



EDUCATIONAL POLICY COMMITTEE

Approved 11-18-10

MINUTES OF MEETING: October 11, 2010

PRESENT: T. Bell, M. Clark, J. Ford, D. Frankl, M. Garcia, M. Germano, A. Gonzalez, E. Hernandez, J. Hong, E. Porter, A. Reed

EXCUSED ABSENCE: J. Moss

GUEST: M. Leung

1. **Call to Order**

M. Garcia, Chair, called the meeting to order.

2. **Announcements**

3.1 A. Gonzalez reported that the policy modifications that EPC approved with regard to Executive Order 1037 will be a first-reading item on the floor of the senate tomorrow.

3.2 A. Gonzalez reported on the WASC exit interview outlining their recommendations and commendations.

3.3 A. Reed asked that in addition to hard copies of the agenda packets being distribution that electronic versions should also be sent.

3.4 M. Leung, ASI, reported that there will be a free Tutoring Workshop from 1:00-4:00 p.m. today. On Wednesday there will be Eagle's Daze Networking. Meet and greet the A&L Dean and CCOE Dean will be held on Wednesday.

4. **Intent to Raise Questions**

None.

5. **Liaison Reports**

Curriculum Subcommittee

M. Clark reported that T. Bettcher was elected Chair. The Subcommittee approved the new course proposal form and started discussion on the explanation of undergraduate course grades.

Library Subcommittee

M. Germano reported R. Nissen was elected Chair.

General Education Subcommittee

M. Garcia reported that C. Koos was elected Chair. The subcommittee started the review of the GE Handbook.

Executive Committee

T. Bell reported on the first-reading items at tomorrow's Senate meeting.

6. **Approval of the Agenda**

M/s/p to approve.

7. **Approval of the Minutes**

M/s/p to approve as corrected.

8. **Curricular Items**

Actions Reported by the Executive Secretary

M/s/p to reflect in the minutes.

9. **Probation/Disqualification, EPC 09-20**

The Committee continued its review of the document and the following action was taken:

M/s/p to approve the document as revised.

10. **Campus Representative to the Academic Council for International Programs, EPC 10-04**

The committee discussed the charge and the following action was taken:

M/s/ to reappoint the current incumbent

The motion failed.

A campus-wide announcement will go out soliciting applicants for the position.

11. **Five Year Academic Calendar, EPC 10-03**

The Committee started its discussion. The Chair asked that the Committee come to the next meeting prepared with specific recommendations for changes.

12. **Executive Order 1036, Credit by Examinations, EPC 09-10**

Discussion began on this document.

13. **EPT/ELM Placement Requirements, EPC 10-01**

Due to lack of time, this item was not discussed.

14. **WASC Metric**

Due to lack of time, this item was not discussed.

15. **Staffing Formula**

Due to lack of time this item was not discussed.

ACTIONS REPORTED BY THE EXECUTIVE SECRETARY

Program Modifications

BA Latin American Studies

Change in lower division requirements.

Certificates

Paralegal Studies, program changes.

New Courses

CHS 360 Oral History and the Chicana(o)/Latina(o) Community

Recommended: Upper-division undergraduate standing.

Students learn to conduct oral history interviews that contribute to an understanding of community history.

CHS 407 Exploring Afro-Latino/a Identities (4)

This course emphasizes Afro-Latino(a) identities bringing together two groups that are often perceived as mutually exclusive categories within racial/ethnic thinking.

CHS 465 Gender, Sexuality, and Transnational Migration (4) (cross-listed with WOMN and LAS)

Explores international migration through the lens of gender and sexuality. Interdisciplinary examination of perspectives on socio-economic and legal issues affecting the lives, identities, and narratives of transnational (im)migrants.

CHS 479 Latina/o Children and Adolescents (4)

This course examines the socio-developmental issues Latina/o adolescents and children living in the United States experience. Interdisciplinary examination of the relationships between identity, family romantic partners, academics, career goals and lifelong satisfaction.

