

Exhibit 21

**NORTHERN ESSEX COMMUNITY COLLEGE
ACADEMIC AFFAIRS OFFICE
TELEPHONE (978) 556-3329**

SPRING 2011 - FINAL EXAMINATION INFORMATION

TO: Faculty Who Teach Credit Courses
FROM: Lane Glenn, Vice President of Academic Affairs
DATE: March 8, 2011

The Spring 2011 Final Examination (FE) or Final Class Meeting (FCM) Schedule Form is provided below. Please use this form to indicate the days, dates and times of the FE/FCM for each credit course you are instructing. It is college policy and practice for all credit courses to have a final class on the date and at the time listed on the Final Examination Schedule, which was previously distributed. The FE/FCM can also be accessed on the NECC website: www.necc.mass.edu. Please be sure to inform your students about their FE/FCM date/time and use the form provided below to post your FE/FCM information outside of your office. Your Divisional Dean must also receive a copy of your FE/FCM schedule. It is expected that the FE/FCM will be held as you have indicated on the schedule. In rare circumstances, if a change is needed, please request approval from your Divisional Dean who will coordinate the change with the Registrar's Office.

-----*Cut and post
outside your office*

Spring 2011 - FINAL EXAMINATION OR FINAL CLASS MEETING SCHEDULE					
Instructor:		Office #:		Office Phone #:	
Course No.	Course Title	Day	Date	Time	Room

-----*Cut and give to your divisional dean.*

Spring 2011 - FINAL EXAMINATION OR FINAL CLASS MEETING SCHEDULE					
Instructor:		Office #:		Office Phone #:	
Course No.	Course Title	Day	Date	Time	Room

Northern Essex Community College

Final Exam Period: Friday 5/6 - Thursday 5/12

Make up final period for all day courses will be **Wednesday, May 11, 2011** if finals are cancelled on May 6th, 9th or 10th.

Make up final period for all day courses will be **Friday, May 13, 2011** if finals are cancelled on May 12th. (This make up period is designed primarily for any emergency that would cause the College to close during the final exam period.)

SPRING 2011- FINAL EXAMINATION SCHEDULE FOR DAY COURSES
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DAY COURSES

If the first hour and first day of your class is on day listed below	And starts on or during the hours listed below	Your Final is scheduled to meet at the time listed below and in the room assigned for the first hour and first day of the class. *Check with Acad. Comp. if you meet in a comp. lab.*
Monday or Wednesday	8:00 AM	Fri., May 6 8:00 – 10:00 AM
Monday or Wednesday	9:00 AM	Mon., May 9 8:00 – 10:00 AM
Monday or Wednesday	10:00 AM	Fri., May 6 10:30 – 12:30 PM
Monday or Wednesday	11:00 AM	Mon., May 9 10:30 – 12:30 PM
Monday or Wednesday	12:00 Noon	Fri., May 6 1:00 – 3:00 PM
Monday or Wednesday	1:00 PM	Mon., May 9 1:00 – 3:00 PM
Monday or Wednesday	2:00 PM	Fri., May 6 3:15 – 5:15 PM
Monday or Wednesday	3:00 or 4:00 PM	Mon., May 9 3:15 – 5:15 PM
Tuesday or Thursday	Starts Between 7-8:55 AM	Tue., May 10 8:00 – 10:00 AM
Tuesday or Thursday	Starts Between 9 -10:40 AM	Thur., May 12 8:00 – 10:00 AM
Tuesday or Thursday	Starts Between 10:45 - 11:50 AM	Tue., May 10 10:30-12:30 PM
Tuesday or Thursday	Starts Between 12-12:50 PM	Tue., May 10 1:00 – 3:00 PM
Tuesday or Thursday	Starts Between 1-2:50 PM	Thur., May 12 1:00 – 3:00 PM
Tuesday or Thursday	Starts Between 3-4:00 PM	Tue., May 10 3:15 – 5:15 PM

