACULTY AND STAFF

 <p><b>Gerald Brask</b> <i>Faculty Department Chair</i></p>	<p><b>Practice experience:</b> Private Practice: Family Law, Juvenile Law, Employment Law; Legal Services: Housing foreclosure defense, Landlord Tenant, Family Law, Public Benefits &amp; Consumer Law; 29 years in State and Federal Illinois and Oregon, Trial and Appellate Courts</p> <p><b>Teaching Experience:</b> 10 years: Portland Community College Full Time; 5 years: Portland Community College Part Time; 2 years: College of DuPage Part Time; 3 years: Elgin Community College Part Time</p> <p><b>Education:</b> J.D., University of North Dakota; BA, Northern Illinois University</p>
 <p><b>Aubrey Baldwin</b> <i>Instructor</i></p>	<p><b>Practice Areas:</b> Litigation, Environmental Law, Administrative Law</p> <p><b>Practice experience:</b> Represented local and national environmental and public health organizations in legal matters involving air quality, energy issues, and water quality.</p> <p><b>Teaching Experience:</b> Instructor with Portland Community College paralegal program since Fall 2014. Associate Clinical Professor of Law at Lewis &amp; Clark Law School from August 2007 through August 2014.</p> <p><b>Education:</b> J.D., cum laude, Lewis &amp; Clark Law School; B.S.S.W. cum laude, University of Tennessee</p>
 <p><b>Diana Blake</b> <i>Program Specialist</i></p>	<p><b>Education:</b> BS, Business Administration, Warner Pacific College, OR</p>
 <p><b>Traci Simmons</b> <i>Learning Skills Specialist/Career &amp; Technical Education Adviser</i></p>	<p><b>Practice experience:</b> Transitions Program Coordinator; Part-time instructor; CTE Adviser</p> <p><b>Teaching Experience:</b> Part-time Instructor Career &amp; Life Planning and Transitions to College</p> <p><b>Education:</b> M.ED. Educational Leadership, Concordia University, OR; BS Health Studies: Community, BS Health Science, Minor in Sociology, Portland State University, OR; AAOT, Portland Community College, OR</p>

**Portland Community College  
Paralegal Program Faculty Meeting**

**Friday, March 22, 2013 – Meeting Minutes**

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**In Attendance:** Jerry Brask (Department Chair), Martin Meyers, Diana Blake, Laura Takasumi, Christine Meadows, Janice Hollman, Steven Taylor, Beth King, Rich Menchaca, Ed Ferrero, Walter Meier, Caitlyn Mitchel-Markley, Maya Godet, and Tim Heinsen.

**Introductions**

**Disability Accommodations and Teaching Tips re: Disability Accommodations**

Kaela Parks (Director of Disability Services) and Ruth McKenna (Disability Services Coordinator) presented information regarding disability accommodations and the new online system. In the past, students would receive a “blue sheet” from their DS Counselor showing the services they were eligible for and in turn give the form to their instructor.

Under the new system these are a few of the benefits:

1. Confidential notification by email to the instructor which is more discrete for the student.
2. Hyper link within the email if new accommodations have been awarded to the student.
3. Accommodated testing has been changed. The instructor now will fill out a test contract for that course. The testing center then knows what is required for the course and will work with the individual students and their accommodations.
4. Each document/action gets a date/time stamp.
5. All notifications will be pushed out to instructors prior to the beginning of term.
6. Students have the option of when they want to share the accommodation with their instructor keeping note that accommodations are not retroactive. It is their choice also as to which accommodation they wanting to access.
- 7.

Kaela also indicated: Always expect students to communicate with instructor. If you, as an instructor, get an email and there is no contact from the student then there is a problem.

If you feel there is a student who could benefit from Disability Services, the following is the process they would go through:

1. Disability Services (DS) orientation which provides general information and is a group setting.
2. Supply required documents.
3. Intake. This is a one on one meeting with the DS Counselor and student.
4. Put accommodations in place.

Regarding books for signers/transcribers prior to start of class: If you have a book to loan them, please do. Otherwise, send them back to DS offices.

There were many questions/concerns brought up by faculty during the meeting. There will be a 1 hour training/Q&A time scheduled in May. A doodle survey will be sent out for everyone's input on the best day to have this most valuable faculty training.

Walter will be the PL Department point person if you have questions ie "What do I do now?" Walter's contact information is [walter.meier@pcc.edu](mailto:walter.meier@pcc.edu) or 971-722-5258. Jerry and Diana are available in his absence.

#### **Technology in Classrooms**

Janice and Beth suggest the possibility to increase the technology in the classroom.

A workgroup consisting of Janice Hollman, Beth King, Ed Ferrero and Jerry Brask will put together recommendations to bring back to the faculty.

#### **Program Evaluation Changes**

The program is the largest it has ever been. We are graduating large numbers but also there are students who do not complete.

Areas of evaluation to be considered:

1. How many students are graduating to how many are starting?
2. Why do students not complete?
3. Should the program entry requirements be changed to require admission at the front end? This has never been done for this program. Implementation would take at least a year.

A committee will be assembled to evaluate the issues. Several faculty members were interested in participating in this committee. A doodle survey will be sent out to determine the best time/date for meeting.

#### **Portfolio Updates**

Thank you for all of those who participated in the Portfolio Day on March 21<sup>st</sup> for Jerry's PL 204 class. It is a great opportunity for faculty, advisory committee members and staff to see what our students are capable of. Likewise, it is a great opportunity for the students to have feedback on their work samples from professionals in the legal field. The next opportunity to participate is Wednesday evening, June 12<sup>th</sup> from 3:30-9:00pm (Finals Week).

Students report positive feedback in that they can see through the range of documents what they are capable of.

**Faculty Hiring**

The department is currently seeking instructors for the summer term for PL130 (Legal Software) and PL230 (E-Discovery). If you have any recommendations, please forward them to Jerry.

**Paralegal Club Picnic: June 2<sup>nd</sup>, 3:00 – 7:00pm**

The annual Paralegal Club Picnic is scheduled for Sunday, June 2<sup>nd</sup> at Peninsula Park. Instructors are encouraged to attend. The students really enjoy it when they come and meet their families.

**Library Shelving & Pizza Night: April 26<sup>th</sup>**

The research library has acquired Federal Reporters and Supplements from Klarquist Sparkman, LLP. We have scheduled April 26<sup>th</sup> to incorporate these new books into our shelves. All are welcome. A big thank you to Klarquist Sparkman.

**SAC Minutes**

The question of whether or not to publicly post the SAC minutes has come up. The consensus of those in attendance was “NO.”

**Hybrids**

Hybrid courses are 60% classroom and 40% online. If you are interested, PCC has training available for Desire2Learn (D2L). Walter has also volunteered to shepherd anyone as he has a few D2L courses. Walter’s contact information is [walter.meier@pcc.edu](mailto:walter.meier@pcc.edu) or 971-722-5258.

**Introduction of Diana Blake, Program Specialist**

Diana joined the program on January 7<sup>th</sup>. Prior the Paralegal Program she worked in a pre-trades program at PCC Cascade Campus for 4 years. Prior to working at PCC she worked for 8 years at a local shelter for homeless families. Her experience in the legal field was in Sacramento, California, primarily in political law with a small amount in family law.

Additionally, Diana volunteers with an organization and travels yearly to Uganda. While there the group works with an orphanage providing infrastructure development and assistance in becoming sustainable.

Diana has two children; a son 25 and a daughter 21.

Diana’s contact information is: 971-722-5770 or [diana.blake@pcc.edu](mailto:diana.blake@pcc.edu)

**Textbooks**

Textbooks are available for pick up. Should you not need they copy, please leave for us to use for the student library. There are also textbooks that have been sent by publishers for your review and potential adoption for future terms.

**Miscellaneous**

Scholarships for paralegal students are available through NFPA. Applications are being accepted now.

**Items Moved to Next Meeting**

Schedules (Spring/Summer)

Climb Center

ABA Interim Report

**Next Meeting**

A survey will be set up on doodle and sent out to everyone for their input as to the date and time for the next meeting.

**Portland Community College  
Paralegal Department**

**May 13, 2013 Faculty Meeting – Minutes**

The meeting was called to order at 11:40

in attendance were: Jerry Brask, Doug Killian, Janice Hollman, Maia Godet, Christine Meadows, Beth King, Ed Ferrero, Caitlin Mitchel-Markley, Tim Heinson, Walter Meier, Steven Taylor (@11:50), Diana Blake (@11:50), and John Saito (@12:40).

- Jerry opened the meeting by soliciting volunteers for portfolio day. Caitlin and Tim committed tentatively, while Beth was a firm yes
- The Paralegal Club picnic will take place on June 2<sup>nd</sup>. All faculty members were encouraged to attend
- Jerry reported on the program's Computer Skills task force. Its objective is to find ways to bring computer skills into all classes. The Task force will meet again in June to continue the conversation and to develop recommendations to reinforce computer skills within the program. There was a discussion as to including typing requirements. Should handwritten assignments be accepted? The question was left unresolved.
- Jerry described the new Technology Focus Awards which are meant to encourage students to voluntarily acquire technology skills A question arose as to whether Wordperfect skills should be required. It would be difficult because PCC does not offer Wordperfect on its terminals.
- Jerry solicited input regarding the next meeting: Should it be in the fall before the term begins, as other departments do, or follow the usual schedule and plan for an October meeting? The group agreed on October.
- Jerry reported on the PL Program Development Task Force. Its objective is to consider and make recommendations regarding admission to the program, specifically whether the program should be closed as some other programs are.
  - Currently there is no mandate, but the state may be looking at completion rates rather than enrollment for funding. How to determine what entails completion?
  - Will survey other PCC programs and other paralegal programs across the country for practices regarding closed programs.
  - A suggestion was made to consider defining entry into the program as passing PL 101...for future consideration.
- Caitlin reported on the OSB Board of Governors' plan to set up a task force to make recommendations regarding a planned "limited license legal technician" program.

**Faculty meeting minutes for October 25, 2013**                      3-5 pm

**Attendance: Tim Heinson, Steven Taylor, Cathryn Ruckle, Ed Ferrero, Maia Godet, Christine Meadows, Emily Hogan, Jerry Brask, Beth King.**

Discussion of need to have computer skills encouraged in the classroom and agreement we needed to integrate into classes....we discussed making CAS 133 co-req to PL 101 and entry into program. No Handwritten work to be allowed further in 101...whole program.

Discussed limiting enrollment...general discussion of program size and development issues. Discussed again making admission to program after completion of 101. No action taken.

Volunteers for CCOG work to update. Steven, Beth and Tim volunteered.

We discussed teaching techniques with difficult students.

Steven led discussion of using naming conventions for saving documents.

We updated on Ethics—discrimination issues and LLLT in Washington.

Update on status of being awarded TH 107 designated classroom.

Notice of upcoming social for the PL club and Career Day in January, 2014.

