

**American Bar Association  
Standing Committee on Paralegals  
321 North Clark Street  
Mail Stop 19.1  
Chicago, Illinois 60654-7598**

**INTERIM REPORT FORM  
FOR ABA-APPROVED PARALEGAL EDUCATION PROGRAMS**

**Institution Name:** El Camino Community College

**Program Name:** Paralegal Studies Program

**Address:** 16007 Crenshaw Blvd.

**City:** Torrance **State:** CA **Zip:** 90504

**Telephone Number:** (310) 660-3770

**Fax Number:** (310) 660-3774

**Institution Website URL:** [www.elcamino.edu](http://www.elcamino.edu)

**Program Website URL:** [www.elcamino.edu/academics/business/paralegal/](http://www.elcamino.edu/academics/business/paralegal/)

**We hereby certify that the information and materials contained in this report and supporting exhibits is complete and accurate to the best of our knowledge.**

**Institution President or Dean:** Dr. Virginia Rapp, Dean, Business Division

**Signature:** \_\_\_\_\_

**Program Director:** Dr. Vi Pham

**E-Mail Address of Program Director:** [vtpham@elcamino.edu](mailto:vtpham@elcamino.edu)

**Signature:** \_\_\_\_\_

**Date Submitted:** \_\_\_\_\_

©2008 American Bar Association

All rights reserved. The American Bar Association hereby grants permission for copies of these forms to be made by any institution of higher learning or for use by not-for-profit organizations, provided that no fee is assessed or royalty is paid. Requests to reproduce materials in any other manner should be addressed to: Copyrights & Contracts Department, American Bar Association, 321 North Clark Street, Chicago, IL 60654-7598; Telephone: (312) 988-6102; Facsimile: (312) 988-6030; E-mail: [copyright@abanet.org](mailto:copyright@abanet.org).

Produced by the Standing Committee on Paralegals

**American Bar Association  
Standing Committee on Paralegals**

**UNIFORM TABLE OF EXHIBITS**

Include only the exhibits listed and identify with the specified number. If an exhibit does not apply to the program, indicate that it is not applicable. Exhibits marked \* must be provided in the format shown.

Exhibit A	Major Change Materials
Exhibit B	Enrollment Chart/Students by Program Option*
Exhibit C	Number of Graduates by Program Option*
Exhibit D	Advisory Committee Members*
Exhibit E	Advisory Committee Minutes
Exhibit F	Advertisements and Announcements to Recruit Faculty
Exhibit G	Composition of Paralegal Program Faculty by Gender and Ethnic Background*
Exhibit H	Expenditures and Budgets*
Exhibit I	Assessment Plan/Analysis & Summary of Assessment Results
Exhibit J	Curriculum for Each Program Option*
Exhibit K	Exemptions from General Education and Total Unit Requirements*
Exhibit L	List of Legal Specialty Courses by Term*
Exhibit M	Legal Specialty Course Information Sheet*
Exhibit N	Information on Courses Offered in Alternative Formats (if applicable)*
Exhibit O	Assessment Results for Courses Offered in Alternative Formats (if applicable)
Exhibit P	Resumes of Persons with Responsibilities for Program Direction
Exhibit Q	Faculty Participation in Professional Development*
Exhibit R	Faculty Meeting Minutes
Exhibit S	List of Faculty Members*
Exhibit T	Resumes of Faculty Members
Exhibit U	All Promotional Material used by Program
Exhibit V	Employment and Continuing Education Information on Graduates*

**American Bar Association  
Standing Committee on Paralegals**

***THIS WORD© FORM IS DESIGNED TO BE DOWNLOADED, COMPLETED AND PRINTED USING STANDARD WORD PROCESSING PROGRAMS. FEEL FREE TO EXPAND OR CONTRACT SPACE FOR ANSWERS AS APPROPRIATE.***

***Please review ABA staff correspondence or contact ABA staff to confirm the reporting period required for this Interim Report.***