*****ESL***DAY ESL COURSES (Start times on days below)***ESL*****

Mon.,Wed. and Friday	8:15 AM	Fri., May 6 8:00 – 10:00 AM
Mon. & Weds.	8:15 AM	Fri., May 6 8:00 – 10:00 AM
Tues. & Thurs.	8:15 AM	Tue., May 10 8:00 – 10:00 AM
Tues. & Thurs.	10:10AM	Tue., May 10 10:30 – 12:30 PM
Tues. & Thurs.	11:10AM	Tue., May 10 10:30 – 12:30 PM
Wed. & Fri.	10:45AM	Mon. May 9 10:30 – 12:30 PM
Wed. & Fri.	11:45AM	Mon. May 9 10:30 – 12:30 PM

DAY COURSES MEETING ONCE A WEEK

The day will be the same day of the week as regular class meetings. You **MUST schedule** computer lab(s) with **Academic Computing** or regular classroom(s) with the **Enrollment Services, Haverhill Campus, Behrakis Center 978-556-3974** to confirm that there is no conflict with the standard grid above.

(SEE OTHER SIDE FOR EVENING AND WEEKEND)

**Spring 2011 – FINAL EXAMINATION SCHEDULE
FOR EVENING AND WEEKEND COURSES
(For courses after 4:00pm and Saturdays)**

If your class meets weekly on the evening(s) listed below and starts after 5:00 PM (or on Saturdays)		Your Final is scheduled to meet at the normal class time, in the regular classroom on the date listed below
Session I (first 8 weeks)	Monday & Wednesday	Wednesday, Mar 9
	Tuesday & Thursday	Thursday, Mar 10
Full Semester Courses		
	Monday	Monday, May 9
	Monday & Wednesday	Wednesday, May 11
	Tuesday	Tuesday, May 10
	Tuesday & Thursday	Thursday, May 12
	Wednesday	Wednesday, May 11
	Wednesday & Friday	Wednesday, May 11
	Thursday	Thursday, May 12
	Friday	Friday, May 6
All Saturday Classes		
	Saturday	Saturday, May 7
Session II (second 8 weeks)		
	Monday & Wednesday	Wednesday, May 9
	Tuesday & Thursday	Thursday, May 10

11/24/09

Paralegal Program Course Rotation

Updated through Summer 2012

This rotation schedule is for PAR courses only. Introduction to American Law and Civil Rights & Liberties are government courses and are not represented on this rotation. Please keep in mind that this proposed rotation is subject to change. Low enrollment can result in cancellation of a course. Please register early whenever possible.

SPRING 2009	
Day Courses	Evening Courses
Legal Research & Writing I PAR101	Introduction to Paralegalism PAR100
Tort Law PAR206	Legal Research & Writing II PAR102
Paralegal Practicum PAR291	Litigation PAR202
Introduction to Paralegalism PAR100 Haverhill Campus	Real Estate PAR201

SUMMER 2009	
	Evening Courses
	Wills, Estates & Trusts PAR203 Five Week Course
	Healthcare Law and Policy PAR Eight Week Course

FALL 2009	
Day Courses	Evening Courses
Introduction to Paralegalism PAR100	Legal Research & Writing I PAR101
Legal Research & Writing II PAR102	Corporate Law PAR 204
Contract Law PAR208 HYBRID	
Family Law ONLINE CANCELLED	

SPRING 2010	
Day Courses	Evening Courses
Legal Research & Writing I PAR101	Introduction to Paralegalism PAR100
Litigation PAR202	Legal Research & Writing II PAR102
Paralegal Practicum PAR291 Directed study	Computer Applications in Law PAR207 HAVERHILL campus
Tort Law PAR206 HYBRID	
Introduction to Paralegalism PAR100	

SUMMER 2010	
	Evening Courses
	Criminal Law and Procedure for Paralegals PAR
	Real Estate Law PAR201

FALL 2010	
Day Courses	Evening Courses
Introduction to Paralegalism PAR100	Legal Research & Writing I PAR101
Legal Research & Writing II PAR102	Litigation PAR 202
Contract Law PAR208 HYBRID	Introduction to Paralegalism PAR100
Wills, Estates & Trusts PAR203	

SPRING 2011	
Day Courses	Evening Courses
Legal Research & Writing I PAR101	Legal Research & Writing II PAR102
Corporate Law PAR204	Computer Applications in Law PAR207
Paralegal Practicum (Directed Study) PAR291	Tort Law ONLINE PAR206
Introduction to Paralegalism PAR100	