Recruitment of volunteers for Portfolio Day in

2012-13 Assessment of outcome report distributed and reviewed and discussed by faculty.

- Kaela Parks, Director of Disability Services (DS), was invited to make a presentation regarding accommodations for students with disabilities. These are the highlights of the presentation:
  - The basic accommodations process is as follows:
    - Student self-identifies
    - Student and DS work together
    - Student and faculty work together
  - 3.8% of students self-identify
  - There are no retroactive accommodations but instructors may not refuse to offer future accommodations once requested.
  - If a student requests an accommodation directly from faculty, even if small, the instructor should refer the student to DS.
  - Faculty should not give an accommodation (e.g. take-home midterm) that was not approved by DS. Any non-approved accommodation must be made available to the entire class.
  - If the student does not engage the instructor, the instructor may contact both the student and DS.
  - If the student is not demonstrating mastery of the subject, then the student should not pass the class.
  - There should be no fundamental alteration to the class or lower standards.
  - PCC offers services for those students with relevant accommodations:
    - Alternate media formatting
    - Media captioning (note that transcribed material is not equal to captioning).
    - Amplification / Magnification
    - Interpreters and Transcribers
    - Note-taking
      - Peer note-taker preferred
    - Recording devices
    - Livescribe Pilot
    - Accommodated testing
      - Currently there are issues with testing center availability

The meeting was adjourned at 13:30. Minutes by Walter Meier.

**Portland Community College  
Paralegal Program Faculty Meeting**

**Friday, April 25, 2014 – Meeting Minutes**

**(CATH 107 3:30pm-5:00pm)**

**In Attendance:** Samantha Balmes, Diana Blake, Jerry Brask, Ed Ferrero, Maia Godet, Tim Heinson, Janice Hollamn, Beth King, Cathryn Ruckle, Traci Simmons, Laura Takasumi, and Steven Taylor.

**Introductions**

**Math**

The college has approved allowing departments to develop their own Math course(s) that could substitute for the present AAS math requirement of low level Algebra: Math 60/65 (2 courses). See attached memo at the end of minutes.

Math Committee (Ed Ferrero, Janice Holman, Tim Heinson, Laura Takasumi and Samantha Balmes) will meet on May 12<sup>th</sup> at noon to discuss putting together a math class specifically for the PL department, Business Math (MTH 30) used by Admin students, or to adopt the new alternative math course that has been approved. Committee will report back at next meeting. Some of the areas the committee will consider: compound interest, trust accounting, and profit/loss.

**PL Graduation June 13, 2014      4-5:15 pm      Cascade Campus      TH 122 or MAHB  
Auditorium**

This spring the paralegal department will hold its first graduation ceremony prior to the large commencement ceremony PCC holds. Many of the students in the PL program have prior degrees and prefer not want to participate in the school wide ceremony, but have indicated they would participate in a program ceremony.

The paralegal department ceremony will be held prior to that of PCC's allowing students to participate in both if they choose. No cap and gown will be required. This is a great opportunity for the Advisory Council to support the program as well as the graduating students.

Elise Brickner-Schulz and Brenna Dickey from the Advisory Council will pass out the Focus Awards.

**Mock Interviews: May 10<sup>th</sup>**

The department will be offering mock interviews for a small number of students. This is a time to practice interviewing techniques and speaking on the spot in front of people. It will be noted to students that not all interviews will be exactly as this example. There will be training and directions for the interview panel prior to meeting with students. Following the mock interview, students will receive feedback from the panel and be able to ask questions.

Panel members: Beth King, Brenna Dickey, Gina Skinner, Tom Holmes, Perla Caballero-Hoblit, and Tanya Maldonado.

**Portfolio Day: Thursday, June 11, 2014: 3:00pm-9:00pm**

The portfolios have proven to be very valuable exercise for the paralegal students. We are looking for volunteers to assist us in reviewing portfolios and providing feedback to the students.

Council approved utilizing Program Graduates to participate in the portfolio reviews along with PAC and Faculty as long as the Graduate is working in the legal field.

Volunteers for Wednesday, June 11<sup>th</sup> (3:00pm-9:00pm): Beth King, Samantha Balmes, Steven Taylor, Janice Hollman, Cathryn Ruckle, Ed Ferrero, Maia Godet, and Traci Simmons.

Volunteers for Wednesday, September 3<sup>rd</sup> (3:00pm-9:00pm): Samantha Balmes and Cathryn Ruckle.  
Maybes: Ed Ferrero and Beth King.

**Book orders**

Summer book orders were confirmed.

**Syllabus**

Please remember to submit your course syllabus to the department each term.

**Teaching tips**

See attached.

**Blue book v. ALWD?**

Discussion of Blue Book vs. ALWD. It was noted that big firms will provide a style manual.

**E Filing**

Staff is in process of training. PACCER and OJIN are taught in PL 130. The question of is it time to train students on Federal e filing will be revisited at the next meeting.

**Announcements:**

- CCOG'S : Jerry, Beth and Steven working on updating all CCOGs.
- picnic: June 1, 2014: The paralegal club is hosting its annual picnic. Faculty and Advisory Council are invited. 3-7pm Peninsula Park
- TH 107: Still working on getting the room designated to the department.
- social- April 25<sup>th</sup> 6-9 pm: PL club hosting a social tonight in the Underground. Faculty is invited.
- AAfPE: Regional meeting, April 2015: Portland
  - The program has been asked to host the 2015 AAfPE Regional meeting. Dates in consideration are April 23/24/25 and April 16/17/18.

- The program will be responsible for putting on substantive seminars.

**PL Graduation June 13, 2014      4-5:15 pm      Cascade Campus      TH 122 or MAHB Auditorium**

- This spring the paralegal department will hold its first graduation ceremony prior to the large commencement ceremony PCC holds. Many of the students in the PL program have prior degrees and prefer not want to participate in the school wide ceremony, but have indicated they would participate in a program ceremony.
- The paralegal department ceremony will be held prior to that of PCC's allowing students to participate in both if they choose. No cap and gown will be required. This is a great opportunity for the Advisory Council to support the program as well as the graduating students.
- Elise and Brenna will pass out the Focus Awards

**Statistics of Interest:**

- Graduate survey responses for Summer term, 2013: of the 65% of students reached, 80% are working in the legal field, 20% are employed in another field and 0% are unemployed/looking for work.
- 97% of students who pass PL 101 go on to graduate from the program.
- What happens after PL 101
  - 81% of those students who enroll graduate from the program.
  - There is no particular spot where we lose students, it is a gradual "leakage" overtime.

**Fall Meeting**

The next paralegal faculty meeting will be held October 17<sup>th</sup> from 11:45-1:15 at CLIMB, room to be determined at a later date.

Items for discussion will include: student development and program development.

**Portland Community College  
Paralegal Program Faculty Meeting**

**Friday, October 17, 2014 – Meeting Minutes (CLIMB Center 11:45am-1:15pm)**

**In Attendance:** Aubrey Baldwin, Diana Blake, Jessica Boell, Jerry Brask, Ed Ferrero, Maia Godet, Tim Heinson, Christine Meadows, Linda Odermott, Traci Simmons, Gina Skinner, Laura Takasumi, Steven Taylor, and William Teasdale.

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**Introductions**

**Introduce Aubrey Baldwin new full time faculty hire**

Aubrey Baldwin started September 8, 2014. She comes to us from Lewis and Clark with seven years of practice in Environmental Law. Welcome Aubrey.

**Assessment**

We reviewed and discussed the June 2014 annual report and November Plan.

**Program Review: 2/27/2015: 2-4pm**

Programs are reviewed every 5 years. This is an opportunity for programs to present to the college and tell them how they are doing. The presentation is generally 90 mins with a 30 min Q/A time. We would like to include bios and photos of our faculty. We will collect this information and take photos at our next meeting or you can email this information to Diana ([diana.blake@pcc.edu](mailto:diana.blake@pcc.edu)). We will be asking for some faculty to participate in the review and or the presentation. Email Jerry ([gbrask@pcc.edu](mailto:gbrask@pcc.edu)) if you are interested.

**Mapping Outcomes**

Current posted outcomes are attached.

**AAfPE: 2015 Spring Regional Meeting - April 23<sup>rd</sup>-25<sup>th</sup>**

The program has been asked to host the 2015 AAfPE Regional meeting. The event is scheduled for April 23/24/25 and will be held at the Portland Marriott, City Center. We are responsible for putting on substantive seminars and dine-a-rounds. Email Jerry ([gbrask@pcc.edu](mailto:gbrask@pcc.edu)) if you have suggestions or are interested in participating.

**Portfolio Day: Wednesday, December 10, 2014: 3:00pm-9:00pm**

The portfolios have proven to be very valuable exercise for the paralegal students. We are looking for volunteers to assist us in reviewing portfolios and providing feedback to the students.

Volunteers for Wednesday, December 10<sup>th</sup> (3:00pm-9:00pm): Steven Taylor, Maia Godet, William Teasdale, Ed Ferrero, Linda Odermott, and Traci Simmons.

**E Filing**

Staff is in process of training. PACER and OJIN are taught in PL 130. The question of is it time to train students on Federal e filing will be revisited at the next meeting.

**Other**

For the first time, the Paralegal Department has a shared office space for its FT and PT Faculty. The office is located in TH 110 and includes a computer station, printer, meeting table and white board. To request a key to this office, contact Donna ([donna.fielding@pcc.edu](mailto:donna.fielding@pcc.edu)).

**Winter Meeting**

The next paralegal faculty meeting will be held January 23<sup>rd</sup> from 11:45-1:15 at CLIMB, room to be determined at a later date.

**Portland Community College  
Paralegal Program Faculty Meeting**

**Friday, January 23, 2015 – Meeting Minutes (CLIMB Center 11:45am-1:15pm)**

**In Attendance:** Aubrey Baldwin, Samantha Balmes, Diana Blake, Jerry Brask, Ed Ferrero, Janice Hollman, Tim Heinson, Martin Meyers, Traci Ray, Cathryn Ruckle, Irion Sanger, Traci Simmons, Gina Skinner, Laura Takasumi, and Steven Taylor.

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**Introductions and Welcome!**

**Mapping Core Outcomes**

The faculty reviewed the mapping of core outcomes to update them as the college requires for program review. The faculty as a whole felt the mapping was vague and a largely meaningless exercise for numerous reasons articulated at the meeting. However, faculty did the best they could and completed the mapping at the meeting.

**AAfPE: April 23<sup>rd</sup>-25<sup>th</sup>**

The program has been asked to host the 2015 AAfPE Regional meeting. The event is scheduled for April 23/24/25 and will be held at the Portland Marriott, City Center. We are responsible for putting on substantive seminars and dine-a-rounds. The theme is Practical in Portland. The program has requested that the management of AAfPE allow time faculty to attend at no cost. Cathryn Ruckle and Steven Taylor indicated interest in attending. Traci Ray will participate on the "Reality Check" panel. Jerry is working to prepare a conference agenda, identify topics and recruit conference panel. Diana is working on logistics and planning.

