

Paralegal, Architecture, Construction Management, and Engineering Technology Programs Breakout Meeting – August 19, 2020

In Attendance: Elizabeth Schott, Munir (Max) Suleh, Mary Conwell, Matt Hoffman, Michael Rubbinaccio, and Jill De Valk

Jill mentioned to Max that new computers were purchased for classroom K 130 and K 128. Also, the computers in K 127 and K 129 were updated with Solid State Drives and additional memory.

2019-20 Assessments:

Professor Conwell discussed the Architecture, Construction, and Engineering Technology programs assessment results. Dr. Van Gaalen, who has been reviewing the assessment results, has determined that there is a problem with the collection of the learning outcome data. One reason may be that the faculty are not completing the rubrics correctly. For these programs, the focus will be shifted to the new faculty member, John Montoya to develop the assessment plan.

For the Paralegal Studies Program, there was a plan to update the rubrics for the Paralegal Internship and Litigation courses but when the college shifted gears when the pandemic happened, completion has been delayed. This year we need input also for Legal Research and Writing I. We are hoping to get input from both full time and adjunct faculty members.

Discussions ensued regarding the following:

- How do we find out about classroom procedures? It was discussed that clear shields are acceptable in the classroom and especially necessary if there is a hearing-impaired student in the class. Food and drinks are not allowed in the classroom. What about water? Mary said that she will inquire whether water is allowed.
- Professor Rubinnaccio asked whether there were power points available for Business Law. Professor Hoffman replied that he usually lectures and students participate in class discussions but this may be difficult due to spacing requirements.
- **Student Anxiety** – Professor Conwell requested that all respond to student emails as soon as possible since many of the students are currently experiencing financial and mental health issues. Please show compassion for students.
- With the addition of modalities that use Zoom, the students need to make a commitment to attend class.
- Professor Conwell asked “Do you use the grading rubrics?” It was discussed that the rubrics weren’t used for discussion assignments but the rubric is being used for the written assignments. It was mentioned that one professor uses a point system when the rubric doesn’t match.
- Previously stated in the meeting, because of Covid 19, we weren’t able to update the rubrics for the Paralegal Internship, Litigation, and Legal Research and Writing I courses. Any ideas are welcome. It is important to determine whether we are meeting the outcomes and whether the employers feel our students are meeting their expectations. For the Paralegal Internship, students are required to complete 135 hours. They are also required to complete a print portfolio and a summary report. The Capstone course requires an electronic portfolio. Maybe both courses should have electronic components in different formats and eliminate the print portfolio since we are moving towards a paperless work environment. Perhaps the internship could require a power point or Adobe document and the capstone could require creating a website.

- Share with students to call 211 for information regarding mental health issues and food pantry locations. These services need to be marketed better for our students. Perhaps we could make this an announcement in Canvas shells.
- Professor Conwell mentioned to make sure to include the Covid-19 notation in the syllabus.
- The ABA has made changes recently for ground course requirements. The 10 credits that are required traditional courses can now be flexed.
- Professor Conwell thanked all for attending and the meeting was adjourned at 4:00 pm.

Meeting minutes interpreted and reported by Jill De Valk