SUMMER 2011	
	Evening Courses
	Litigation PAR202 Eight Week Course

FALL 2011	
Day Courses	Evening Courses
Introduction to Paralegalism PAR100	Legal Research & Writing I PAR101
Legal Research & Writing II PAR102	Introduction to Paralegalism PAR100
Contract Law PAR208 HYBRID	Immigration Law PARTBD <u>(back up real estate)</u>
Criminal Law and Procedure for the Paralegal PAR	

SPRING 2012	
Day Courses	Evening Courses
Legal Research & Writing I PAR101	Legal Research & Writing II PAR102
Litigation PAR202	Bankruptcy Law PARTBD <u>(back up real estate)</u>
Paralegal Practicum PAR291	Tort Law ONLINE PAR206
Introduction to Paralegalism PAR100	

SUMMER 2012	
	Evening Courses
	PAR Eight Week Course

PREPARED BY: Judith Pollock-Ciampi

DATE RECEIVED:

Northern Essex Community College: Academic Affairs Committee

INDICATE WITH "X"

CHOOSE ONE	INDICATE ALL REVISION POSIBILITIES
<p>: Proposal for a New Course</p> <p>: Proposal to Inactivate a Course</p> <p>(Complete a Program Proposal/Reactivation Form for all programs affected by the inactivation of a course.)</p> <p>: Proposal to Reactivate a Course</p> <p>(Complete a Program Proposal/Reactivation Form for all programs affected by the reactivation of a course.)</p> <p>X : Proposal for a Special Topics Course</p> <p>:1st X:2nd : 3rd : 4th</p>	<p>: Change of Course Description</p> <p>: Change of Course Name</p> <p>: Change in Credits/Contact Hours</p> <p>: Change in Prerequisites / Co-requisites</p> <p>: Other – Explain:</p>

INSTRUCTIONS: Answer all pertinent questions. Be sure that a Program Proposal / Reactivation Form is completed where needed. If you have questions, please contact the chairperson of the Academic Affairs Committee: ahislop@necc.mass

1A. DATE OF IMPLEMENTATION (allow for one full academic year unless submitting a Special Topics Course:

Proposed Date of Implementation: **2011:YEAR** **X:FALL** :SPRING :SUMMER

Approved Date of Implementation (to be determined by the AAC):

:YEAR: FALL: :SPRING :SUMMER

1-B. COURSE LEVEL: 000: 100: 200:**X**

1-C. Course Prefix and number: (Suggestion welcomed for number if course is new)

COURSE 3-LETTER PREFIX: **PAR** **COURSE 3-DIGIT NUMBER: 212**

1-D. COURSE NAME (Current): **Immigration Law and Policy for Paralegals**

COURSE NAME (New/Changed):

1-E. NUMBER OF CREDITS: 3

LECTURE HOURS: 3**LAB/CLINICAL HOURS:****PRACTICUM HOURS:**

2. Fill out side 2-A with the current course information (the latest version accepted by the Academic Affairs Committee, usually in the latest edition of the Academic Advising Handbook, or check online course texts for future semesters). On side 2-B, enter the revised course information as it should be clicked into publications; use **bolded letters** to indicate the changes.

2-A. CURRENT COURSE INFORMATION	2-B. REVISIONS OR NEW COURSE INFORMATION.
Course Prefix/Number/Name: PAR212 Immigration Law and Policy for Paralegals	Course Prefix/Number/Name:
3 : Number of Credits	: Number of Credits
X : Class Ratio: 1 credit = 1 hr : Lab/Clinical Ratio: 1 credit = 2 hr : Lab/Clinical Ratio: 1 credit = 3 hr : Practicum Ratio: 1 credit = 4 hr : Other (Describe) –	: Class Ratio: 1 credit = 1 hr : Lab/Clinical Ratio: 1 credit = 2 hr : Lab/Clinical Ratio: 1 credit = 3 hr : Practicum Ratio: 1 credit = 4 hr : Other (Describe) –
Major Restrictions: Paralegal Certificate, Paralegal Transfer, Paralegal Career (Is this course part of a criteria-based program, defined as a program with special admissions requirements?) Yes, admission to the Paralegal Program requires that students test into or have already completed English Composition I as well as an interview or information session with the paralegal coordinator.	Major Restrictions:
Prerequisites (Including Developmental Courses): PAR101, Legal Research & Writing I, Minimum grade of: C	Prerequisites:
Corequisites: None	Corequisites:
Electives:	Electives:
Current Course Description (800 Character Limit): This course studies the history, laws, theory, and policy of immigration in the United States. Emphasis is on the development of the skills required of a paralegal including: form completion, client interviewing, factual and legal research, and knowledge of the immigration process.	Current Course Description (800 Character Limit):