**Program Review: February 27<sup>th</sup>, 2-4pm**

Programs are reviewed every 5 years. This is an opportunity for programs to present to the college and tell them how they are doing. The presentation is generally 90 mins with a 30 min Q/A time. Jerry is preparing a draft of the program review report to be circulated to faculty. Cathryn Ruckle, Steven Taylor and Ed Ferrero expressed interest in participating in presentation. For those faculty members not in attendance, please email bios and photos to [diana.blake@pcc.edu](mailto:diana.blake@pcc.edu) by February 5<sup>th</sup>.

**Bios**

Request faculty to provide biographical information on the attached form for inclusion in the Program Review Report.

**Photos**

Request faculty to provide a photo to the department for inclusion in the Program Review Report.

**Written Report**

Draft of report will be sent to the faculty for their input.  
Final will be sent out once completed

**PL Club Career Fair: January 25<sup>th</sup>, 8am-1:15pm in Terrell Hall**

Annual Career Day coordinated by the Paralegal Club will be held on January 25<sup>th</sup>. Diana is Club Advisor and working with students to plan the event.

**Portfolio Assessment follow-up: Oral presentations**

Oral presentations were added to the portfolio component of PL 204. Videos of five students were taken to use for faculty norming.

**Portfolio Day Winter Term: Thursday March 19<sup>th</sup>, 9am-2pm**

The portfolios have proven to be very valuable exercise for the paralegal students. We are looking for volunteers to assist us in reviewing portfolios and providing feedback to the students. Volunteers: Samantha Balmes, Cathryn Ruckle, Irion Sanger, Steven Taylor and Traci Simmons.

**Graduation: June 12, 2015 3pm for Department 7pm for College**

In 2014 the Department held its first Graduation Ceremony. It was well received and attended by faculty, students, family and friends. Steven Taylor and Ed Ferrero spoke addressed the audience. Elise Brickner-Schulz from the PAC handed out the Focus Awards. Very popular was the open mic time when students were able to speak about their experience in the program and thank family, friends and faculty. Oregon Paralegal Association was there and presented each graduate with a rose. Approximately 100 people attended. Due to the success we plan to schedule this event again for June 12, 2015.

**Spring Term Course assignments**

Jerry will be sending out an email to faculty for spring term assignments.

**Other**

**Drop Box**

Samantha will share drop box tutorial with faculty.

**Naming Conventions**

Steven Taylor, Ed Ferrero, Traci Ray and Martin Meyer will work out a department standard and send to Jerry for approval.

**Spring Meeting**

The next paralegal faculty meeting will be held May 1<sup>st</sup> from 11:45-1:15 at CLIMB, room to be determined at a later date.



**Thank you for attending. Your time is greatly appreciated.**

## EXHIBIT 7 – PART TIME FACULTY

The Paralegal Part Time Faculty consists of the following:

Martin Alvey, Andrea Anderly, Samantha Balmes, Michelle Bellia, Jessica Boell, Curt Edmondson, Ed Ferrero, Maia Godet, Tim Heinson, Janice Hollman, Beth King, Chirstine Meadows, Martin Meyers, Amy Millay, Traci Ray, Cathryn Ruckle, Irion Sanger, Gina Skinner, Laura Takasumi, and Steven Taylor.

Available Bios for the Part Time Faculty follow:

<p><b>Martin L Alvey</b> <i>Attorney</i></p>	<p><b>Current Employer:</b> Alvey Law Group  <b>Practice Areas:</b> Workers’ Compensation, Personal Injury and Social Security Disability Law  <b>Practice Experience:</b> Practicing law in Oregon starting in 1987  <b>Teaching Experience:</b> Portland Community College – since 2007  <b>Education:</b> B.A. History &amp; Political Science, Willamette University, 1982  J.D. Northwestern School of Law-Lewis &amp; Clark College, 1986)</p>
 <p><b>Samantha C. Balmes</b> <i>In-House Counsel</i></p>	<p><b>Current Employer:</b> Vermont Volunteer Services for Animals Humane Society  <b>Practice Areas:</b> Non-profit law; Animal law; International/Environmental law  <b>Practice Experience:</b> Civil Litigation – 2 years; In-House Counsel – 5 years; IT support in legal and non-profit settings – 9 years  <b>Teaching Experience:</b> Portland Community College – 4 years; One-on-One with special needs children – 1 year; Teaching in a women’s prison – 6 months  <b>Education:</b> JD and Certificate in International Comparative Legal Studies, Vermont Law School; BBA with international emphasis; second major in French; and Paralegal Certificate, University of Wisconsin (Whitewater)</p>
 <p><b>J. Curtis Edmondson</b> <i>Patent Attorney</i></p>	<p><b>Current Employer:</b> Law Offices of J. Curtis Edmondson  <b>Practice Areas:</b> Non-profit law; Animal law; International/Environmental law  <b>Practice Experience:</b> Patent and Intellectual Property Law  <b>Practice Areas:</b> Patent and Intellectual Property Law  <b>Teaching Experience:</b> PCC (Intellectual Property and Business Law), OIT (Renewal Energy, Analog Circuits, Digital Circuits, Physics)  <b>Education:</b> JD, McGeorge School of Law, CA; MSEE, BSEE, University of California at Santa Barbara; Engineering &amp; Technology Management, Portland State University, OR</p>



**Ed Ferrero**  
Attorney

**Current Employer:** Edward L. Ferrero, PC  
**Practice Areas:** Real Estate, Estate Planning, and Business Law  
**Practice experience:** Licensed in Oregon and Washington. In practice since 1990  
**Teaching Experience:** 15years experience starting in 1999.  
**Education:** BA History – Santa Clara University; JD – University of Washington School of Law.






**Timothy J. Heinson**  
Attorney

**Current Employer:** Heinson & DeDobbelaere, LLC  
**Practice Areas:** Litigation, Business Law, Insurance Law; Arbitration  
**Practice Experience:** Represented clients in various of types of litigation and business matters, including personal and bodily injury, landlord-tenant, construction defect, insurance coverage, and premises liability. Represented clients in state and federal courts throughout Oregon and Washington, and has tried or arbitrated hundreds of cases. Licensed to practice by the Oregon State and the Washington State Bar Associations. An arbitrator on court panels in several counties and a volunteer mediator in Multnomah County Small Claims Court.  
**Teaching Experience:** Adjunct instructor with Portland Community College paralegal program since 2012 (Torts and Personal Injury and Litigation) and with the Business programs since 2014 (Business Law).  
**Education:** J.D., *cum laude*, Northwestern School of Law; B.B.A., *magna cum laude*, University of Portland



**Emily Hogan**  
Attorney

**Current Employer:** Fitzwater Meyer Hollis & Marmion  
**Practice Areas:** Estate planning, special needs planning, probate, trust administration  
**Practice Experience:** Estate Planning-7years  
**Teaching Experience:** Teaching with PCC for 4-5 years (courses taught include 101, 107, 201, and 202). Teaching paralegal courses at Sumner College (contracts, environmental law, law office management, computer skills, etc.)  
**Education:** J.D. (certificate of completion in estate planning and tax), University of Oregon, 2008; BA in Philosophy, Politics and Economics, University of Pennsylvania, 2005

 <p><b>Janice Hollman</b> <i>Academic Relationship Manager</i></p>	<p><b>Current Employer:</b> kCura  <b>Practice experience:</b> Litigation Technology Trainer – 3 years  <b>Teaching Experience:</b> Corporate Training – 15 years; Community College – 5 years  <b>Education:</b> BS Management</p>
 <p><b>Beth L. King, R.P.</b> <i>Senior Litigation Paralegal</i></p>	<p><b>Current Employer:</b> Vestas-American Wind Technology, Inc.  <b>Practice experience:</b> 30 years' experience specializing in litigation for large and medium size law firms, corporations and municipalities, with emphasis on employment, environmental clean-ups, construction, energy, toxic mold, insurance defense and class actions. 1986-1995: Hinkle Law Firm, New Mexico; 1999-2011: Sussman Shank, LLP, Oregon  <b>Teaching Experience:</b> 6 years teaching experience for civil litigation, ethics, law office management, legal research and legal writing; over 10 years experience as instructor for legal professionals across the country in discovery, trial preparation, case management, dispute resolution, client communications, ethics and legal writing  <b>Education:</b> BA Management and Organizational Leadership, George Fox University, Newberg, OR</p>
 <p><b>Martin Meyers</b> <i>JD</i></p>	<p><b>Current Employer:</b> Retired  <b>Practice Areas:</b> Bankruptcy and Commercial Law  <b>Practice experience:</b> 1986-1995: Hinkle Law Firm, New Mexico; 1999-2011: Sussman Shank, LLP, Oregon  <b>Teaching Experience:</b> Portland Community College – 4 years; Clark Community College – 1 semester; Various Seminars  <b>Education:</b> JD, Valparaiso University; BA, University of Arizona</p>
<p><b>Amy Millay</b> <i>Legal Assistant</i></p>	<p><b>Current Employer:</b> Gordon &amp; Polscer, LLC  <b>Practice Areas:</b> Insurance Defense  <b>Practice Experience:</b> Internship in intellectual property; six months at a small criminal defense firm  <b>Teaching Experience:</b> 2 years teaching high school; 5 years teaching educational software to K-12 school personnel  <b>Education:</b> Master of Arts in Teaching, Oregon State University; B.A. theatre arts, Oregon State University; AAS, Paralegal Studies, PCC)</p>



**Linda Odermott, RP®**  
*Registered Paralegal®*

**Current Employer:** Tualatin City Attorney’s Office  
**Practice experience:** Real Property/Land Use, Family Law, Construction Defect Litigation  
**Teaching Experience:** Portland Community College – 9 mos  
**Education:** AAS, Criminal Justice – Portland Community College; BS in Administration of Justice – Portland State University; Paralegal Associates Degree – Everest College



**Traci Ray**  
*Executive Director*

**Current Employer:** Barran Liebman LLP  
**Practice Areas:** Employment, Labor & Benefits Law  
**Practice Experience:** I have been with Barran Liebman for 8 years, am the Immediate Past President of the Multnomah Bar Association “MBA” Young Lawyers Section, serve as the MBA Delegate to the American Bar Association “ABA” Young Lawyers Division, and am one of the four national 2014-15 Fellows of the ABA Law Practice Division  
**Teaching Experience:** Portland Community College since 2009  
**Education:** J.D., University of Oregon, 2007; BS, Arizona State University, 2000



**Cathryn Ruckle**  
*Attorney*

**Practice Areas:** Elder Law and Estate Planning  
**Practice Experience:** Criminal Defense; Juvenile Law  
**Teaching Experience:** National Academy of Paralegal Studies – 3 years; Portland Community College Paralegal Program  
**Education:** JD (1983); BA Political Science (1980)

**Gina Skinner**  
*Deputy District Attorney*

**Current Employer:** Washington County District Attorney  
**Practice Areas:** Criminal Law  
**Practice experience:** Practicing DDA since 1997  
**Teaching Experience:** Oregon Police Academy – various areas of Criminal Law – 11 years and regular teaching of Law Enforcement – Ongoing  
**Education:** BA Political Science, Minor Environmental Studies – University of Oregon (1992); MS Environmental Health Management (1995); JD – Willamette University (1997)



**Irion Sanger**  
*Attorney*

**Current Employer:** Sanger Law, PC

**Practice Areas:** Administrative law, business law, contract law, energy law, environmental law, property law, public utility law, and water law.

