

2/5-2/11/15

**Curriculum Committee Evote-February 2015 PLA AS**

**From:** Gamble, Kathleen A

**Sent:** Thursday, February 05, 2015 10:11 AM

**To:** Basant, Garfield A; Berkowitz, Irving; Campbell, Jennifer D; Hopkins, Kristin M; Horvath, Elizabeth I; Jordan, Lilian R; Maxwell, Judy A; McGann, Mary Ann; Pedersen, Ginger L; Peifer-Neil, Nancy M; Pernal, Mary C; Ponciano, Henry; Singer, Doreen L; Slesinger, Victor E; Spain, Geri L; Stashenko, Vetaley; Tiggle, Michele T; Trigoboff, Debra; Vo, Thomas; Zettler, Chuck H; Zinser, Nancy C

**Subject:** Curriculum Committee Evote-February 2015 PLA AS

**Importance:** High

Hello, everyone.

Curriculum Committee has provisions for electronic votes when directed by the VPAA. The item below was submitted for January Curriculum but had to have issues resolved before approval. The change needs to be reflected in the 2015-2016 catalog.

Dr. Pedersen has approved sending out this Curriculum Committee Evote for the following curriculum action. According to Curriculum Committee policy (1/24/02), the committee has five (5) working days to respond to this email with a vote. The actions will pass or fail based on the number of votes collected by this time.

New Course

**Effective August 2015 (2016-1)**

PLA 2303 Criminal Litigation (3 credits, 3 lecture hours, Pre/coreq of PLA1003, AW grading, No special fees) 3

Revised Program

**Effective August 2015 (2016-1)**

Current	Proposed
<b>Paralegal AS 2505</b>	<b>Paralegal AS 2505</b>
<b>GENERAL EDUCATION REQUIREMENTS CREDITS</b>	<b>GENERAL EDUCATION REQUIREMENTS CREDITS</b>
ENC 1101 College Composition 1 3	ENC 1101 College Composition 1 3
HSC 2100 Health Concepts and Strategies 3	HSC 2100 Health Concepts and Strategies 3
SPC 1017 Fundamentals of Speech Communication 3	SPC 1017 Fundamentals of Speech Communication 3
Any course from Humanities - Area II 3	Any course from Humanities - Area II 3
Any course from Mathematics - Area III -or-	Any course from Mathematics - Area III -or-
Natural Science- Area IV 3	Natural Science- Area IV 3
Any course from Social Science - Area V 3	Any course from Social Science - Area V 3
<b>Total Required General Education Credits 18</b>	<b>Total Required General Education Credits 18</b>
<b>REQUIRED COURSES</b>	<b>REQUIRED COURSES</b>
BUL 2241 Business Law 1 3	BUL 2241 Business Law 1 3
BUL 2242 Business Law 2 3	BUL 2242 Business Law 2 3
PLA 1003 Introduction to Paralegalism 3	PLA 1003 Introduction to Paralegalism 3
PLA 1104 Legal Writing and Research 1 3	PLA 1104 Legal Writing and Research 1 3
PLA 1273 Tort Law 3	PLA 1273 Tort Law 3
PLA 2114 Legal Writing and Research 2 3	PLA 2114 Legal Writing and Research 2 3
PLA 2209 Court Systems: Procedures and Pleadings 1 3	PLA 2209 Court Systems: Procedures and Pleadings 1 3
PLA 2229 Court Systems: Procedures and Pleadings 2 3	PLA 2229 Court Systems: Procedures and Pleadings 2 3
PLA 2483 Administrative Law 3	PLA 2483 Administrative Law 3
PLA 2600 Administration of Estates 3	PLA 2600 Administration of Estates 3
PLA 2611 Real Estate Law and Property Transactions 3	PLA 2611 Real Estate Law and Property Transactions 3
PLA 2630 Real Estate Closing and Document Preparation 3	PLA 2630 Real Estate Closing and Document Preparation 3
PLA 2465 Bankruptcy Law and Procedures 2	PLA 2465 Bankruptcy Law and Procedures 2
PLA 2841 Immigration Law and Procedures 2	PLA 2841 Immigration Law and Procedures 2
<b>Total Required Courses Credits 40</b>	<b>Total Required Courses Credits 40</b>
<b>ELECTIVES (6 CREDITS REQUIRED)</b>	<b>ELECTIVES (6 CREDITS REQUIRED)</b>
CJL 2100 Criminal Law 3	CJL 2100 Criminal Law 3
PLA 1949C Co-op: Legal Assistant 1 3	PLA 1949C Co-op: Legal Assistant 1 3
PLA 2800 Family Law 3	PLA 2800 Family Law 3
PLA 2762 Paralegal Office Systems 3	PLA 2762 Law Office Management 3
POS 1041 Introduction to American Government 3	

Total Required Electives Credits	6	POS 1041 Introduction to American Government	3
Total Program Credits	64	PLA 2303 Criminal Litigation	3
		Total Required Electives Credits	6
		Total Program Credits	64

**Justification: PLA2303:** Presently Palm Beach State College does not offer any paralegal courses focused on criminal law. A course in criminal litigation will satisfy the present need for students to learn both substantive and procedural criminal law. This need was assessed through informal polling of students and educators from other competitive colleges. The Business Partnership Council and Cluster approved this course development. (Minutes indicate a "1" in the title but since PBSC does not offer Criminal Justice 2, the "1" in the title of PLA 2303 was removed per the program chair agreement.) A conversations with the Criminal Justice faculty clarified the need for this course. Both courses will remain elective options for the Paralegal AS program. **Program Revision:** The program needs to be revised to include the changes included in the previously submitted course revision and addition forms. Specifically, Paralegal Office Systems (PLA2762) needs to be renamed Law Office Management and the elective course selection needs to be revised to reflect the addition of Criminal Litigation (PLA2303).