3. Does the course require a CHRI/CORI/SORI check?

Yes: No: **X**

4. Should the course be charged a High Cost Course Fee?

Yes: No: **X**

If yes, what level?

Level 1: Level 2: Level 3:

5. Does the new course replace a current course(s):

Yes: No: **X** N/A:

If yes, which course(s)?

Current Course Prefix/Number:

Current Course Name:

6. Is the course equivalent to a current course or courses?

Yes: No: **X** N/A:

If yes, list them:

Current Course Prefix/Number:

Current Course Name:

7. Verify all Course Elective Classifications – check all that apply:

Liberal Arts		Literature		History & Government	
Humanities		Philosophy & Religion		Business	
Communications		Mathematics		Technical	
Fine & Performing Arts		Science		Computer	
Foreign Language		Social Science		Technology	
Graphic Arts		Behavioral Science		Open or Free	X

8-A. Current Enrollment (if appropriate) / Per Section: **n/a**

8-B. Prospective Enrollment / Per Section: **25**

9. List all programs in which this course is or will be required:

Paralegal Program

10. List and notify all programs / options / Certificates that are impacted by this change. Assure that a Program Proposal / Reactivation Form is completed for each program / option / certificate that needs a revision.

Only the Paralegal Program will be impacted by the addition of this Special Topics course. It will provide students with another choice for a paralegal elective.

11. Explain why you are making this proposal.

At our most recent reapproval site visit, the American Bar Association (ABA) recommended that the Paralegal Program at NECC develop more special topics courses in order to offer students more variety in elective selections as well as offerings in the most timely topic areas. We have been able to add Contract Law, Criminal Law and Procedure for Paralegals, and Alternative Dispute Resolution as special topics courses over the years. At our last Legal Advisory Board meeting we asked community members what courses they would recommend and almost universally Immigration Law was on the top of the list. One only has to open a newspaper or listen to the TV news to understand the timeliness of this course proposal. Not a day goes by when issues relating to illegal immigrants or immigration are not addressed in the media. The legislature is currently considering several new bills relating to immigration. We are lucky to have an NECC graduate who is willing to teach the course in the fall of 2011. We would like to take advantage of this opportunity and offer Immigration law and Policy as a special topics course. Since our Lawrence Campus is located in a city heavily populated with immigrants, there are many job opportunities both locally as well as nationally in this area of law. By continuing to provide an ABA approved program that meets the local and national trends and provides students with the knowledge base necessary to enter a competitive job market, this special topics course promotes the college's mission and the program's mission by expanding its course offerings.

12. Describe the precedents for this course at other institutions.

There are many Paralegal Programs across the country, both 2 year and 4 year institutions, that offer Immigration law courses to their students. The following is a brief list of 2 and 4 year institutions offering the course: Florida Atlantic University, San Francisco State University, Ursuline College, Community College of Philadelphia, and Loyola University. Interestingly, there are no Massachusetts Paralegal Programs that offer the course, with the exception of Suffolk University. It would be beneficial to the program if we can be the only college in the area offering the course. This course is an upper level paralegal elective course. Students are required to take four paralegal elective courses in order to meet program requirements. This course will be transferable to four year institutions, just as all other paralegal elective courses—as a paralegal or an open or free elective.

13. Is this course transferable? If yes, where?

This course would be transferable as a free elective. It is also transferable to institutions such as Suffolk University (which has a Paralegal Program) as a paralegal elective course.