**Practice Experience** Mr. Sanger represents end-use industrial and commercial consumers, energy trade associations, irrigation districts, electric cooperatives, municipalities, and renewable and cogeneration electricity producers. He has a lengthy background representing end-use industrial, commercial, and irrigation customers in all facets of retail rates and service quality. Mr. Sanger advises hydro, biomass, geothermal, wind, solar, cogeneration, and other electricity generators on a wide variety of transactional matters, including negotiating power purchase agreements, interconnection agreements, wholesale power sales, resource development and sales, and other matters. Mr. Sanger represents clients in energy and utility matters before state and federal courts, state public utility commissions, the Federal Energy Regulatory Commission, and the Bonneville Power Administration.

**Teaching Experience:** Speaker and lecturer at Continuing Legal Education events, guest lecturer in Energy Law courses at Willamette Law School, and taught Environmental Law and Law Practice Management at Portland Community College.

**Education** Mr. Sanger graduated from Lewis and Clark Law School in Portland, Oregon in 2000 with cum laude honors and an Environmental Law Certificate, and from World College Institute of New College of California in 1995 with a bachelor's degree in the Humanities with an emphasis in International Environmental Studies.

**Laura Takasumi**  
*Attorney*

**Current Employer:** WPCC; H & R Block

**Practice Areas:** Estate Planning, Corporate Law and Taxation

**Practice experience:** 22 years in private practice




**Teaching Experience:** Portland Community College Paralegal Program: Corporate Law (since 2010), Income Tax Law (since 2012), and Legal Research & Library Use (since 2013)




**Education:** BA Business Administration with concentration in Accounting – University of Washington; JD – University of Washington; LL.M. in Taxation – University of Washington

## EXHIBIT 8 – PARALEGAL ADVISORY COUNCIL

The Paralegal Advisory Council (PAC) consists of the department’s full time faculty and staff (bios and photos above) and the following individuals: Elise Brickner-Schulz (Chair), Gwen, Butler, Emily Gothard, Ted Herzog, Aurora Hood, Anh Le, Darcy Mangold, Marcia Olmemiller, Torie Scott, Sharon Selberg, Karin Starin, and Becky Washington.

Available Bios for the PAC follow:

 <p><b>Elise Brickner-Schulz</b> <i>Director of Legal Support Services</i></p>	<p><b>Current Employer:</b> Miller Nash Graham &amp; Dunn LLP  <b>Practice Areas:</b> Litigation/Firm Management  <b>Practice Experience:</b> 28 years at Miller Nash  <b>Education:</b> Portland State University</p>
 <p><b>Gwen Butler</b> <i>Senior Legal Recruiter, CPC</i></p>	<p><b>Current Employer:</b> Boly:Welch  <b>Practice Areas:</b> Legal placement  <b>Practice Experience:</b> Nearly twenty years of Consulting, Direct Hire and Temp-to-Hire placement. Local job market expertise since 2005.  <b>Education:</b> BA Speech Communications, University of Washington, Seattle, WA, 1986</p>
 <p><b>Emily Gothard</b> <i>Paralegal</i></p>	<p><b>Current Employer:</b> Portland State University Student Legal Services  <b>Practice Areas:</b> Family law, Bankruptcy, Landlord/Tenant, Personal Injury, and Employment Matters.  <b>Practice experience:</b> Over three years of paralegal experience  <b>Teaching Experience:</b> Train Interns  <b>Education:</b> AAS Paralegal Studies and Associate Degree in General Studies, Portland Community College, 2013; Bachelor of Science - Finance Portland State University, Graduation TBD</p>

<p><b>Ted Herzog</b> <i>Partner</i></p>	<p><b>Current Employer:</b> Tonkon Torp, LLP  <b>Practice Areas:</b> Real Estate, Seniors Housing, and Business Law  <b>Practice experience:</b> 25 years as a transactional lawyer in private practice.  <b>Teaching Experience:</b> None  <b>Education:</b> BSA Business Administration (Accounting) – Washington State University; JD – University of Texas</p>
 <p><b>Aurora C Hood</b> <i>Current PCC Paralegal Student</i></p>	<p><b>Current Employer:</b> Full Time Student, Portland Community College  <b>Practice Experience:</b> Legal Field-None; 7 years in Restaurant Service Industry  <b>Education:</b> BA Religious Studies, Lewis &amp; Clark College, Portland Oregon, May 2007, Summa Cum Laude; AAS, Paralegal, Portland Community College, OR, Expected Graduation December 2015</p>
 <p><b>Marcia Ohlemiller</b> <i>Legal Policy Advisor</i></p>	<p><b>Current Employer:</b> State of Oregon, Bureau of Labor &amp; Industries  <b>Practice Areas:</b> Public Policy, Civil Rights, Employment and Administrative Law  <b>Practice experience:</b> BOLI – 19 years; Law Firms – 2 years; US Senate – 7 years; Legal Aid – 5 years  <b>Teaching Experience:</b> Mentoring; on the job training; Supervising  <b>Education:</b> BA Valparaiso University; JD – Lewis &amp; Clark</p>
 <p><b>Karin Starin</b> <i>Senior Paralegal</i></p>	<p><b>Current Employer:</b> Metro (Oregon Municipal Corporation)  <b>Practice Experience:</b> Real Estate  <b>Education:</b> BA, Reed College; Real Property Law I &amp; II, PCC; Project Management Certificate, PSU</p>

<p><b>Becky Washington</b> <i>PCC Career Services Coordinator</i></p>	<p><b>Current Employer:</b> Portland Community College <b>Teaching Experience:</b> “Brand or Be Branded: Social Media for Job Search”, “Labor Market”, “Resume Writing”, “Interviewing”, “Scholarship Dollars for College”, and other classes regarding Career Exploration. <b>Education:</b> MPA, Portland State University; BA in Psychology, Portland State University; AS in Psychology, Portland Community College</p>
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**Portland Community College  
Paralegal Program Advisory Council**

**Friday, January 16, 2015 – Meeting Minutes**

Meeting was called to order at 12:00pm at offices of Standard Insurance. In attendance were: Elise Brickner-Schulz (Chair), Darcy Mangold, Karen Edwards, Emily Gothard, Aurora Hood, Marcia Olemiller, Ted Herzog, Steven Taylor, Torie Scott, Karin Starin, Becky Washington, Jerry Brask, and Diana Blake.

Host: Darcy Mangold of Standard Insurance -Thank you Darcy!!

12:00am-1:20pm

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**Introductions of PAC, New Members and Guest, Karen Edwards, Cascade Campus President**

**AAfPE: PCC hosting Pacific Regional meeting April 23-25, 2015**

American Association for Paralegal Education is the only national group of paralegal educators. The program has been asked to host the 2015 AAfPE Regional meeting. The event is scheduled for April 23/24/25 and will be held at the Portland Marriott, City Center. We are responsible for putting on substantive seminars and dine-a-rounds. The theme is Practical in Portland. Elise and Gwen will be presenting on "Reality Check: What I want a paralegal candidate to tell me they know". Jerry is working to prepare a conference agenda, identify topics and recruit conference panel. Diana is working on logistics and planning.

**Program Review: February 27, 2015: 2-4 pm Terrell Hall 112 Cascade Campus**

Programs are reviewed every 5 years. This is an opportunity for programs to present to the college and tell them how they are doing. The presentation is generally 90 mins with a 30 min Q/A time. Jerry is preparing a draft of the program review report to be circulated to faculty. For those members not in attendance, please email bios and photos to [diana.blake@pcc.edu](mailto:diana.blake@pcc.edu) by February 5<sup>th</sup>.

**Written Report**

Draft of report will be sent to the members for input.  
Final will be sent out once completed.

**Bios and photographs**

Request members to provide biographical information on the attached form and provide a photo to the department for inclusion in the Program Review Report.

**PL Club Career Day- Saturday, January 24, 2015**

Annual Career Day coordinated by the Paralegal Club will be held on January 25<sup>th</sup>. Diana is Club Advisor and working with students to plan the event.

**Portfolio/Assessment follow-up: Oral presentations assessed at Portfolio night**

Oral presentations were added to the portfolio component of PL 204. Videos of five students were taken to use for faculty norming.



**Portfolio Day Winter Term: Thursday, March 19<sup>th</sup> 9am -2pm**

The portfolios have proven to be very valuable exercise for the paralegal students. We are looking for volunteers to assist us in reviewing portfolios and providing feedback to the students.

**New Experimental Courses considered for Fall 2015:**

Professionalism Course-1 credit: Areas may include networking, etiquette specific to legal, interviewing, dress, resume and cover letter.

Administrative Law Course- 3 credits: Will covers different areas that aren't currently covered in other courses. Will be an experimental course. Team taught. Allowing room for adaptability based on the interest of the students of each class.

**Graduation: June 12, 2015 - Department and College Commencement**

In 2014 the Department held its first Graduation Ceremony. It was well received and attended by faculty, students, family and friends. Steven Taylor and Ed Ferrero spoke addressed the audience. Elise Brickner-Schulz from the PAC handed out the Focus Awards. Very popular was the open mic time when students were able to speak about their experience in the program and thank family, friends and faculty. Oregon Paralegal Association was there and presented each graduate with a rose. Approximately 100 people attended. Due to the success we plan to schedule this event again for June 12, 2015.

**Other**

**Mia Macy Event Update**

Mia Macy is a student in the program who was instrumental in the recent Executive Orders signed by President Obama regarding gender equality. She presented her story at the Cascade Campus on Thursday, October 16, 2014. The event was put on by the Paralegal Department in partnership with the ASPCC Q-Club and the Cascade Campus. Approximately 70 people attended including folks from other campus.

**Member List**

Department will update contact list of members and distribute.

**Spring Meeting**

May 8, 2015: hosted by Gwen Butler at Boly Welch

**Portland Community College  
Paralegal Program Advisory Council**

**Friday, October 10, 2014 – Meeting Minutes**

Meeting was called to order at 12:00pm at offices of Miller Nash. In attendance were: Elise Brickner-Schulz, Darcy Mangold, Emily Gothard, Steven Taylor, Karin Starin, Becky Washington, Jerry Brask, and Diana Blake. Elise chaired the meeting.

