

Fall 2022 Reassignment Application

Please note: If approved, all reassignment positions will begin work in Fall 2023, for the Fall 2022 application process.

Current or Proposed Position Name: *

Paralegal Program Coordinator

Author(s): *

Althea T. Kippes

Is this a campus-wide or program/department position? *

If you're not sure how to answer this question, please refer to the IPC Past & Present Positions website (<https://www.canadacollege.edu/ipc/reassignment-archive.php>).

Campus-Wide Position

Program/Department Position

Is this a New, Renewal, or Revision Application? *

A New Reassignment Application is for a position that has never been funded by the College before. A Renewal Application is for a position that has been previously funded by the College. A Revision to Existing Position Application can be used to revise a currently held position that is not currently up for renewal.

- New Reassignment Application
- Renewal Application
- Revision to Existing Position Application

Change to Reassign Time Allocation

Are you requesting more or less reassign time than in the past? *

- Yes
- No

Time Change Explanation

Explain why more or less reassigned time is being requested. *

Revisions to Existing Positions

What revisions do you need to request for your current position? *

Amount of Reassignment & Duration

Please report the amount of FTE you are requesting for each term and calculate the total annual FTE. Calculations: 0.2 FTE (3 units) = 7.5 hrs/week or approximately 120 hrs/semester. Each additional unit (0.067 FTE) represents an additional 2.5 hrs/week.

Fall (FTE) *

.2

Spring (FTE) *

.2

Total Annual (FTE) *

.4

How many semesters of reassigned time are being requested? *

Please note, the majority of reassignment positions are filled for two year, or four semester terms. But if you need reassign time for a different amount of time, please select that below

6 (3 years) ▼

Position Responsibilities

Instructions for Duties List

-We recommend writing your duties list in a simple bulleted list. To do this in this form, use dashes as bullets, and hit enter to space each list item.

-Next to each duty or responsibility include an amount of reassignment time that will be used for that item. This can be done based on weekly hours, semester hours or a percentage of total time.

-Please refer to the list of D1 duties (https://www.canadacollege.edu/ipc/docs/Appendix_D1.pdf) and make sure that the duties of this position do not overlap with any D1 duties.

-If you're submitting a RENEWAL application, please note that you can reference past applications (<https://canadacollege.edu/ipc/reassignment-archive.php>) for your position and copy and paste that duties list to revise here.

Example Duties List - College-Wide Position

-Promoting a culture of instructional assessment campus-wide by:

--Helping faculty find meaningful results through the effective design and analysis of assessment methods; and

--Offering assistance and training to individuals and departments; and

--Serving as a voting member of IPC; and

--Attending and participating in meetings supporting program review (e.g., PBC Program Review Work Group).

[Approximately 50% of time allocation]

-Facilitating and managing local assessment cycle by:

--Communicating with faculty regularly regarding their assessment plans; and

--Facilitating the implementation of the local assessment cycle college-wide; and

--Managing the assessment cycle process and all materials required; and

--Eliciting feedback and propose changes to cycle.

[Approximately 30% of time allocation]

-Providing the college with assessment expertise by:

--Attending workshops and conferences on assessment best practices and accreditation-related topics; and

--Attending division and/or department meetings; and

--Sharing this expertise via Flex Day, workshops, and the like;.

[Approximately 10% of time allocation]

-Collaborating with Accreditation Liaison Officer and designated work groups/taskforces related to assessment to:

--Contribute to accreditation reports; and

--Ensure assessment work aligns and complies with ACCJC standards and processes.

[Approximately 10% of time allocation]

Example Duties List - Program/Department-Wide Position

Cañada's current ESL department work around AB705 implementation for ESL:

- Align ESL courses with ESL Pathway as it relates to the AB705 mandates
- Create an ESL Pathway that gives the students the tools to succeed and continue pursuing certificates and degrees.
- Review and update ESL Course Outlines and curriculum to make sure that off campus-beginning classes transition to on-campus advanced ESL.
- Work with English Department to connect our Pathway.
[Approximately 30% of time allocation]

- Collaborate with other departments to ensure students are succeeding.
[Approximately 5% of time allocation]

- UC/ CSU GE (Humanities Area) transferability for ESL 400 (although still not TLC)
- Disseminate and share information with ESL Department and Cañada College and the various departments that will be involved in the implementation of this mandate
[Approximately 20% of time allocation]

- District meetings with Vice Chancellor Aaron McVean to discuss action plan
- Biweekly meetings with ESL faculty at CSM and Skyline
[Approximately 20% of time allocation]

Additional work for Spring 2020:

[Approximately 25% of time allocation]

- Continued work on placement of students using multiple measures or other approved placement methods (without high school transcripts, which are rarely available for our students; all 3 ESL departments are advocating for a placement test)
- Regular meetings with PRIE to inform gathering student info and data
- Coding ESL courses (CB21 coding)
- Aligning CB21 coding with adult schools
- Creating an action plan
- Collaboration across campus to implement new procedures and policies for Fall 2020

Guided by the format of the examples above, please provide a comprehensive list of all duties or responsibilities of this position. *

Please refer to the list of D1 duties (https://www.canadacollege.edu/ipc/Appendix_D1.pdf) and make sure that the duties of this position do not overlap with any D1 duties. Also, please note that this list is meant to be a general overview of the responsibility of this position, and it is not meant to be a daily plan of all work.