14. Which of the following resources are needed to implement this course?

N/A: Adequate: Additional = Explain:

14-a. Equipment: N/A: Adequate: Additional = Explain:

14-b. Space – (traditional classrooms, labs, special facilities, and other):

N/A: Adequate: Additional = Explain:

14-c. Library: N/A: Adequate: Additional = Explain:

14-d. Computer Resources – (abs, special software, and other):

N/A: Adequate: Additional = Explain:

14-e. Personnel – (faculty, support staff, counselors, administrators, other):

N/A: Adequate: Additional = Explain:

15. SAMPLE SYLLABUS. Please attach a sample syllabus if this is a NEW COURSE or a SPECIAL TOPICS COURSE.

ALL APPLICABLE SIGNATURE INDICATE FULL SUPPORT OF THIS PROPOSAL

(Signatures may be obtain electronically)

Department Chair / Coordinator: Judith Pollock-Ciampi

Signature: *Judith Pollock-Ciampi* Date: 2/1/11

Client Computing: (Thomasine Corbett – tcorbett@necc.mass.edu)

Signature: Date:

Library Services: (Linda Hummel Shea – lshea@necc.mass.edu)

Signature: Date:

Assistant Dean:

Signature: Date:

Dean: Ellen Grondine

Signature: Date:

Dean of Academic Advising, Transfer, and Articulation: (Grace Young – gyoung@necc.mass.edu)

Signature: Date:

Academic Affairs Committee Chairperson – (Signed after Committee Approval):

Signature: Date:

Exhibit 25

Paralegal Information Session Instructions

Currently these Information Sessions are conducted on a walk-in basis so you may have a few people show up at once, or they may all come at different times. If a few people come at once, I would suggest giving the “Introductory Remarks” to all of them at once, then sit down with each person individually if they have questions of a more personal nature or they wish to register. For those people who are waiting I give a schedule of courses for them to look at and a registration form to start to fill out.

If I am in the middle of talking to someone and a new person arrives, I have them sit in the student waiting area or outside the room in Haverhill. I give them a green information sheet and ask them to fill it out. I also encourage them to read over the newsletter or any of the books and pamphlets in the student desk area. If you are in Haverhill, you will have to wing it.

As soon as people arrive I ask them to fill out a *green information sheet*. This lets me know what options they are interested in. I specifically look at those who have indicated they are interested in the certificate program to make sure they have prior college credits. I also ask them to complete the *survey* about location preferences.

Also, have them sign in on the Advising sheet. When the session is over, please fill out the white sheet with the date and the number of attendees (this is for record keeping for Tom Fallon’s office-a new requirement).

When they finish these forms, I give them the ***appropriate colored glossy marketing brochure*** and explain that the curriculum is on the back.

Introductory Remarks:

Introduce yourself.

Explain the three options, specifically telling certificate students that they need to send an official transcript of at least 36 college credits over 4 different disciplines to the Registrar’s Office. They cannot be accepted into the program until the NECC Registrar’s Office has their transcripts.

Things you should be sure to mention:

1. The Practicum is only required of career option students, but any student can do an internship without taking the course. We always have internships available.
2. The transfer option requires a higher level math course.
3. Instructors are all lawyers who have worked in the areas in which they teach and have worked with paralegals before. They are very accessible.

4. The Program is ABA approved.
5. Small classes
6. Paralegal Club
7. Practical Assignments, litigation notebooks, portfolios etc...
8. Job Assistance including resume review, cover letter drafting, job search seminars, etc...
9. According to Bureau of Labor Statistics, paralegal jobs are expected to grow faster than average through 2016.

Make sure everyone understands:

1. They have to submit a college application (along with fee) (there are some forms in the travel file) and have their high school and college transcripts (if any) sent to the college before they can be accepted into the program.
2. Also, unless they have transfer credits, they must also take the Assessment tests (refer them to the Assessment Center website) before they can register for classes. There is an exception here: if a student is taking one or two classes in the evening (not English or Math), then they don't have to take the assessment tests or submit an application, but I try not to use this exception until late August or early September.

Miscellaneous things to mention to everyone:

1. Bookstore is downstairs in Lawrence.
2. Most classes are in Lawrence. Although we have some night classes in Haverhill.
3. They should get a parking sticker from Security and a student ID from Student Activities the first week of classes. Mention the parking lot across the street.