Host: Elise Brickner-Schulz of Miller Nash-Thank you Elise!!

12:00am-1:20pm

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**Introductions and Announcements**

**Assessment**

The program has been working on assessment with the annual plan due in November. We reviewed and discussed the results of the previous year's assessment plan and end-of-year report. We discussed adding oral presentations to be assessed as an outcome and concluded it would be a good step this year.

**New Faculty Hire: Aubrey Baldwin**

Aubrey started September 8, 2014. She comes to us from Lewis and Clark with seven years of practice in Environmental Law. Welcome Aubrey.

**Graduation**

First Paralegal Department graduation celebration was held June 13, 2014. It was well received by the graduates and their families. The open mic time where students were able to share their thoughts was very popular. Oregon Paralegal Association was there and presented each graduate with a rose. Approximately 100 people attended. Due to the success we plan to schedule this event again for June 12, 2015.

**AAfPE Spring**

American Association for Paralegal Education is the only national group of paralegal educators. Jerry and Diana are attending the National conference in November. We will be hosting the Regional conference in the spring, April 23, 24 and 25. We will be responsible for putting together the program.

**Portfolio Winter Term**

Wednesday 12/10/2014 3pm-9pm

Becky, Steven and Emily expressed interest in helping.

**Program Review**

02/27/2015 2-4pm

Every five years the college reviews each program. The department will prepare a written report and make a presentation. The PAC is encouraged to attend and be involved. We will be taking photos of the PAC members at the next meeting to include in the report along with their bios.

**Club**

The Club is working on the next Career Day which will be held January 24, 2015. There is a new group of students involved and they are all excited for this event.

**Mia Macy event**

Mia Macy is a student in the program who was instrumental in the recent Executive Orders signed by President Obama regarding gender equality. She will be presenting her story at the Cascade Campus in the MAHB auditorium on Thursday, October 16, 2014.

**Other**

Membership: We are looking to increase PAC membership: Lawyer, Public Sector, and Student

**Next Meeting**

Wednesday, December 17, 2014: AAfPE Conference, Location: TBD

Friday, January 16, 2015: PAC meeting, hosted by Darcy Mangold at Standard Insurance

May meeting will be hosted by Gwen Butler at Boly Welch

**Portland Community College  
Paralegal Program Advisory Council**

**Friday, May 9, 2014 – Meeting Minutes**

Meeting was called to order at 12:00pm at offices of Boly Welch. In attendance were: Elise Brickner-Schulz, Gwen Butler, Darcy Mangold, Emily Snyder, Steven Taylor, Brenna Dickey, Jerry Brask, and Diana Blake. Elise chaired the meeting.

Host: Gwen Butler of Boly Welch-Thank you Gwen!!

12:00am-1:00pm

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**Introductions and Announcements**

**Math**

- The college has approved allowing departments to develop their own Math course(s) that could substitute for the present AAS math requirement of low level Algebra: Math 60/65 (2 courses). See attached memo at the end of minutes.
- Committee Meeting on May 12<sup>th</sup> at noon.
- Input from PAC
  - Make it a hybrid course
  - Make note to students who will continuing on for BA/BS

**Blue book v. ALWD?**

- PAC advises program to change to Blue book.
- Add question to Career Survey to firms as to which book they use.

**Full Time Faculty**

- Interviews for the full time faculty position will begin at the end of the month. The new hire will start in the fall term.

**E Filing**

- Filing is intense and time consuming. PACCER and OJIN are taught in PL 130. The question of is it time to train students on Federal e filing will be revisited at the next meeting.

**AAfPE Regional meeting, April 2015: Portland**

- The program has been asked to host the 2015 AAfPE Regional meeting. Dates in consideration are April 23/24/25 and April 16/17/18.
- The program will be responsible for putting on substantive seminars.
- Requesting ideas of what to offer and volunteers to present.

**Picnic: June 1, 2014 3-7pm Peninsula Park**

- The paralegal club is hosting its annual picnic. Faculty and Advisory Council are invited.

**PL Graduation June 13, 2014 4-5:15 pm Cascade Campus TH 122 or MAHB Auditorium**

- This spring the paralegal department will hold its first graduation ceremony prior to the large commencement ceremony PCC holds. Many of the students in the PL program have prior degrees and prefer not want to participate in the school wide ceremony, but have indicated they would participate in a program ceremony.
- The paralegal department ceremony will be held prior to that of PCC's allowing students to participate in both if they choose. No cap and gown will be required. This is a great opportunity for the Advisory Council to support the program as well as the graduating students.
- Elise and Brenna will pass out the Focus Awards

**Mock Interviews: May 10<sup>th</sup>**

- The department will be offering mock interviews for a small number of students. This is a time to practice interviewing techniques and speaking on the spot in front of people. It will be noted to students that not all interviews will be exactly as this example. There will be training and directions for the interview panel prior to meeting with students. Following the mock interview, students will receive feedback from the panel and be able to ask questions.

**New course on Career Development**

- The department is considering adding a career development course as a prerequisite for the internship. This course would cover resume, cover letter, interviewing techniques and other information helpful for student success pre and post interview.

**Portfolio Day: Thursday, June 11, 2014: 3:00pm-9:00pm**

- Proven to be very valuable to paralegal students. We are looking for volunteers to assist us in reviewing portfolios and providing feedback to the students.
- Council approved utilizing Program Graduates to participate in the portfolio reviews along with PAC and Faculty as long as the Graduate is working in the legal field.

**Grad report and statistics of interest**

- Program stats
  - 97% of students who pass PL 101 go on to graduate from the program.
  - What happens after PL 101
    - 81% of those students who enroll graduate from the program.
    - There is no particular spot where we lose students, it is a gradual "leakage" overtime.
- Grad stats: Graduate survey responses for Summer term, 2013: of the 65% of students reached, 80% are working in the legal field, 20% are employed in another field and 0% are unemployed/looking for work.

**Next Meeting**

- The next meeting of the PCC PAC will be on October 10, 2014, hosted by Elise Brickner-Schulz from Miller Nash.

## EXHIBIT 10 – PARALEGAL DEPARTMENT FOCUS AWARDS

### Paralegal Department Focus Awards

Beginning January, 2013 the PCC Paralegal program is providing Paralegal Department Focus Awards for the following two Skills specialties:

Paralegal Program Technology Specialist		Paralegal Program Law Office Skills Specialist	
CAS 217	Intermediate Word	CAS 217	Intermediate Word
CAS 171	Intermediate Excel	CAS 171	Intermediate Excel
CAS 140	Beginning Access	CAS 111d	Dreamweaver
PL 130	Legal Software	OS 240	Filing and records
PL 230	E-Discovery	PL 124	Law Office Management
PL 202	Computer Legal Research	PL 130	Legal Software

The Award will be provided in conjunction with the student having obtained a Paralegal AAS or Certificate from PCC. A grade of C or better is required for all courses. The Department will provide the Award if it is completed within 2 terms of graduation. Suggested language for use in a resume will also be provided.



Portland Community College  
Paralegal and Career Services Departments

# ALTERNATIVE PARALEGAL CAREER RESOURCES

Updated: 2015

Prepared by: PCC Paralegal Department, Advisory Council, and Career Services Dept.  
Special thanks to: Nancy Curtin, Peggy Knoebel, Becky Washington, Gary LaRose II, and Nancy Nolan.

Feedback: Jerry Brask, Paralegal Dept. Chair 971-722-5212; [gbrask@pcc.edu](mailto:gbrask@pcc.edu)

## Alternative Paralegal Career Resources

This document is a resource to assist Portland Community College Paralegal students in their career development. Where there's a lawyer, there is a potential for a paralegal. However, many paralegals find work and/or volunteer opportunities where attorneys are not necessarily employed. If you're working in a traditional law office, or working as a paralegal in any setting, you do need to be supervised by an attorney.

However, there are career opportunities open to those with paralegal skills other than working as a paralegal or in a traditional law office setting.

This document will identify some areas where paralegal skills are needed, as well as resources specific to Oregon. This is by no means a comprehensive list, but it suggests areas of further research for those seeking career development, employment or internships. A good site that has a very comprehensive list of many options is [www.legalcareers.about.com](http://www.legalcareers.about.com).

**Academic** There are many careers in academic administration which could put your legal skills to use. Examples are: Affirmative Action/Equal Employment Opportunity officer, Grants and Contract writer/editor, Disability services coordinator and compliance officer. In addition to the schools listed below, there are numerous community colleges located around the state.

- Portland Community College - <https://jobs.pcc.edu/applicants/jsp/shared/frameset/Frameset.jsp?time=1421201210793>
- Portland State University - [www.pdx.edu/careers-employment](http://www.pdx.edu/careers-employment)
- University of Oregon - <http://hr.uoregon.edu/jobs/>
- Oregon Health and Science University - [www.ohsu.edu/hr](http://www.ohsu.edu/hr)

**Arbitration, Mediation and Alternative Dispute Resolution** Jobs are available assisting attorneys and judges who act as arbitrators/mediators, or becoming one yourself.

- Marylhurst University offers a Conflict Resolution and Mediation certificate program - [www.marylhurst.edu/communication/cert-mediation.php](http://www.marylhurst.edu/communication/cert-mediation.php)
- The Oregon Mediation Association has listings of jobs in mediation [www.omediate.org](http://www.omediate.org)
- Beaverton Dispute Resolution- <http://www.beavertonoregon.gov/index.aspx?NID=562>

### Articles/Blogs

- “Alternative Paralegal Career Options” Ann Pearson, Pearson Resource Management, LLC. <http://www.pearsonresource.com/alternative-paralegal-career-options/#.VLwVVUff8YQ>
- “Paralegals Can Do What??” Kathy Handlos <http://blogs.broadviewuniversity.edu/2013/02/04/paralegals-can-do-what/>
- “Listserv Answer: What else can you do with a paralegal degree?” Lynne J. DeVenny <http://www.practicalparalegalism.com/2009/05/listserv-answer-what-else-can-you-do.html>
- “Alternative Legal Careers” Sally Kane <http://legalcareers.about.com/od/jobsearch/a/alternatives.htm>
- “The Many Faces of a Paralegal Career” Stephanie Brodin, American Institute for Paralegal Studies <http://www.aips.com/the-many-faces-of-a-paralegal-career/>
- “A Look at Paralegal Employment Options” Rachel Campbell, Paralegal Today [http://paralegaltoday.com/issue\\_archive/features/feature\\_ma04.htm](http://paralegaltoday.com/issue_archive/features/feature_ma04.htm)
- “7 Paralegal Jobs NOT in Law Firms: Where to look & what to expect” <http://www.becomeaparalegal.org/blog/7-paralegal-jobs-not-in-law-firms-where-to-look-what-to-expect/>
- “10 Things You Can do With a Paralegal Degree” Shelley Riseden, Paralegal Alliance <http://www.paralegalalliance.com/paralegal-degree/#axzz3PDL5S2i3>
- “Alternative Careers” Center For Alternative Legal Careers <http://centerforalternativelegalcareers.com/alternative-careers/>
- “Mediation: An Alternative Career for the Paralegal” The Paralegal Place <http://theparalegalplace.blogspot.com/2014/07/mediation-alternative-career-for.html>
- “Alternative Paralegal Career – Independent Paralegal” Divorce with Dignity Network <http://peacefuldivorcebusiness.com/alternative-paralegal-career-independent-paralegal/>
- “Careers in Transition” Linda S. Jevahirian <http://www.legalsearchonline.net/pdf/candidates-careers-in-transistion.pdf>
- “Answers to Questions about Freelance Paralegal Jobs” Paralegal.edu <http://www.paralegaledu.org/freelance-paralegal/>
- “What Are Popular Jobs and Career Options for Paralegals?” Learn.Org [http://learn.org/articles/What\\_are\\_Popular\\_Jobs\\_and\\_Career\\_Options\\_for\\_Paralegals.html](http://learn.org/articles/What_are_Popular_Jobs_and_Career_Options_for_Paralegals.html)

**Business** One of the fastest growing segments of the paralegal market involves working for corporate legal departments. However, it is a challenge to identify those companies which have legal departments. Typically, only large companies can afford in-house counsel.