The Paralegal Program does not have a full-time faculty member. The current Paralegal Program Coordinator is an industry expert and a full-time, tenure track professor in the Business Program.

1. Student-centered scheduling | Approximately 20% of time allocation

- Prepare the Paralegal Program class schedule for fall, spring, and summer sessions in coordination with the Dean.
- Coordinate with part-time Paralegal Program faculty (industry experts) regarding availability, experience, and preference for course assignments.
- Address changes in schedule assignments.
- Have regular meetings with the Dean regarding scheduling, faculty issues, student issues, and facilities needs.
- Have regular meetings with attorneys and other legal professionals outside of the College regarding curriculum updates and evaluation to make sure that industry needs continue to be met.

2. CTE Community relationships and employment pipeline | Approximately 30% of time allocation

- Locate, acquire, manage, and maintain necessary resources for the departmental library.
- Maintain relationships with San Francisco, San Mateo, Santa Clara, and Alameda County Law Libraries.
- Negotiate contracts regarding use of off campus Law Libraries for student access and use.
- Maintain relationships with the San Francisco, San Mateo, Silicon Valley, and Santa Clara County Bar Associations.
- Maintain relationships with the San Mateo and San Francisco Legal Professionals Association, San Francisco Paralegal Association, and the San Francisco, San Mateo, Silicon Valley, and Santa Clara County Bar Associations.
- Maintain relationships with bay area state and federal courts, law firms, corporate legal departments, legal non-profit organizations, and legal recruiting firms.
- Work closely with counselors on Program changes, additions, deletions, course substitutions from other colleges, transcript evaluations, etc.
- Research, evaluate, and approve all course substitution requests for Paralegal Program courses.
- Maintain relationship with the American Bar Association (ABA) and review the newly revised regulations approving paralegal programs. Research and evaluate ABA rules and procedures to see if the Cañada College Paralegal Program can become an ABA-approved Paralegal Program under these revised requirements.

3. Build a pipeline of industry experts and student enrollment pipeline | Approximately 20% of time allocation

- Identify, recruit, and participate in the hiring and evaluation of all part-time faculty.
- Advise and mentor new and continuing adjunct faculty.
- Support new, continuing, and returning students to disseminate information regarding the Paralegal Program, the College, career opportunities, transfer opportunities to four-year colleges, law schools, or

LLM programs.

- Coordinate with the College recruiter to promote the Paralegal Program and its courses to past and present students, as well as business and legal professionals as appropriate.
- Network with legal professional associations (listed above) and specialty bar associations such as the Asian American Bar Association, La Raza, Queen's Bench, BALIFF LGBTQI+ Bar, Consumer Attorneys of California, etc. to connect students with employment opportunities, find potential faculty, and to promote the Paralegal Program to increase equity and enrollment.
- Maintain relationships with Law Schools: Santa Clara, Stanford, Lincoln, and Golden Gate to recruit and prepare future law students through the Paralegal Program.
- Attend local, state, and national professional association meetings to promote share information with the Paralegal Program faculty and to promote the Program to other legal professionals.

4. Employment and Internship opportunities pipeline | Approximately 20% of time allocation

- Work with employers for student internship opportunities.
- Help students with resume and cover letter review.
- Maintain and develop relationships with employers throughout the bay area.
- Lead discussions and action on revision of course curricula and possibly expand curricular offerings required with recommendations from Advisory Board Members.
- Develop the "Pathway To Law School" program as mandated by the State of California.
- Maintain relationships Legal Aid, AIDS Legal Referral Panel, Transgender Law Center and other bar associations to provide students with employment and internship opportunities at free community legal clinics.
- Keep current on new laws and regulations each year because the Coordinator must know this information to determine student and employer needs.