Registration:

If they have already taken some classes or have taken the assessment tests, you can register them for classes. When in Haverhill, Grace or her staff can help you with transcripts, assessment results etc... In Lawrence, Trish has access to Banner and can get you student and assessment information. If they are not ready to register, suggest that they contact me after they take the assessment tests or after they request their transfer credits from another institution. Stress the importance of registering as early as possible. My phone number and e-mail address is on the glossy sheets or you can give them one of my business cards. E-mail is the best way to reach me.

Please take notes on each prospect. There are lined forms (interview sheets) in the traveling filing bin for you to use. These notes, any registration forms, and green sheets should be left on my desk. I use them to create student files.



Legal Advisory Board Meeting

Tuesday, November, 2010

Room 244

Franklin Street Campus

Lawrence, MA

6:15 - 7:15 p.m.

AGENDA

- Welcome new member-Heidi Getchell-Bastien and Introductions
- ABA Re-Approval Update
- Library Collection/Requests for suggestions for Inclusion
- Alcira's suggestion from last meeting to raise the number of internship hours required of the Practicum course
- Search for Immigration Instructor and Bankruptcy Instructor
- Other

A light dinner will be served.



Legal Advisory Board Meeting Minutes

Tuesday, November 30, 2010

Attendees:

Debora Aloï
June Black
Barbara Caruso
Heidi Getchell-Bastien
Holly Jeffery
Laurie King
Gordon Nelson
Judith Pollock Ciampi

Unable to attend:

Lori Cole
William Cox
Sheryl Bourbeau
Alcira Kane
Gail Eldridge
Steven Russell

The meeting commenced at 6:15 p.m.

- Welcome new member-Heidi Getchell-Bastien and Introductions

Ms. Ciampi introduced the group to a new member, Heidi Getchell-Bastien. Ms. Getchell-Bastien is a lawyer who currently works full-time as a high school teacher at a Charter School in Amesbury, MA. Her legal background and her high school teaching experience make her uniquely qualified to contribute to this board. Introductions were made.

- **ABA Re-Approval Update**

Next, Ms. Ciampi informed the board that the ABA Re-Approval Report is due in May of 2011. She explained that the report had to be submitted in electronic format. She also showed the group the new Guidelines that she recently purchased and compared them to the Guidelines of 10 years ago—they have quadrupled!

- **Library Collection/Requests for suggestions for Inclusion**

The group then discussed the library collection. In November, the Paralegal Staff Associate, Shannon Leate-Varney, met with the Head Librarian on the Franklin Street Campus (where the law collection is housed) to ensure that the law collection was continuing to meet the ABA guidelines. (This was done in preparation for the ABA Re-Approval Report.) Ms. Ciampi informed the board that as a result of this review she was confident that the program meets the ABA guidelines.

Ms. Ciampi then asked the board for suggestions as to books/materials that the program should have in the library. She explained that she wanted to make sure that the library contained material that attorneys/paralegals are currently using out in the field.

Some of the suggestions included:

MCLE material (Massachusetts Continuing Legal Education) in disk and book form contain many boilerplate forms.

Form Books for practice areas

US Code

Westlaw

A few members indicated that they were relying more and more on the internet and specialized software in the practices and not using the books as much as they used to.

- **Alcira Kane's suggestion from last meeting to raise the number of internship hours required of the Practicum course**

Although Ms. Kane was unable to attend the meeting at the last minute due to a client emergency, the board discussed the request that she made at the last meeting that interns be required to complete more than 100 hours in the internship placement. Ms. Kane explained that many times the intern was just starting to really make a contribution to the placement site when the 100 hours were completed. Since Neighborhood Legal Services takes many of our student interns each year, Ms. Ciampi reviewed the ABA guidelines as well as the College policy and suggested to the board, that it was possible to increase the

required hours to 120 hours. The board discussed this requirement. One member asked if this would cause a hardship to the students. Ms. Ciampi explained that the change would not be made for at least a year (giving the students plenty of notice) and that she did not think that the students would be unduly burdened. As a matter of fact, the interns would probably benefit greatly from the increased hours.

- **Search for Immigration Instructor and Bankruptcy Instructor**

Ms. Ciampi explained to the board that due to student requests and advice of the board, the program was planning to offer special topics courses in Immigration Law and Bankruptcy Law in the near future. She asked if any of the board members had any recommendations for professors/lawyers to teach these courses. (Note: A few days after the meeting June Black and Gene Nelson both called with recommendations for Immigration Law professors and Debora Aloia had a recommendation for a Bankruptcy professor.)