- Workbook available to download of companies in the Greater Portland Area <http://www.greaterportlandinc.com/why-the-region>
- The *Portland Business Journal* ([www.bizjournals.com/portland/](http://www.bizjournals.com/portland/)) is a great way to keep up with what's going on in all industries in the Portland area and there are links to many resources. Weekly issues are available at PCC in the Cascade Career Center.

#### **Continuing Education**

- Academic Earth - Free online video courses [www.academicearth.org](http://www.academicearth.org)
- Baycon Group - Free software tutorials - [www.baycongroup.com](http://www.baycongroup.com)
- Coursera - provides universal access to the world's best education, partnering with top universities and organizations to offer courses for anyone to take, for free. [www.coursera.org](http://www.coursera.org)
- CTI Careers Incorporated, Center for Alternative Legal Careers - <http://centerforalternativelegalcareers.com/career-options/>
- FEMA - Free independent study courses [www.training.fema.gov](http://www.training.fema.gov)
- Hewlett Packard - free online training (software): [www1.hp.com/ExpertOne/whats\\_learning\\_center.html](http://www1.hp.com/ExpertOne/whats_learning_center.html)
- Khan Academy - Free video library [www.khanacademy.org](http://www.khanacademy.org)
- Lynda.com - Computer skills [www.Lynda.com](http://www.Lynda.com)
- National Business Institute - Continuing legal education [www.nbi-sems.com](http://www.nbi-sems.com)
- Toastmasters - Improve your public speaking skills- <http://www.toastmasters.org/>
- National Association of Legal Assistants, Continuing Legal Education Directory: <http://www.nala.org/ContinuingEducation.aspx>

#### **Courts**

- Oregon Courts, Oregon Justice Dept. <http://courts.oregon.gov/OJD/jobs/pages/index.aspx>
- U.S. District Court/Oregon Employment Opportunities <http://www.ord.uscourts.gov/index.php/public/employment>

#### **Court Reporting**

- Oregon Court Reporters Association <http://www.orcra.org/>
- Oregon Court Reporting Technical Schools <http://www.technical-schools-guide.com/oregon-courtreporting-schools.html>

### **Criminal Law**

- Multnomah Co. District Attorney <http://mcda.us/index.php/about-the-da/departments/>
- Washington Co. District Attorney [www.co.washington.or.us/DA](http://www.co.washington.or.us/DA)
- Clackamas Co. District Attorney [www.co.clackamas.or.us/da](http://www.co.clackamas.or.us/da)
- Metropolitan Public Defender [www.mpdlaw.com](http://www.mpdlaw.com)
- Clark County Public Defender [www.co.clark.wa.us](http://www.co.clark.wa.us)
- Federal Public Defender [http://www.fd.org/odstb\\_employment.aspx](http://www.fd.org/odstb_employment.aspx)

### **Criminal Justice**

- Commission on Accreditation for Law Enforcement Agencies <http://www.calea.org>
- Cop Career: <http://www.copcareer.com>
- Corrections Connection: <http://www.corrections.com>
- International Association of Crime Analysts: [www.iaca.net](http://www.iaca.net)
- Crime Analysis educational programs: <http://www.iaca.net/resources.asp?Cat=Crime%20Analysis%20Certificate%20Program>
- International Association of Directors of Law Enforcement Standards and Training: <http://www.iadlest.org>
- International Association of Crime Analysts: <http://www.iaca.net/JobOps.asp>
- Jail.net: <http://www.jail.net>
- Federal Law Enforcement Jobs <http://www.federaljobs.net/law.htm>
- Law Enforcement Recruiting Directory: <http://www.officer.com/careers>

### **Document Management**

- Bridge City Legal [www.bridgecitylegal.com](http://www.bridgecitylegal.com)
- Pacific Legal Litigation Support [www.pacificlegal.com](http://www.pacificlegal.com)
- Documax Enterprises [www.documaxenterprises.com](http://www.documaxenterprises.com)

### **Employment Agencies and Other Job Sites**

- Boly:Welch [www.bolywelch.com](http://www.bolywelch.com)
- Northwest Legal [www.nwstaffing.com](http://www.nwstaffing.com)
- Legal Employment Search Site <http://www.legalemploy.com/>
- Job Finders Support: <http://www.jobfinderssupport.com/>
- Oregon Employment Dept. - Statewide Legal Jobs Database: [www.employment.oregon.gov/](http://www.employment.oregon.gov/)
- 911 Hot Jobs: <http://www.911hotjobs.com>

**Financial** The banking and finance industries are heavily regulated and rules change constantly. Those with legal skills can find many opportunities in the financial sector. Additionally, large financial institutions will usually have in-house legal departments which oversee compliance with governmental rules as well as handle litigation. Other types of financial organizations are brokerage firms, CPA firms and credit card companies.

- Accounting
- Banking – List of top 4 banks with headquarters in Oregon:
  1. U.S. Bank - [www.usbank.com/cgi\\_w/cfm/careers/careers.cfm](http://www.usbank.com/cgi_w/cfm/careers/careers.cfm)
  2. Wells Fargo - [www.wellsfargo.com/careers/](http://www.wellsfargo.com/careers/)
  3. Bank of the Cascades - [www.botc.com/go/careers](http://www.botc.com/go/careers)
  4. Umpqua Bank [www.umpquabank.com/](http://www.umpquabank.com/)

**Government** Within the federal government, the Department of Justice is the largest employer of paralegals, followed by the Social Security Administration and the Department of Treasury. Many agencies have legal departments or require employees to have a legal background. Other agencies that employ paralegals are Health and Human Services including the Child Support Division, Education, Energy, Defense, Agriculture, Commerce, Labor, Military, Chamber of Commerce, etc. A 2002 survey showed that there are approximately three paralegals for every 10 attorneys in government agencies.

- City of Portland  
[www.ci.portland.or.us/jobs/](http://www.ci.portland.or.us/jobs/)  
[www.portlandonline.com/index.cfm?c=28020](http://www.portlandonline.com/index.cfm?c=28020)
- Metro  
[www.oregonmetro.gov/index.cfm/go/by.web/id=24202](http://www.oregonmetro.gov/index.cfm/go/by.web/id=24202)
- County
  1. Multnomah - [www.co.multnomah.or.us/jobs/](http://www.co.multnomah.or.us/jobs/)
  2. Washington - <http://agency.governmentjobs.com/cowashingtonor/default.cfm>
  3. Clackamas - [www.clackamas.us/des/jobs.html](http://www.clackamas.us/des/jobs.html)
  4. Clark - <http://www.clark.wa.gov/hr/employment/>
- State  
State of Oregon Jobs [www.oregonjobs.org/](http://www.oregonjobs.org/)  
State Employment Dept. [www.emp.state.or.us](http://www.emp.state.or.us)  
State Policy Directory at UO: <http://library.uoregon.edu/govdocs/opd.html>
- Federal  
Oregon Federal Jobs [www.federalgovernmentjobs.us/job-location/oregon-or.html](http://www.federalgovernmentjobs.us/job-location/oregon-or.html)  
U.S. Attorney's Office - [www.usdoj.gov/usao](http://www.usdoj.gov/usao)
- Division of Child Support  
<http://www.oregonchildsupport.gov/careers/Pages/index.aspx>

**Health Care** Those with a combined medical/legal background can find jobs in numerous areas, including health insurance companies or as a legal nurse practitioner. Elder law and disability rights are two growing areas which involves many legal aspects. Large hospitals often have in-house legal counsel as well.

- Health Insurance Companies/Hospitals
  1. Regence - [www.regence.com/web/regence\\_individual/careers](http://www.regence.com/web/regence_individual/careers)
  2. Kaiser Permanente - <http://www.kaiserpermanentejobs.org/oregon-washington.aspx>
  3. Providence - <http://www.providenceiscalling.jobs/>
  4. Oregon Health and Science University - [www.ohsu.edu/hr](http://www.ohsu.edu/hr)
  5. Legacy Health - [www.legacyhealth.org](http://www.legacyhealth.org)
  6. Adventist Health - <https://www.adventisthealth.org/nw/pages/about-us/careers.aspx>
  
- Elder Law
  1. Oregon Association of Agencies on Aging and Disability - [www.o4ad.org/](http://www.o4ad.org/)
  2. Legal Aid Services Senior Law Project - <http://sites.lawhelp.org/program/1673/>
  3. Portland Community College Gerontology Department  
<http://www.pcc.edu/programs/gerontology/>
  4. Private law firms specializing in elder law
- Disability Rights Oregon: Provides legal representation  
<http://droregon.org/who-we-are/employment/>

**Insurance** There are many careers in insurance for paralegals. Examples: Risk Management, Actuarial Planning, Title Insurance.