You will find the support documents attached. Please review these documents and indicate your approval or rejection by selecting the appropriate voting button at the top of this message. **You must open the message completely to see the voting buttons.** For those using Outlook Web Access, please reply as a normal e-mail with approval or rejection. (Voting buttons do not work through this system.)

If you have any questions or concerns about this action please include these inquiries in your voting response or contact me at 1-3893. I will follow-up with the curriculum initiator and send out another voting e-mail if necessary.

Please respond to this request by **February 11, 2015**. Approval will be based on the majority of responses received from Curriculum Committee members by this time.

Thank you for your assistance. Do not hesitate to call if you have any questions or concerns.

I look forward to hearing from you.

Kathy Gamble

*Kathleen A. Gamble*

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#### Responses:

	Horvath, Elizab... Approve: Curriculum Committee Evote-February 2015 PLA AS	Thu 2/5/2015 12:33 P...	12 KB
	Please note: Due to Florida's broad open records law, most written communication to or from College employees is		
	Slesinger, Victo... Approve: Curriculum Committee Evote-February 2015 PLA AS	Thu 2/5/2015 11:45 A...	12 KB
	Please note: Due to Florida's broad open records law, most written communication to or from College employees is		
	Trigoboff, Debra Approve: Curriculum Committee Evote-February 2015 PLA AS	Thu 2/5/2015 10:53 A...	12 KB
	Please note: Due to Florida's broad open records law, most written communication to or from College employees is		
	Peifer-Neil, Na... RE: Curriculum Committee Evote-February 2015 PLA AS	Thu 2/5/2015 10:26 A...	40 KB
	I approve the action. Nancy Peifer Neil		
	Stashenko, Vet... RE: Curriculum Committee Evote-February 2015 PLA AS	Thu 2/5/2015 10:26 A...	38 KB
	Approve Sincerely, Dr. Vetaley Stashenko, Professor (Anatomy & Microbiology); "The true sign of intelligence is not		
	Maxwell, Judy A Approve: Curriculum Committee Evote-February 2015 PLA AS	Thu 2/5/2015 10:17 A...	12 KB
	Please note: Due to Florida's broad open records law, most written communication to or from College employees is		

## 2/4/15 Deans' Council Evote

**From:** Gamble, Kathleen A

**Sent:** Wednesday, February 04, 2015 4:23 PM

**To:** Deans of Academic Affairs

**Subject:** February 2015 Curriculum Evote-Deans' Council Approval Req PLA2303 AS Crs

**Importance:** High

Hello, everyone.

Dr. Pedersen has authorized my distribution of this voting e-mail for Academic Deans' Council approval of the following:

### New Course

**Effective August 2015 (2016-1)**

PLA 2303 Criminal Litigation (AS course, 3 credits, 3 lecture hours, Pre/coreq of PLA1003, AW grading, No special fees)

3

Justification: Presently Palm Beach State College does not offer any paralegal (PLA) courses focused on criminal law. CLJ2100 Criminal Law is an elective of the Paralegal AS degree but does not meet the requirements to support ABA certification of graduates in this program. This course in criminal litigation will satisfy the present need for students to learn both substantive and procedural criminal law. The Business Partnership Council and cluster approve this course development. Conversations with the Criminal Justice faculty clarified the need for this course. Both courses will remain elective options for the Paralegal AS program.

Please review the curriculum form attached along with the support documents and vote on whether you approve the development of this course based on the information provided.

Vote on this curriculum action by opening this message completely and selecting the appropriate button at the top of the screen. If you want to make comments or clarification to your vote, you are given the choice of editing the response before sending the email. For those using Outlook Web Access, please reply as a normal e-mail with approval or rejection. (Voting buttons do not work through this system.)

If you have any questions or concerns about this action please include these inquiries in your voting response or contact me at 1-3893. I will follow-up with the originator and send out another voting e-mail if necessary.

Please respond to this request by **Friday, February 6th, 2015**. This curriculum development will be approved based on the number of approval votes submitted within this time period.

Thank you for your consideration. Do not hesitate to call if you have any questions or concerns.


I look forward to hearing from you.

Kathy Gamble

*Kathleen A. Gamble*

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### Responses

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-  Coleman-Ferrel... Approve: February 2015 Curriculum Evote-Deans' Council Approval Req PLA2303 AS Crs Mon 2/9/2015 ...  
Please note: Due to Florida's broad open records law, most written communication to or from College employees is
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-  Kaplan, Anita S Approve: February 2015 Curriculum Evote-Deans' Council Approval Req PLA2303 AS Crs Wed 2/4/2015 ...  
Please note: Due to Florida's broad open records law, most written communication to or from College employees is
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-  Pedersen, Ging... Approve: February 2015 Curriculum Evote-Deans' Council Approval Req PLA2303 AS Crs Wed 2/4/2015 ...  
Please note: Due to Florida's broad open records law, most written communication to or from College employees is