5. Two-year CTE review cycle policy | Approximately 10% of time allocation

- Lead discussions and take action on student learning outcomes, creation, assessment, evaluation, and reflection with all faculty members within the department, following the same process for program learning outcomes.
 - Develop certification chart for student pathways – interest areas.
 - Coordinate Annual Program Plans and comprehensive Program Reviews.
 - Supervise special/independent study/projects as required.
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Identify which goals and strategic initiatives from the college's Education Master Plan are being supported by this position. Check all that apply. *

For more information about the Education Master Plan (EMP), please refer to the Cañada College Collaborates website (<https://canadacollege.edu/prie/canada-collaborates.php>).

- EMP Goal #1: Student Access, Success and Completion - Strategic Initiative #1 (Make Registration Easier)
- EMP Goal #1: Student Access, Success and Completion - Strategic Initiative #2 (Connect Students to the Academic Program(s) and Classes They Need)
- EMP Goal #1: Student Access, Success and Completion - Strategic Initiative #3 (Ensure students (particularly part-time students) experience a sense of belonging and connection to the College that helps them persist and complete)
- EMP Goal #1: Student Access, Success and Completion - Strategic Initiative #4 (Improve the Financial Stability of Students)
- EMP Goal #2: Equity-Minded and Antiracist College Culture - Strategic Initiative #1 (Support innovative teaching that creates more equitable and antiracist learning environments)
- EMP Goal #2: Equity-Minded and Antiracist College Culture - Strategic Initiative #2 (Create and sustain an inclusive, antiracist, and equity-minded campus culture)
- EMP Goal #2: Equity-Minded and Antiracist College Culture - Strategic Initiative #3 (Strengthen the college culture of continuous assessment and improvement in order to ensure all programs effectively serve students and close equity gaps)
- EMP Goal #3: Community Connections - Strategic Initiative #1 (Better share what Cañada offers)
- EMP Goal #3: Community Connections - Strategic Initiative #2 (Be the best college choice for local high school students)
- EMP Goal #3: Community Connections - Strategic Initiative #3 (Strengthen K-16 pathways and transfer)
- EMP Goal #3: Community Connections - Strategic Initiative #4 (Help students explore and find employment in fields of their choice)
- EMP Goal #3: Community Connections - Strategic Initiative #5 (Help meet the basic needs of Cañada students and other community members)
- EMP Goal #4: Accessible Infrastructure and Innovation - Strategic Initiative #1 (Ensure the physical campus is accessible)
- EMP Goal #4: Accessible Infrastructure and Innovation - Strategic Initiative #2 (Provide adequate access to technology)



EMP Goal #4: Accessible Infrastructure and Innovation - Strategic Initiative #3 (Manage resources effectively)

Final Questions

How would your program be impacted if this position is not funded? *

The Paralegal Program is a Career Technical Education (CTE) program without a full-time faculty member, so it is critical that the Paralegal Program Coordinator position be funded. If the Paralegal Program Coordinator position is not funded, the duties outlined above would be unsustainable. This would not only reduce student enrollment, but it would also create a lack of access and equity for our students. The Paralegal Program Coordinator position should continue to be funded.

Anything else you would like us to know? For example, awards, recognition from the community, student highlights, etc.

Graduates of our Paralegal Program have gone on to become attorneys, paralegals, and successful professionals in the business and legal environment. A few notable alumni:

- Keren Wasserman, Attorney at Wilson Elser
- Joseph Knipp, CEO and Founder of GI Joe Homes (national corporation helping veterans)
- Eli Angote, CEO and Founder, Best Notary (multi-national corporation)
- Ana Villegas, ADR Program Specialist at Superior Court of CA, County of San Mateo
- Lisa Hall, Global Privacy Compliance Specialist at Citrix
- Erin Cornelisen, Paralegal at McDowall Cotter, APC
- Tami Haskins, Senior Patent Paralegal at 10x Genomics
- Claudia Solis, Software Operation Specialist at TIBCO Software Inc.
- Judi Weller, Project Administrator at Klein Financial Corporation

Please enter the name of your Dean or VP who we can contact for approval of this application. *

Hyla Lacefield

Reassignment Application Final Recommendation Form

Be sure to fill this form out for each of the applications received for the departments and/or programs that you supervise. Your feedback will be attached to the corresponding application, which will then be shared with IPC and posted on the IPC webpage.

Position Name (As Listed on the Application) *

Paralegal Program Coordinator

Supervisor's Final Recommendation *

- Fully Support Application
- Support with Reservation
- Do Not Support (Explanation Required)

Comment or Explanation:

Many of the duties/responsibilities seem to be overlapping. As this is only the first renewal of a new coordination position, I would suggest reviewing the upcoming coordination evaluation and making adjustments as appropriate.

Should not be fore more than the standard Career Education coordination of 2 years.

Signature *

Enter your name below as your signature.

Hyla Lacefield

This form was created inside of Skyline, Cañada and College of San Mateo.

Google Forms