**SECTION I**

**GENERAL INFORMATION**

G-101 through G-107

A. Name of the Program: El Camino College Paralegal Studies Program

B. 1. Please check the name of the accrediting agency by which the institution is accredited:

- ☐ Middle States Association of Colleges and Schools
- ☐ New England Association of Schools and Colleges
- ☐ North Central Association of Colleges and Schools
- ☐ Northwest Association of Schools and Colleges
- ☐ Southern Association of Colleges and Schools
- ☒ Western Association of Schools and Colleges
- ☐ Accrediting Commission of Career Schools and Colleges of Technology
- ☐ Accrediting Council for Independent Colleges and Schools
- ☐ Council on Occupational Education
- ☐ New York State Board of Regents

**(G-302(c))**

2. Please indicate the date of the most recent reaffirmation of accreditation.

*January 2010*

3. Please indicate the current status of the institution's accreditation.

*Reaffirmed*

C. Indicate whether any changes were made during the past three years in the areas listed below which were reported to the ABA staff. Attach copies of any Substantive Change Forms submitted to the ABA, as well any copies of any other relevant material and correspondence as Exhibit A. **(G-104.L)**

*Not applicable with exception of 2. below.*

1. Changes in institutional ownership and/or financial support.
2. Change in program director. *Yes, see [Exhibit A](#).*

3. Substantial changes in program objectives or curriculum.
4. Institutional organizational changes affecting the program.
5. New program location(s) or change in program location.
6. Changes in institutional or program accreditation.
7. New program option(s) (*as defined in G-103*)
8. Cessation of program option(s)
9. Initial offering of legal specialty course(s) in an accelerated, compressed, or online format.

D. Were any changes made during the past three years in the areas listed below which were not reported to the ABA staff? **(G-104.L)**

*Not applicable.*

1. Changes in institutional ownership and/or financial support.
2. Change in program director.
3. Substantial changes in program objectives or curriculum.
4. Institutional organizational changes affecting the program.
5. New program location(s) or change in program location.
6. Changes in institutional or program accreditation.
7. New program option(s) (*as defined in G-103*)
8. Cessation of program option(s)
9. Initial offering of legal specialty course(s) in an accelerated, compressed, or online format.

***If so, while continuing to complete this interim report, go to the website for the American Bar Association Standing Committee on Paralegals (<http://www.abaparalegals.org>) and complete the appropriate Substantive Change Form(s). These form(s) must be submitted immediately. Do not submit these form(s) as part of this interim report.***

E. Program Options:

1. Please complete the following for each program option in paralegal studies offered by the institution. (*Note: "Program option is defined in G-103.A"*).

<b>Type of Program Option</b> ( <i>i.e., BA/BS; AAS/AA/AS; MA/MS; Certificate [Specify type, such as post-baccalaureate]; Minor, etc.</i> )	<b>Name of Program Option</b> ( <i>i.e., Paralegal Studies, Legal Studies, Nurse Paralegal, Legal Nurse Consultant, etc.</i> )	<b>Date Students First Admitted To Option</b>	<b>Date Option Approved by ABA</b> ( <i>If not approved as part of your initial approval</i> )
AA	Paralegal Studies (formerly Legal Assistant Program)		Fall 1976
Certificate	Paralegal Studies		Fall 1976

*Note: Add additional rows as needed.*

2. Complete Exhibit B, showing the number of students enrolled in each program option listed in item E.1 for the past three years.

See [Exhibit B](#).

3. Complete Exhibit C, showing the number of graduates in each program option listed in item E.1 for the past three years.

See [Exhibit C](#).

4. Does the program offer a minor which it does not consider a program option? If so, how do you indicate to students that the minor does not prepare them for a paralegal career?

No.

- F. State verbatim each compliance issue, if any, and recommendations/suggestions included in your most recent site visit report and any follow-up or special visit reports. After each, state briefly the action taken by the program to resolve the compliance issues and to address the recommendations/suggestions.