- Standard Insurance - <http://www.jobs-standard.icims.com/jobs/intro>  
Standard Insurance in downtown Portland has a large staff of paralegals and also provides internship opportunities for PCC students.
- State Accident Insurance Fund - <http://www.saif.com/careers/1857.htm>
- State Farm - [www.statefarm.com/about/careers/careers.asp](http://www.statefarm.com/about/careers/careers.asp)
- Allstate - [www.allstate.com/careers.aspx](http://www.allstate.com/careers.aspx)

**Labor Unions** Labor unions employ attorneys and paralegals to represent them during contract negotiations.

- AFL/CIO - <http://www.oregonafcio.org/wordpress/>

### **Law Firm Seminars**

- AterWynne News: <http://www.aterwynne.com/page/employment-seminars>
- Bullivant Houser Bailey: <http://www.bullivant.com/Portland>
- Dunn Carney Presentations:  
<http://www.dunn-carney.com/resources/presentations/>
- Karnopp Peterson <http://www.karnopp.com/resources/events/>
- Lane Powell News & Events: <http://www.lanepowell.com/news-events/>
- Miller Nash Events:  
<http://www.millernash.com/events/xpqEventSearchMN.aspx?xpST=EventSearch>
- Schwabe, Williamson & Wyatt: <http://www.schwabe.com/events.aspx>
- Stoel Rives Events: <http://www.stoel.com/events.aspx>

**Law Libraries** Law libraries can be found in private law firms, schools, courthouses and other government venues.

- Schools
  1. Portland Community College Law Library - [www.pcc.edu](http://www.pcc.edu)
  2. Lewis and Clarke Law Library - <https://law.lclark.edu/library/>
  3. University of Oregon - <http://library.uoregon.edu/law>
- Government/Courthouses
  1. Multnomah Law Library - [www.multnomahlawlibrary.org/](http://www.multnomahlawlibrary.org/)
  2. Washington Co. Law Library - [www.co.washington.or.us/lawlibrary](http://www.co.washington.or.us/lawlibrary)
  3. Clackamas County Law Library - [www.clackamas.us/lawlibrary](http://www.clackamas.us/lawlibrary)
  4. Clark County Law Library - [www.co.clark.wa.us/law-library](http://www.co.clark.wa.us/law-library)

### **Litigation Support**

- Legal Service and Information Research Companies (Examples: Unisearch, OPENonline, KnowX, CourtLink). These are business- to- business companies that sell services directly to law firms.
- DTI, eDiscovery: <http://dtiglobal.com/careers-overview/>
- Technology and Software Companies. These organizations often have In-House Counsel and need paralegal support to coordinate and track a wide array of contracts. If patents are involved, the paralegal will need a strong background in Intellectual Property and filing experience with USPTO and foreign patent offices.
- Software Developers. Paralegals who have hands-on experience with e-discovery and client service skills are needed.
- Technical Solutions targeting Legal Business. These firms offer integrated technology, claims administration and ancillary litigation services associated with large scale class actions, bankruptcies, and complex litigation work.

- Trial Consulting. Companies which support attorneys who frequently try jury cases and/or use mediation and arbitration. Paralegals assist with technical exhibits/graphics or jury research enabling a jury's outcome to be better predicted.
- Franchising Companies. They often need paralegal staff to support In-House Counsel, retail operations, sales teams, and prospective franchisees to help draft and finalize franchise agreements and issues surrounding property leases.
- Electricity/Energy Providers and Public Works. Paralegal's work here involves property analysis. Research is focused on evaluation of geographic, survey, and legal/title data. Maps are reviewed and analyzed against recorded documents in determining property rights or "right of way" issues.
- DTI, eDiscovery, acquired FIOS. DTI is, as was FIOS, a pioneer in the electronic discovery industry. Webinars: <http://dtiglobal.com/events/>

**Non-Profit** Many large non-profit groups (such as Mercy Corps, located in downtown Portland), have their own in-house legal departments. Also, many non-profit organizations welcome volunteers, and this can be a good way to get a foot in the door. For more leads on volunteering, HandsOn Portland is a strictly volunteer organization [www.handsonportland.org](http://www.handsonportland.org)

- Non Profit Association of Oregon [www.tacs.org/nonprofit\\_association\\_of\\_oregon](http://www.tacs.org/nonprofit_association_of_oregon)
- Idealist.org [www.idealist.org](http://www.idealist.org) International and domestic work and volunteer opportunities
- St. Andrews Legal Clinic [www.salcgroup.org](http://www.salcgroup.org) A community-based organization that provides quality legal services, in the area of family law, to low-income individuals and families.
- Western Resources Legal Center [www.wrlegal.org](http://www.wrlegal.org)
- Mercy Corps [www.mercycorps.org/jobs](http://www.mercycorps.org/jobs) Mercy Corps works to alleviate suffering, poverty, and oppression by helping people build secure, productive and just communities.
- Classroom Law Project [www.classroomlaw.org](http://www.classroomlaw.org) An organization of educators, lawyers, and civic leaders whose goal is to help students learn to be informed and active citizens.
- Oregon Policy Directory: This is a directory of local, state, and regional organizations that work on all areas of public policy in Oregon and from all points of view. <http://libweb.uoregon.edu/govdocs/opd.html>
- Charity Guide [www.charityguide.org](http://www.charityguide.org)
- Community Development Law Center, A Program of Legal Aid Services of Oregon [www.cdclweb.org](http://www.cdclweb.org)
- Community Non-Profit Resource Group [www.cnrg-portland.org](http://www.cnrg-portland.org)
- Citizens' Utility Board [www.oregoncub.org](http://www.oregoncub.org)
- Working to provide pro-bono assistance for those in need can be a fulfilling way to gain experience and give back to the community [www.osbar.org/probono](http://www.osbar.org/probono)

- Legal Aid Services of Oregon <http://www.lawhelp.org>
- Free Legal Aid websites <http://www.usattorneylegalservices.com/free-legal-aid-Oregon.html>

**Politics** A paralegal's understanding of the law is a good fit for work in politics. For example, legislators and their staffs work directly on bills and laws. Others, such as lobbyists, affect the lawmaking process by working to persuade legislators to support or oppose the proposed bills and laws. Another possibility is to work for a candidate on their election campaign or as an assistant once elected.

<http://www.bls.gov/opub/ooq/2008/summer/art01.pdf>

- Legislature - The National Conference of State Legislatures maintains a list of contacts for legislative internship and fellowship programs in all 50 States and many U.S. territories. [www.ncsl.org/](http://www.ncsl.org/)
- Lobbyist - [www.alldc.org/](http://www.alldc.org/)
- Political Candidates
  1. Congress - [www.house.gov/](http://www.house.gov/)
  2. Senate - [www.senate.gov](http://www.senate.gov)
  3. Governor - [www.oregon.gov/gov/Pages/index.aspx](http://www.oregon.gov/gov/Pages/index.aspx)
  4. Mayor of Portland - [www.portlandonline.com/mayor/](http://www.portlandonline.com/mayor/)

#### **Professional Development/Networking/Mentoring**

- American Alliance of Paralegals Inc.: [www.aapipara.org/](http://www.aapipara.org/)
- National Association of Legal Assistants: <http://www.nala.org>
- National Federation of Paralegal Associations: <http://www.paralegals.org>
- National Paralegal Association: <http://www.nationalparalegal.org/>
- Oregon Paralegal Association: <http://www.oregonparalegals.org>
- Oregon State Bar, CLE Seminars Department: <http://www.osbarcle.org/>
- Pacific Northwest Paralegal Association seminars: <http://www.pnpa.org/>

**Real Estate** From analyzing contracts to researching fair housing laws, paralegal skills provide a solid foundation for work in real estate. Careers paths include: Loan or mortgage manager at a title company; broker or real estate assistant at a real estate office; escrow officer.

- National Association of Realtors [www.realtor.org/realtororg.nsf/pages/careers](http://www.realtor.org/realtororg.nsf/pages/careers)
- Large real estate firms in Oregon:
  1. Grubb Ellis - [www.grubb-ellis.com/Company/Careers.aspx](http://www.grubb-ellis.com/Company/Careers.aspx)
  2. Urban Works - [www.urbanworksrealestate.com/](http://www.urbanworksrealestate.com/)
  3. Macadam Forbes - [www.macadamforbes.com/](http://www.macadamforbes.com/)

### **Social Work**

- Social Service Job Hotline <http://www.socialservice.com/>
- National Association of Social Workers, Oregon Chapter <http://nasworegon.org/>

### **Miscellaneous Search Areas/Other Resources**

- Better Business Bureaus
- Bookkeeping Services
- Chambers of Commerce
- Human Resources and Human Relations Departments
- Research Foundations
- Collecting and interpreting technical information for corporate reports to a regulatory agency
- American Bar Association Career Info:  
[http://www.abanet.org/careercounsel/students.html?ptc=global\\_legal\\_legalcareers](http://www.abanet.org/careercounsel/students.html?ptc=global_legal_legalcareers)
- Small business Legal Clinic:  
[http://law.lclark.edu/centers/small\\_business\\_legal\\_clinic/](http://law.lclark.edu/centers/small_business_legal_clinic/)
- Private security firms: <http://www.pcc.edu/staff/index.cfm/1035,9154,30,html>
- Paralegal professional association links:  
[http://paralegaltoday.com/links/assoc\\_links.htm](http://paralegaltoday.com/links/assoc_links.htm)
- National Lawyers Guild: <http://nlg.org/>
- Constitutional Rights: <http://ccrjustice.org/>
- Oregon Employment Lawyer Blog: <http://portlandoregonemploymentlawyer.com/>
- Sustainability Law Blog: <http://www.theselc.org/>
- Sustainability Law: <http://www.leclairryan.com/green-law-overview-green-initiative/>
- Western Resources Legal Center: <http://www.wrlegal.org/>
- Website listing top Oregon banks: <http://www.oregonbusiness.com/articles/155-january-2014/11983-power-book-oregons-top-banks>
- Website listing Oregon's largest companies:  
[http://www.jobbankusa.com/jobs/oregon\\_or/job\\_employment\\_largest\\_employers.html](http://www.jobbankusa.com/jobs/oregon_or/job_employment_largest_employers.html)

EXHIBIT 12 – DEGREES AND CERTIFICATES BY MAJOR



**Institutional Effectiveness**

**Student Outcomes**

**Degrees and Certificates by Major 2013-14**

See [Certificates and Degrees Awarded](#) for Degree Definitions.