LAS 465 Gender, Sexuality, and Transnational Migration (4)(Cross-listed with CHS 465 and WOMN 465)

Explores international migration through the lens of gender and sexuality. Interdisciplinary examination of perspectives on socio-economic and legal issues affecting the lives, identities, and narratives of transnational (im) migrants.

PLS 759 Entertainment Law for the Paralegal (4)

Survey of creative artist contracts; including negotiating synchronization, original use, licenses and clearances; making provision for royalties, film/tv residuals; and drafting of financing-production-distribution agreements.

PLS 764A Applied Legal Technology I (4)

This course explores Word, Excel, PowerPoint, Access, AbacusLaw, TimeMap, and CaseMap.

PLS 764B Applied Legal Technology II (4)

Introduction to database management systems, case management and docket control software for calendaring, computerized case management, electronic discovery and litigation support software. Computer-assisted legal research and courtroom presentation graphics.

PLS 765 Computer Forensics and E-Discovery for the Paralegal (4)

Introduction to the field of discovering electronic data, including issues of collecting, preserving, analyzing, producing and presenting such data as evidence at trial; study of the investigator's office and laboratory, and overview of the Electronic Discovery Reference Model (EDRM). Coverage of computer forensics and procedures within the context of the Federal Rules of Civil Procedure and applicable case law; methods of utilizing current computer forensic tools, and fundamentals of report writing and expert testimony in high tech investigations.

PLS 769 On-Line Dispute Resolution for the Paralegal (2)

Explains e-commerce disputes, the global web, online dispute resolution (ODR), and its differences from alternative dispute resolution (ADR). Coverage online negotiation, mediation, arbitration, jury proceedings, dispute resolution system design, and the future of ODR.

PLS 771 Trial Technology for the Paralegal (4)

Introduces the concept of a trial as a visual domain, and explores technology that can effectively present visual case themes; covers use of computer presentations in opening statements, direct examination, cross-examinations, and closing arguments; familiarizes students with PowerPoint and Sanction software at trial. Choosing computer equipment in the courtroom.

PLS 722 Database Design and E-Discovery Techniques (4)

Basics of designing litigation support databases. Full-text versus abstracted document databases; objective and bibliographic document coding systems. Computerized techniques used during discovery, and best practices for implementing e-discovery tools.

PLS 773 Principles of Cyberlaw for the Paralegal (2)

Introduces the developing laws, and regulatory schemes to curtail crimes committed by means of computers, Cybercrime; considers issues of jurisdiction when misconduct occurs in cyberspace. Addresses the constitutional law, especially First Amendment issues, implicated in regulating the internet, prosecuting crimes related to obscenity, or protecting children from online predators. Explores online business concerns and intellectual property law issues.

PLS 774 Intellectual Property for the Paralegal (4)

A general overview of basic intellectual property law, including copyrights, trademarks, trade-name and patent protection. Identification of the major tasks performed by paralegals in this specialty area, including research into existing patents and trademarks and assisting in completion of complex applications to apply for trademark or copyright protections. Coverage includes the ethical obligations and issues arising from substantive legal issues in the field.

PLS 775 Worker's Compensation Law for the Paralegal (4)

Examination of the Workers' Compensation system as an alternate means (to the tort system) for compensation employees for on-the job injuries; definition of Employer and Employee, and "course of employment" for purpose of the statutes; coverage of medical and monetary benefits vs. vocational therapy; guidelines for client interviews; and overview of discovery and litigation procedures in the Administrative Law setting.

PLS 776 Products Liability Law (4)

This course addresses the area of tort law involving a manufacturer's liability for defective products. Coverage of common law, case law, and statutes relative to products liability and the concept of "strict liability" for manufacturers, and including

coverage of the litigation practices in products liability cases, including class action suits, and complex litigation such as recent suits against tobacco companies and producers of asbestos.