RECOMMENDATION 1: The site team recommends that the Program Director continue efforts to develop additional articulation agreements with private higher educational institutions. G-301.C

*Articulation is an on-going process at El Camino College. It is handled within the Business Division with assistance from the Articulation Officer in the Counseling Division. Law 4, Law 5 and Law 6 are accepted at certain California State Universities and the University of California. Our legal specialty courses transfer to the four-year California State University system as elective units. They do not transfer to the University of California system and the students are advised of that fact, both in the college catalog and in advisement sessions. We do not have the ability to change the University of California system, so do not anticipate change in that. We do continue to look for opportunities in the private school sector in our area.*

RECOMMENDATION 2: The site team recommends that the program investigate assessment techniques beyond the use of surveys to gather more information on utilization of paralegals in the local legal community. G-301.E/F

*The program director has informally interviewed members of the local legal community who have participated on the Advisory Committee and Internship program to gather information on utilization of paralegals. In addition, job postings submitted to the program director have been analyzed to determine the skill set needed by paralegals.*

RECOMMENDATION 3: The site team recommends that the written policy on transfer of legal specialty courses be included on the web site for the program and that the Program Director implements the policy by documenting these waivers in a timely fashion. G-302.I.6

*The website has been updated to reference the transferability of legal specialty courses. The website also explains which courses must be taken at El Camino as part of the In-Residence Requirements. Waivers submitted are reviewed and approved/disapproved within 14 business days. Please see [Exhibit U](#) for the website.*

RECOMMENDATION 4: The site team recommends that the program better publicize opportunities offered by the college for development of faculty as educators and to consider including presentations at faculty meetings on developing effectiveness as teachers. G-401.G

*All full- and part-time faculty members are sent letters prior to the Fall and Spring semesters notifying them of campus-wide meetings – “Flex Days”. These Flex Days include professional development opportunities on a variety of topics related to teaching effectiveness. In addition, the Staff Development Department conducts workshops throughout the year. Emails are sent to all faculty, full- and part-time. Adjuncts are welcome to participate in any of the workshops. The workshop topics vary, including: student learning outcomes, assessment, teaching methods, technology, etc. In addition, all full- and part-time faculty have access to the Continuing Education of the Bar passport which allows for an unlimited access to continuing education workshops.*

RECOMMENDATION 5: The site team recommends that the Program Director may wish to explore alternative attendance techniques at faculty meetings such as attendance via conference calls or holding faculty meetings at an off-campus location. G-401.H

*As a result of the last ABA site team visit, the program has conducted meetings at an off-campus location – a large conference room in a business office building in Torrance with a high concentration of law offices. The relative ease of attending meetings at this new location has resulted in increased attendance from Committee members and faculty at the Advisory Committee Meetings. Book publishers also hold training sessions during lunch and dinner hours, which are open to all Law faculty. In addition, construction has been completed on the Distance Education facility which gives us the ability to hold video conference meetings.*

RECOMMENDATION 6: The site team recommends that the program increase the level of detail in faculty meeting minutes. G-401.H.2

*Meeting minutes are now more detailed and reflect the substantive nature of the discussions. Please see [Exhibit R](#) for faculty meeting minutes.*

RECOMMENDATION 7: The site team recommends that the program consider creating an orientation session for new students to introduce them to the College’s counseling and advisement opportunities concerning the curriculum, transfer to four year colleges and placement services. G-502(a)

*Each semester, at the first Paralegal Club meeting, an orientation session is held for new students which detail on-campus counseling and advisement opportunities as well as a suggested sequence of study. In addition, job and internship opportunities are discussed so students may prepare for future opportunities. El Camino College provides a first year program for those students just entering college as well as a specially designed first year experience programs for women and veterans.*

RECOMMENDATION 8: The site team recommends that the Program Director and the Dean of Business work with the Admissions Department to insure the timely delivery of Paralegal Certificates so that graduates do not have problems with securing suitable employment due to the California Code restrictions on paralegal employment. G-502(a)

*The Program Director and Dean of Business have contacted the Admissions Department about improving the delivery times of Paralegal Certificates. In the interim, the Program Director has informed students that she will draft confirming letters for those graduates seeking employment that they do indeed have a Certificate.*

RECOMMENDATION 9: The site team recommends that faculty be encouraged to include guest speakers who are currently working in the paralegal profession in the classes. G-502.A

*All full- and part-time faculty are encouraged and have included guest speakers who are currently working in the paralegal profession. In addition, the Paralegal Club often has working paralegals as guest speakers for the Club meetings.*

RECOMMENDATION 10: The site team recommends that the Program Director utilize the College Placement Office to provide information and resources concerning current paralegal employment opportunities. G-502.C.2

*The program director periodically meets with Placement Office personnel to discuss current internship and job opportunities to be listed online on the Placement Office website. In addition, all job and internship postings are also listed on the Paralegal Club listserve.*