Major	Description	Degree	2013-14 Completers
AAOM	CAS/OS:Admin Asst:Office Mngmt	AAS	2
AB	Auto Collision Repair Techno	AAS	2
AB	Auto Collision Repair Techno	ACERT	32
AB	Auto Collision Repair Techno	ACERT2	12
ABP	Auto Body Painting	ACERT	20
ACA	Accelerated Accounting	ACERT	18
ACCL	Entry Level Accounting Clerk	ACERTP	229
ACCT	Accounting	AAS	77
ACTC	Accounting Clerk	ACERT1	112
AD	Alcohol and Drug Counselor	AAS	19
ADD	Architectural Design & Draftng	AAS	12
ADDR	Architectural Des & Draf: Resi	AAS	5
AIP	Design for Access. & Aging in	ACERT1	3
AM	Automotive Service Techno	AAS	14
AM	Automotive Service Techno	ACERT2	13
AMT	Aviation Maintenance Techno	AAS	12
AMT	Aviation Maintenance Techno	ACERT2	16
AMTA	Aviation Maint Tech: Airframe	ACERT1	46
AMTP	Aviation Maint Tech: Powrplant	ACERT1	18
AOP	Adminstrative Office Profess	AAS	4
AS	CAS/OS: Administrative Assist	AAS	9
AS	CAS/OS: Administrative Assist	ACERT1	22
ASB	ARCH: Sustainable Building	ACERT	2
ASC	A & D Counselor:Addiction Stud	ACERT	33
ASD	ARCH: Sustainable Design	ACERT	3
ASTR	Transfer Program	AS	723
AVSA	AVS: Airplane w/Flight Instruc	AAS	2
AVSH	Aviation Science - Helicopter	AAS	6
BCL	CAS/OS: Admin Asst:Basic Comp	ACERTP	111
BCT	Building Construction Techno	AAS	4
BCT	Building Construction Techno	ACERT	5
BCTD	BCT: Design/Build Remodeling	AAS	3
BCTM	BCT: Construction Management	AAS	10
BIT	Bioscience Technology	AAS	9

# 1

<http://www.pcc.edu/IR/STUDENT/OUTCOMES/cert&degracs/2013-14/degracs-hu-main.html>

BMET	EET: Biomed Engineering Techno	AAS	21
BST	Biosci Tech: Bioscience Techni	ACERTP	14
BTE	Bioscience Tech: Biotechnician	ACERTP	1
BZOO	Biology & Mgmt of Zoo Animals	AAS	11
CAD	Computer Aided Des & Dra (CAD)	ACERT	18
CET	Civil Engineering Technology	AAS	12
CET	Civil Engineering Technology	ACERT2	2
CIS	Computer Information Systems	AAS	64
CIS	Computer Information Systems	ACERT1	35
CISH	CIS: Health Informatics	AAS	8
CISN	CIS: Network Administration	AAS	35
CJA	Criminal Justice	AAS	44
CNC	MCH: CNC Turning	ACERT1	7
CORT	CJA: Corrections Technician	ACERTP	5
CPR	MSD: Customer Service Pro	ACERTP	8
CSM	MSD: Customer Service Mgmt	ACERTP	2
CT	Computed Tomography	ACERT	3
CULI	Culinary Assistant Training	ACERT1	8
DA	Dental Assisting	ACERT1	37
DFST	Deaf Studies	ACERT1	4
DH	Dental Hygiene	AAS	21
DLT	Dental Laboratory Technology	AAS	7
DLT	Dental Laboratory Technology	ACERT2	11
DST	Diesel Service Technology	AAS	10
DST	Diesel Service Technology	ACERT	25
DST	Diesel Service Technology	ACERT2	29
DSTC	Dealer Service Technology	AAS	9
EDLV	Library/Media Assistant	ACERT	9
EDPA	Paraeducator	AAS	5
EDPA	Paraeducator	ACERT1	3
EEFS	Early Education & Family Studi	AAS	9
EEFS	Early Education & Family Studi	ACERT	27
EET	Electronic Engineering Techno	AAS	14
EET	Electronic Engineering Techno	ACERT1	30
EETM	EET: Mechatronics/Auto/Robotic	AAS	1
EETR	EET: Renewable Energy Systems	AAS	7
EETW	EET: Wireless & Data Comm Tech	AAS	2
ELE	Electrician Apprenticeship Tec	AAS	3
EMA	Emergency Management	AAS	1
EMC	Emergency Manage:Emergency Man	ACERTP	3
EMS	Emergency Medical Services	ACERT1	9
EMTP	Emergency Med Techni-Paramedic	AAS	22

<http://www.pcc.edu/IR/STUDENT/OUTCOMES/out18/foracc/2013-14/foracc-hu-main.html>

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EOL	GREN: End of Life Care and Sup	ACERTP	6
ETC	Emergency Tel Com 911 Dispatch	ACERT1	3
FMAT	Facilities Maint Technology	AAS	16
FMAT	Facilities Maint Technology	ACERT	25
FP	Fire Protection Technology	AAS	40
FP	Fire Protection Technology	ACERTP	8
FT	Fitness Technology	AAS	16
FT	Fitness Technology	ACERT1	21
GD	Graphic Design	AAS	27
GEN	General Studies	AGEN	1029
GIS	Geographic Info Systems (GIS)	ACERT	19
GRAA	GREN: Activity Assistant	ACERTP	1
GRAB	GREN: Adv Behavioral and Cogni	ACERTP	8
GREN	Gerontology	AAS	12
GREN	Gerontology	ACERTP	20
HIM	Health Information Management	AAS	21
HOA	FT:Healthy Older Adult Fitness	ACERTP	7
HS	Adult High School Completion	AHSD	51
HVCR	Facilities Maint:HVAC/R Instal	ACERTP	50
ID	Interior Design	AAS	22
IDK	ID: Kitchen and Bath	ACERT1	17
IF	Interior Furnishings	ACERTP	29
INSP	Building Inspection Tech	AAS	1
ITP	Sign Language Interpretation	AAS	9
ITP	Sign Language Interpretation	ACERT2	6
JAV	CIS: Java Appl Programming	ACERTP	19
LACE	Lactation Education	ACERT	1
LAT	Landscape Technology	AAS	5
LATC	Landscape Technology:Construct	AAS	2
LATD	Landscape Technology: Design	AAS	5
LATM	Landscape Technology: Mgmt	AAS	3
LD	Landscape Design	ACERT2	1
LIM	ELE: Limited Electrician Appre	ACERT	3
LIN	CIS: Network Admin:Linux Serve	ACERTP	56
LSST	Landscape Service Technician	ACERT	20
MA	Medical Assisting	ACERT1	41
MANT	MCH: Manufacturing Technician	ACERTP	14
MCH	Machine Manufacturing Techno	AAS	13
MET	Mechanical Engineering Techno	AAS	19
MET	Mechanical Engineering Techno	ACERT2	3
MGMT	Management	AAS	23
MILL	MCH:CNC Milling	ACERT1	6
MKTG	Marketing	AAS	9

[http://www.pcc.edu/IR/STUDENTOUTCOMES/next4enraces/2013-14/enraces\\_hu\\_main.html](http://www.pcc.edu/IR/STUDENTOUTCOMES/next4enraces/2013-14/enraces_hu_main.html)

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WLD	Welding Technology	AAS	19
WLD	Welding Technology	ACERT	52
WPR	CAS/OS:Admin Asst:Word Process	ACERTP	20

Banner Report name SWRPRCO.

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## EXHIBIT 13 – PCC CORE OUTCOME MATRIX

PCC Core Outcome	Core Outcome Description	Paralegal Program Outcomes
Communication	Communicate effectively by determining the purpose, audience and context of communication, and respond to feedback to improve clarity, coherence and effectiveness in workplace, community and academic pursuits.	<ul style="list-style-type: none"> <li>• Apply analytic, critical thinking and research skills to fact situations within a legal context.</li> <li>• Demonstrate professional skills necessary to a paralegal career, including oral and written communication and technology skills.</li> <li>• Use effective personal, interpersonal, time and project management skills required in the legal profession.</li> </ul>
Community and Environmental Responsibility	Apply scientific, cultural and political perspectives to natural and social systems and use an understanding of social change and social action to address the consequences of local and global human activity.	<ul style="list-style-type: none"> <li>• Adhere to professional and ethical standards appropriate to the legal profession.</li> </ul>
Critical Thinking and Problem Solving	Identify and investigate problems, evaluate information and its sources, and use appropriate methods of reasoning to develop creative and practical solutions to personal, professional and community issues.	<ul style="list-style-type: none"> <li>• Apply analytic, critical thinking and research skills to fact situations within a legal context.</li> <li>• Demonstrate professional skills necessary to a paralegal career, including oral and written communication and technology skills.</li> </ul>
Cultural Awareness	Use an understanding of the variations in human culture, perspectives and forms of expression to constructively address issues that arise out of cultural differences in the workplace and community.	<ul style="list-style-type: none"> <li>• Adhere to professional and ethical standards appropriate to the legal profession.</li> <li>• Use effective personal, interpersonal, time and project management skills required in the legal profession.</li> </ul>
Professional Competence	Demonstrate and apply the knowledge, skills and attitudes necessary to enter and succeed in a defined profession or advanced academic program.	<ul style="list-style-type: none"> <li>• Apply analytic, critical thinking and research skills to fact situations within a legal context.</li> <li>• Demonstrate professional skills necessary to a paralegal career, including oral and written communication and technology skills.</li> <li>• Adhere to professional and ethical standards appropriate to the legal profession.</li> <li>• Use effective personal, interpersonal, time and project management skills required in the legal profession.</li> </ul>
Self-Reflection	Assess, examine and reflect on one's own academic skill, professional competence and personal beliefs and how these impact others.	<ul style="list-style-type: none"> <li>• Adhere to professional and ethical standards appropriate to the legal profession.</li> <li>• Use effective personal, interpersonal, time and project management skills required in the legal profession.</li> </ul>

## EXHIBIT 14 – MAPPING MATRIX

Course Number	Course Name	CO1	CO2	CO3	CO4	CO5	CO6
PL101	Introduction to Law - Fundamentals	2	2	2	2	3	2
PL102	Introduction to Law - Substantive Areas	2	2	2	2	3	2
PL103	Introduction to Law - Ethics	2	3	2	2	3	2
PL104	Investigation Techniques for Paralegals	3	2	3	2	3	2
PL105	Litigation	3	2	3	2	3	2
PL107	Techniques of Interview	3	2	3	2	3	2
PL109	Estate Planning	3	2	3	2	3	2
PL111	Probate Practice	3	2	3	2	3	2
PL113	Income Tax Law	2	2	3	2	3	2
PL116	Real Property Law I	2	2	3	2	3	2
PL124	Law Office Management	2	2	3	2	3	2
PL128	Legal Correspondence and Forms	0	0	0	0	0	0
PL130	Legal Software	3	2	3	2	3	2
PL140	Immigration Law for Paralegals	3	2	3	2	3	2
PL201	Legal Research and Library Use	3	2	3	2	3	2
PL202	Computer Research in Law	3	2	3	2	3	2
PL204*	Applied Legal Research and Drafting	3	3	3	3	4	4
PL205	Advanced Litigation	3	2	3	2	3	2
PL206	Intellectual Property Law	2	2	3	2	3	2
PL208	Family Law	3	2	3	2	3	2
PL210	Elder Law	3	2	3	2	3	2
PL214	Fiduciary Tax and Accounting	0	0	0	0	0	0
PL215	Employee Benefits Programs	0	0	0	0	0	0
PL216	Employment Law	3	2	3	2	3	2
PL217	Real Property Law II	0	0	0	0	0	0
PL219	Contract and Consumer Law	2	2	3	2	3	2
PL220	Worker's Compensation	3	2	3	2	3	2
PL221	Bankruptcy Law	3	2	3	2	4	2
PL222	Corporate Law Practice	3	2	3	2	3	2
PL224	Torts and Personal Injury	3	2	3	2	3	2
PL225	Advanced Law Office Management	0	0	0	0	0	0
PL226	Criminal Law for Paralegal	3	2	3	3	3	2
PL230	E-Discovery	3	2	3	2	4	2
PL280A	Cooperative Education: Paralegal	3	2	3	2	3	4