

Attendees: Christina Babcock, Leslie Foust, Huy Nguyen, Dorothy Duran, Marisa Salazar, Linda Sanders, Carlos Scarborough, Andrea Atencio, Dai Nguyen, Renee Barely Gutierrez, Meryl Sutton, Zac Addison, Aja Brooks, Melodee Saiz, Daniel Berg, Ali Dyer, Jennifer Isom, Matt Thomas, Christine Goshorn

Minutes by: Huy Nguyen & Christine Mills

Item	Discussion
Welcome and Introductions	Round robin introductions.
Acceptance of Previous Meeting Minutes	Renee motioned to approve minutes. Dai seconded the motion. Meeting minutes from March 2023 were approved.
Overview	Overview - Offers an Associate of Applied Science Degree; Completely Online. Procedures for Online Classes - No specific class times; students check in anytime during the week. - Weekly deadlines for module completion. Student Preferences - Survey indicates a preference for online classes. - CNM offers multiple options, including hybrid classes. Courses Offered and Terms - Classes rearranged based on advisory suggestions for better balance. - Criminal Class moved to Term 3 for better internship preparation. - Elective removed to standardize 60 credits across the college. Student Data 2023 & 2024: 131 declared majors. 2024: 12 graduates, including 11 during internships. Advisory Committee Partners - Not all advisory members are internship advisors; some do both. Internship Providers - List includes federal and state public defenders, and private law firms. Internships - For eligible final-term students. - Requires departmental approval and MOU signed for 3 years. - Paid internships starting Fall Term 2024. - Workforce & Community Success offers resources like job shadowing, job boards, and career fairs.
New Business	Competency Based Education (CBE) Summary CBE Path: - Offers the same degree, but in a different way. Who Will Benefit: - Working Paralegals and Legal Assistants without a degree. - Opportunity to complete the degree faster and at their own pace. - Open class structure with all modules and assignments available. - Incentive to start the program and complete more than one class per semester. - With a degree, individuals can join the State Bar Paralegal Division and become certified paralegals. Core Differences Between CBE and Traditional Program:

	- Removes the concept of time, allowing students to progress at their own pace. - Students can apply previous experience. - Allows for acceleration and flexibility to deal with life occurrences. - Students can enter courses through the 10th week and complete required work to catch up. Things Happening in the Paralegal Program: - Job Fair received more attention and was more helpful. - Developed flyer, brochure, and logo specific to the PL program. - Career fairs, dual credit fairs, college fairs, senior night, high school fairs. - Partnership with the Paralegal Division for career fairs. - Advisors dedicated to each team. - CNM launching Paralegal Degree in Fall 2026. - Mention of a Subscription Rate in future plans. Promoting the Program: - High demand for Paralegals. Attracting Students to the Program: - Work-based Learning with APS, currently have 2 Internship students. - Establish communication with CTE instructors (Jan. 1st week, 2025). - Establish communication with counselors. - Show students what the Paralegal field could be: - What you learn and what's difficult. - Shadowing opportunities at metro court. - Speaking to high school students. - Emphasizing the importance of Paralegals to lawyers. Pay Range: - Legal Assistants and Paralegals are often grouped together, affecting pay data. - Survey to determine paralegal wages in New Mexico. College Enrollment Trends: - Nationwide enrollment declines during Covid, but slowly recovering. - Suggestions to excite the profession: - Paralegal Day with a panel of professionals. "A Day in the Life of" presentations monthly to expose students to the field.
Q&A	Exit Interview - Conducted after the final class. - Discuss plans for continuing education. - List schools that accept their credits. - Encourage exploring beyond paralegal studies. Shadowing 3 hours of shadowing could influence decision to enroll in the paralegal studies program.

	Suggestions • Consider shadowing during the 2nd semester. • Present internship opportunities at the end of the 3rd semester (e.g., Intern Fair). • Create promotional videos for law offices. • Develop interactive videos with questions and simulations. • Discuss future plans with students before the semester ends. • Emphasize the value of internships. Closing Comment • Contact Christina Babcock, PL Program Director, for ideas, suggestions, or questions. • Phone: 505-224-4000, ext. 50302 • Email: cbabcock1@cnm.edu
Next meeting	Fall 2025
Meeting Adjourned	12:24 pm