RECOMMENDATION 11: The site team recommends that the Library contain appropriate local and state bar journals, newspapers and periodicals devoted to the paralegal profession, including Legal Assistant Today, Facts and Findings, Paralegal Reporter and Los Angeles Lawyer, that are maintained and accessible to paralegal students. G-601.G.7

*Due to budgetary concerns, the publications mentioned above are not included in the current Library collection. However, the Business Division has purchased a subscription to Paralegal Today which will be made available in the Library for all paralegal students. For students who obtain the Westlaw password, a wide range of legal periodicals are also available.*

## SECTION II

### ORGANIZATION AND ADMINISTRATION

G-201 through G-206

A. Provide information on the advisory committee:

1. Complete Exhibit D, showing the members of the paralegal program's advisory committee.

*See [Exhibit D](#).*

2. List below the dates of each advisory committee meeting and any subcommittee meetings held during the past three years. Include as Exhibit E copies of the minutes of these meetings. The minutes must include the dates of the meetings, the names of those in attendance, and a record of substantive discussions.

**(G-203)**

April 28, 2009  
March 22, 2010  
June 21, 2010

*See [Exhibit E](#).*

B. Describe any changes in the procedures by which the institution maintains equality of opportunity and seeks to avoid prohibited discrimination regarding the treatment of personnel and students, as follows:

1. Describe any changes during the past three years in the institution's non-discrimination policy or affirmative action plan relating to students and personnel.

*Not applicable.*

2. Describe any changes during the past three years in the institution's policy or procedures for the accommodation of students and personnel with disabilities.

*Not applicable.*

3. Describe any changes during the past three years in the methods used to encourage diversity in the student body of the paralegal program.

*Not applicable.*

4. Complete the following chart with respect to the ethnicity and gender of the paralegal students in each of the last three years.



Year	% of Minority Students	% of Female Students	% of Male Students
2007-2008	75%	81%	19%
2008-2009	64%	83%	17%
Fall 2009	63%	78%	22%

5. Describe any changes during the last three years in the methods used to encourage diversity in the faculty of the paralegal program. Please include the steps taken to recruit and retain a diverse faculty. If written advertisements and/or announcements are used, include copies as Exhibit F.

See [Exhibit F](#).

6. Complete Exhibit G showing the composition of the faculty of the paralegal program by racial/ethnic classification and gender for each of the last three years.

**(G-204)**

See [Exhibit G](#).

- C. Complete the budget chart provided as Exhibit H, showing (1) the amounts spent for each category of expense for each of the last three years; (2) the budget for the current year; and (3) the projected budget for the next year. **(G-205)**

See [Exhibit H](#).

### SECTION III

#### EDUCATIONAL PROGRAMS

G-301 through G-302

- A. For programs that award baccalaureate and/or associate degrees, specify whether the program has entered into any new articulation agreements with other institutions during the past three years. **(G-301.C)**

*El Camino has had an active stance on articulation of the courses with four year programs. This articulation is processed by the counseling division at the college. The California State University System accepts all of the legal classes as elective credit units. Representatives from the universities visit on a regular basis through the Career Placement Services office to provide current information to students. At present, El Camino has no formal articulation agreements specifically for the Paralegal Studies Program.*

- B. Describe the program's plan for evaluation, review, and continuous improvement of the program, as follows:

1. Explain how the program determines the extent to which it is meeting its stated goals and objectives. Include whether the assessment of goals and objectives is part of an institutional plan.

*Assessment of the Paralegal Program is done through surveys, advisory committee meetings, evaluation of legal job postings and through feedback from graduates and internship supervisors.*

*Surveys to students are given usually every two years, for the purpose of evaluating, reviewing, and improving the Paralegal Program. Surveys to graduates are usually given annually. Student surveys are returned to each faculty member to which they are enrolled, to incorporate in a faculty self-evaluation report, to be submitted to the Division office each semester. Furthermore, evaluations are given to all faculty members within the Paralegal Program, consisting of the Dean of the Division and one faculty member appointed by the Dean.*

*The results of these surveys are shared and discussed with faculty, administrators, and with the Paralegal Program Advisory Committee. The Law Department faculty also do periodic review of the curriculum to be sure that it is meeting the needs of the students and the employers.*

*All of these procedures are done for the purpose of evaluating the progress of the students, quality of instruction, and success in the open labor market.*

2. Attach as Exhibit I:
  - a. a copy of the program's written assessment plan;
  - b. a list of the assessment activities conducted during the past three years; and
  - c. a summary and analysis of the results obtained by each assessment activity.