- **Other**

Before the meeting came to a close, the board continued a discussion they started while talking about professors for Immigration Law and Bankruptcy Law. The board discussed the need to prepare the students for the human side of the law. Both of these areas require an understanding of the human side and an empathy for the clients. Students should practice intake interviews etc...

The formal meeting ended at 7:30 p.m.



Paralegal Faculty Meeting Agenda

Tuesday, March 29, 2011

1:30pm

L253

- Announcements
- Teaching Tips: Easy Ways to Incorporate Active Learning
Writing exercises to prevent test anxiety
- E-mail Etiquette for students
- ABA Re-Approval Report: Your input required.
- Other Business

Tripoli Pizza will be served!

Please don't forget to provide me with copies of practical assignments, writing assignments and student samples by the end of the semester!



Paralegal Faculty Meeting Minutes

Thursday, November 18, 2010

Faculty Invited:

Judith Pollock-Ciampi
Bryna Rosen Misiura
Shannon Leate-Varney
Melissa Wholley
Mary Wilson
Anne Froner

Faculty Attending:

Judith Pollock-Ciampi
Bryna Rosen Misiura
Shannon Leate-Varney
Melissa Wholley
Mary Wilson

Anne Froner was unable to attend due to a teaching conflict.

Meeting commenced at 5:30 pm

American Association for Paralegal Education Conference Highlights

The meeting commenced with Shannon Leate-Varney providing the group with a summary of some of the highlights from the AAFPE National Conference in Indianapolis. This was Ms. Leate-Varney's first National AAFPE conference and she provided the group with a detailed summary of

the sessions she attended. Some of the highlights included: Researching on a Budget, the Changing Face of Paralegalism, and StoryTelling in the Classroom. Her written summary is attached to these minutes. There was also a discussion about the changing titles for paralegals.

Crisis Protocol for Faculty

Ms. Ciampi distributed the new published college Crisis Protocol to the attendees and a discussion of some of the recent mental health and behavior issues at the college followed. Suggestions as to how to handle poor student classroom behavior were also discussed.

Graduate Survey Review

Ms. Ciampi explained the ABA requirement of surveying graduates within 6 months after graduation and then asked the group for suggested questions for the Graduate Survey. What would the faculty like to know about how the paralegal graduates are going in the "real world?" Some of the suggestions included:

- Whether they had taken any Continuing Legal Education courses and what CLE courses would they be interested in taking at NECC?
- What paralegal elective courses would they like to see NECC offer?
- What computer software and electronic legal research database do they use?
- What is their title?

Ms. Ciampi indicated that she would consider adding these questions to the survey she will be sending to May 2010 graduates at the end of the month.

Library Collection

Ms. Ciampi explained that Ms. Leate-Varney had recently reviewed the ABA library requirements with the Head Librarian to ensure that the requirements were being met. Ms. Leate-Varney explained that it appeared that NECC is in compliance with all the requirements and that she would be submitting a report with the results of her meeting by the end of the semester. Ms. Ciampi then asked the group if they had any specific suggestions for books or other resources that we should add to our library collection with respect to the particular courses that they taught. This led to a discussion of Massachusetts Practice, and to the use of the Bluebook vs. ALWD. It

appeared that everyone still used and taught the Bluebook. The group also discussed that copies of the textbooks are always put on reserve at the beginning of each semester.

There was also a conversation about whether practitioners are using Westlaw or Lexis/Nexis and where practitioners find legal references such as Massachusetts Rules of Civil Procedure and Federal Rules of Evidence. As it turns out, Westlaw is still preferred over LexisNexis and the Massachusetts Trial Court Library website is often used to locate rules of court and procedure. WestlawNext was also discussed as the next generation of Westlaw. The following websites were also recommended: 4lawschool.com, lawhahah.com, and cybersettle.com.

Status on ABA Report

Ms. Ciampi told the group that the ABA Reapproval Report is due in May of 2011 and that she had begun collecting the data required to complete the report.

Other

The group then discussed a recent plagiarism incident that Ms. Wholley experienced at another college. Ideas on how to deal with the incident and how to prevent future incidents were discussed.

Meeting ended at 7:00 pm