PLS 777 Environmental Law for Paralegals (4)

Overview of the system and structure of laws and statutes which seek to preserve the natural environment. Coverage of both California and federal laws, including the California Environmental Quality Act (CEQA) and the National Environmental Protection Act (NEPA); overview of administrative enforcement of environmental laws, including the role of the Federal Environmental Protection Agency (EPA) and the California Environmental Commission; coverage of practical application of environmental laws to developers; businesses; and municipalities.

PLS 778 Elder Law for Paralegals (4)

Study of the legal specialty concerning elders' rights and protections, including issues of age discrimination; financial and estate planning for long-term care; planning for potential "incapacity;" assisting with health decision and "end-of-life" directives; obtaining public benefits, such as Social Security, Medicare, and Medi-Cal; and avoiding "elder abuse."

PLS 779 Torts and Personal Injury Law for the Paralegal (4)

Overview of the tort law system for compensation victims of injuries caused by the lack of care, or other "civil" wrongdoing, of another; coverage of negligent, intentional, and strict liability torts, including personal injury, products liability, malpractice, and defamation. Introduction to legal analysis in the "common law" system and the application of "legal principles" to complex "fact."

PLS 783 Interviewing and Investigations for the Paralegals (4)

Basic principles of interviewing and investigation practice for paralegals, with an emphasis on "fact-finding" from a variety of sources. Coverage includes fact-gathering for litigation, such as witness preparation; interviewing expert witnesses; reading and scanning technical reports from other investigators – police reports, autopsies, forensic lab reports; National Transportation and Safety reports, and the like, and title searching and locating assets.

PLS 784 Bankruptcy Law for the Paralegal (4)

Introduces bankruptcy law and its practical application for paralegals; examines the scope of Federal Bankruptcy laws as they apply to businesses and individuals; reviews bankruptcy processes from debtor's, creditor's and trustee's perspective, including the application of Chapters 7, 11, and 13 of the Federal Bankruptcy Act.

PLS 785 Labor and Employment Law (4)

Introduces labor and employment law practice; covers a range of issues in modern employment law, including "at will" employment vs. contractual rights; employment discrimination; sexual harassment in the workplace; and rights of disabled employee under the **Americans with Disabilities Act**. Distinguishes "employment law" from "labor law," and includes coverage of the origins of labor law in America, union organizing; negotiation of labor contracts, statutory rights of unionized employees, and litigation over "unfair labor practices."

PLS 786 Contract Law for the Paralegal (4)

Introduction to the law and practices governing contracts, including contract formation through offer and acceptance, legal "consideration," and remedies for breach of contract, including specific performance and the means of measuring monetary damages. Elements of contract drafting and contract enforcement; and coverage of the steps in the litigation of "breach of contract" claim.

PLS 790 Paralegal Litigation Skills (4)

A practical series of presentations and projects presented by experienced litigation paralegals form a variety of litigation practice areas. It features case file organization and management, factual research, cite checking hints, subpoena preparation and service, calendaring rules, hearing preparation, implementation and maintenance of indices, deposition and document control and organization techniques.

WOMN 465 Gender, Sexuality, and Transnational Migration (4) (cross-listed with CHS and LAS)

Explores international migration through the lens of gender and sexuality. Interdisciplinary examination of perspectives on socio-economic and legal issues affecting the lives, identities, and narratives of transnational (im)migrants.

WOMN 484 Chicana/Latina Narratives and Community History (4)

Student learn to conduct oral history interviews, and analyze the narratives told by Chicana and Latina women about the communities in which they have lived, worked, and participated.

No prerequisites, Recommended: Upper-division undergraduate or graduate student standing.

Course Modifications

PLS 755 Law Office Technology and Procedures (4)

Change in course title, catalog description, course content and references.

PLS 768 Securities Law for the Paralegal (4)

Change in title, course number, catalog description, course content and references.