**(G-301.E - F)**

See [Exhibit I.](#)

- C. Complete Exhibit J showing the total curriculum for each program option included in Section I.E. **(G-302)**

See [Exhibit J.](#)

- D. Describe any changes in the curriculum during the past three years. **(G-301-302)**

*Not applicable.*

- E. Describe the program's sequencing plan for each program option included in Section I.E. **(G-302.E.5)**

- F. If the program admits and graduates students who have not met the general education or total unit requirement of **G-302.H**, complete the chart provided as Exhibit K, showing information

about students receiving exemptions from the general education and/or total unit requirements for each of the last three years.

*Not applicable.*

- G. Complete the chart provided as Exhibit L, showing the legal specialty courses offered for each of the last three years. **(G-302.I)**

See [Exhibit L](#).

- H. For each legal specialty course that has been added or substantially revised during the past three years, complete the Course Information Sheet provided as Exhibit M. **(G-302.I)**

*Not applicable.*

- I. Describe any changes in each of the following areas during the last three years:

*Not applicable.*

1. General education requirements including distribution among at least three disciplines. **(G-302.E)**
  2. Writing proficiency requirements. **(G-302.E.3)**
  3. Competence in oral communication. **(G-302.E.4)**
  4. Competence in technology skills. **(G-302.G)**
  5. Instruction in legal research, including electronic research. **(G-302.I)**
  6. Internship program or other field experience, if offered. **(G-302.I)**
  7. Instruction in ethics and professional responsibility. **(G-302.I)**
  8. Policies that govern the acceptance of transfer of legal specialty credits completed at other institutions. **(G-302.I)**
  9. Policies that govern the award of legal specialty credit by course challenge, examination, or portfolio, if applicable. **(G-302.I)**
  10. Policies that govern the acceptance of transfer of general education credits. **(G-302.E)**
- J. Are any legal specialty courses offered through alternative delivery formats, such as compressed, accelerated, hybrid, or online instruction? If so, list each such course and indicate which courses were submitted for approval or certified in advance of being offered and when the courses were approved or certified. Hybrid courses containing less than 50% online instruction do not require prior approval.

*No.*

***If courses are being offered in alternative delivery formats which were not submitted for approval or certified in advance of being offered, go to the website for the American Bar Association Standing Committee on Paralegals (<http://www.abaparalegals.org>) and complete either the Substantive Change Form for Courses Offered in Alternative Formats or the Substantive Change Form for Courses Offered in Alternative Formats***

***Certification while continuing to complete this interim report. This form must be submitted immediately. Do not submit either of these forms as part of this interim report. (Refer to G-302.J for interpretations relating to alternative formats.)***

K. For each method of alternative delivery used during the past three years:

1. Explain how the program ensures that students take at least ten semester credits or the equivalent of legal specialty courses through traditional classroom instruction or the equivalent as defined in **G-302.J.1**.
2. For each alternative delivery course that has been added or substantially revised during the past three years, provide as Exhibit N a detailed course outline for each course showing how the hours devoted to classroom time and the structured instructional activity outside of class or in online instruction are equivalent to the number of classroom hours that are normally required to award credit for such a course.
3. Explain how the courses were selected for delivery in the alternative format and how the courses were developed.
4. Provide information on how students are screened to assess their ability to succeed in the alternative format or otherwise trained or prepared to succeed in taking course work in this format.
5. Provide information on the training and support for the development and instruction of courses delivered in the alternative format.
6. Provide information on the assessment that is conducted to determine the effectiveness of the alternative format. Attach as Exhibit O a summary of the results of such assessment during the past three years.
7. Additionally, for totally online courses, provide the following additional information:
  - a. What means are used to ensure that there is interaction between faculty members and students, and among students?
  - b. By what means are faculty members accessible to students?
  - c. How do faculty members respond to students who have questions? How is feedback given to students on assignments and tests?
  - d. What technical support is provided to ensure proper functioning of the system and back-up in the event of technical difficulties?
  - e. What system is used to verify the identity of students submitting work or taking a test at a distance?

**(G-302.J)**

## **SECTION IV**

### **FACULTY**

G-401 through G-403

- A. Identify the name and the title of the person who serves as program director. Indicate whether this position is full-time. If the position is not full-time and the person designated as program director does not serve the institution on a full-time basis, identify the person responsible for the program who is full-time with the institution. **(G-402)**

*Dr. Vi Pham, Law Instructor and Paralegal Studies Program Coordinator – Full-time.*

- B. Has the person identified as the program director been in his/her position for the past three years? If not, provide the name or names of the person or persons who have served in this capacity for the past three years with dates of service, status as full-time or part-time, and indicate the reasons for the change. **(G-402)**

*Shepard Jacobson, Fall 2007 – Spring 2008, Full-time, left in first year of service.*

- C. Provide as Exhibit P a resume for the person designated as the program director. If the program director is not full-time, provide a resume for the person responsible for the program who is full-time with the institution. Also, provide a resume for all other persons having substantial responsibilities for program direction or administration. Each resume must include the beginning date of service with the institution and the program, relevant professional qualifications, and experience working with paralegals and/or as a paralegal. **(G-401.A - E)**

*See [Exhibit P](#).*

- E. Have there been any changes in the responsibilities of the person(s) responsible for the direction of the program during the past three years? If so, describe any changes relating to program administration, other program-related duties and non-program-related duties. **(G-402)**

*No.*

- F. Specify the program director's teaching load and the amount of release or reassigned time granted for program direction in each year for the past three years. Indicate whether the teaching load and the amount of release time has increased, decreased, or remained the same. If there has been a decrease in the amount of release time and/or an increase in the teaching load, please explain. **(G-402)**

*The load and release time have remained consistent for the past three years: 80% teaching load, 20% release time.*

- H. Complete Exhibit Q, listing the program director's and each faculty member's participation in professional growth activities as both teachers and professionals for each of the three past years. **(G-401.F - G)**

See [Exhibit Q](#).

- I. Describe any changes in the measures taken to support and encourage the professional growth of the program director and all faculty members in the paralegal program as both teachers and professionals? For example, describe changes in in-service training, attendance at continuing education programs and conferences, and development work done at faculty meetings. **(G-401.F - G)**

*The program director and all full-time faculty members are required to attend two full-day professional development seminars on campus. All part-time faculty members are invited and encouraged to attend. In addition, other professional development opportunities offered by El Camino College's Staff Development Office are forwarded to full- and part-time faculty members. California State Bar rules require 25 hours every three years of continuing education from all members and judicial officers. All Law faculty have access to the Continuing Education of the Bar (CEB) Gold Passport, which allows for unlimited access to CEB workshops to satisfy their continuing education requirements.*

- J. List below the dates of each paralegal faculty meeting held during the past three years. Include as Exhibit R copies of the minutes of these meetings. The minutes must include the dates of the meetings, the names of those in attendance, and a record of substantive discussions. **(G-401.H)**

August 22, 2008  
February 11, 2009  
August 27, 2009  
February 10, 2010

See [Exhibit R](#).

- K. Complete Exhibit S, showing all faculty members who are now teaching and who have taught legal specialty courses during the past three years. **(G-401, G-403.A)**

See [Exhibit S](#).

- L. As Exhibit T, provide the resumes of new faculty members hired during the past three years. Each resume must include a description of the faculty member's professional qualifications, including experience working with paralegals or as a paralegal. **(G-401.A, C - E)**

See [Exhibit P](#) for resume of Dr. Vi Pham.

## SECTION V

### ADMISSIONS AND STUDENT SERVICES

G-501 through G-503

A. Describe any changes in the following admissions-related areas during the past three years:

1. Admissions requirements and procedures used to select students. **(G-501)**

*Not applicable.*

2. Methods used to recruit students. Whether or not there have been changes, provide as Exhibit U copies of all current advertisements, promotional materials, catalogs, brochures, flyers, and copies of all website pages that feature the paralegal program. If your institution does not have a print catalog, provide copies of any online catalog pages related to the paralegal program and include the URL address of the online catalog. **(G-501.A - B)**

See [Exhibit U](#).

3. Policies and procedures for permitting non-paralegal students to enroll in legal specialty classes. **(G-503)**

*Students complete the "El Camino College Student Challenge Petition for Prerequisites, Corequisites, and Enrollment Limitations" form and submit it to the Business Division Office. Students must clearly state the reason for the petition and submit supporting documentation (equivalent experience, certificates from other institutions, etc.). The petition is reviewed by the Program Director and Business Division Dean and approved or denied within five business days.*

B. Describe any changes in the following admissions-related areas during the past three years:

*Not applicable with the exception of 4 below.*

1. Course selection, advisement and registration.
2. Career counseling.
3. Support programs such as remediation and tutoring.
4. Student organizations and associations.

*The Paralegal Club (formerly Law Club) has been reinstated and active since Spring 2009. The former president of the Paralegal Club is an Advisory Committee Member and on the Board of the Los Angeles Paralegal Association. Ms. Erica Gomez has been an excellent resource for the Paralegal Students.*

5. Orientation for new students to the paralegal career.
6. Representation on college or program committees.
7. Continuing education.
8. Other services or activities that are relevant to paralegal students.

**(G-502)**

C. Describe any changes in the handling of job placement for graduates, with reference to the following:

1. If the institution has a central placement office, any changes in the role it plays in placing paralegal graduates.
2. Any changes in the role of the program director, faculty, staff, and other program personnel in placement.
3. Any changes in the services provided.
4. Whether or not there have been changes, complete the chart provided as Exhibit V showing employment and related information for all graduates for the past three years.

**(G-502(a), 502.C - D)**

*Not applicable. See [Exhibit V](#).*

## **SECTION VI**

### **LIBRARY**

**G-601**

A. Describe any changes in the library facilities, services, and hours available to students in the paralegal program. **(G-601.A-D)**

*Due to budget issues, the library hours have been reduced by one hour on weekdays during the Fall and Spring Semesters. The library is open six days per week and open until 9 p.m. on weekdays during the semester.*

B. Describe any additions or deletions (not including regular continuations or supplements) to the legal library collection during the past three years. **(G-601.G)**

*Not applicable.*

C. Describe student access to research materials through computer technology as follows:

1. What access do students have to research materials and resources in electronic formats? List and describe each electronic format (i.e., subscription services, Internet access, etc) including the number of passwords if applicable and the number of terminals at which students may access materials in each format. **(G-601.J)**



*Westlaw passwords are available for purchase on a semester basis and are made available to first to Legal Research students, then to other Paralegal students. Twenty-five passwords are available with one reserved for Library staff to assist students. In addition, a full range of subscription databases are available to students that are accessible from both on- and off-campus computers.*

2. Indicate whether the program provides access to (1) a resource for checking the validity and currency of primary source materials, e.g., Shepard's Citations; (2) a legal encyclopedia; (3) local and state bar journals; or (4) law dictionaries, **exclusively** in electronic format? If so, provide the following information to demonstrate compliance with Guideline interpretations:
  - a. Indicate which collection requirements noted above are met exclusively through electronic access.
  - b. Indicate what electronic resources are used to meet the requirement(s).

**(G-601.H)**

*Shepard's Citations, bar journals and law dictionaries are all available in hard copy format. In addition, Westlaw access is available to students who have purchased the password for the semester. See Section VI.C.1. above.*

- D. What assistance is available to students using the library collection and other resources?  
**(G-601.C)**

*Reference librarians are available during open library hours. In addition, students are also referred to the Los Angeles County Law Library reference librarian at the Law Library in the Torrance Courthouse.*

## **SECTION VII**

### **PHYSICAL PLANT**

G-701 through G-703

Describe any substantial changes to facilities and equipment during the past three years with reference to:

1. Classrooms
2. Study areas
3. Equipment, technology resources, and computer labs
4. Office space for the program director, faculty and staff.

**(G-701-703)**

*The former Business building was demolished in Fall 2009. A new building is currently being built. In the interim, all classrooms and computer labs were relocated to the Communications building. Classroom sizes and computer equipment did not change. The part-time faculty office*

*was relocated to the Communications building and the Paralegal Coordinator has permanent office space.*