KAPI'OLANI COMMUNITY COLLEGE
University of Hawai‘i
PROGRAM ACTION REQUEST (Form: 2/22/02)
(Attach an Action Request Memorandum Stating the Justification for This Request;
Submit One Request for Each Proposal)

1a. Type of Program Action (please choose one, omit others) Modification

1b. If modification of an existing program, what kind of modification? (choose from list, omit inappropriate)
Modifying SLOs, modifying of list of elective courses in the curriculum, modifying program description, adding catalog headings for program mission and program approval.

2. Program Type (please choose one, omit others) A.S.

3. Program Name and Program Description:

Paralegal.

Program Description: Kapi‘olani Community College's Paralegal program is the only Hawai‘i-based paralegal program offered in the State. Since 1978, it has been an American Bar Association-approved program and has been the major source of trained paralegals in the Hawaii legal community. A paralegal is a legal professional who assists in the delivery of legal services, generally under the supervision of an attorney. A paralegal is a member of the legal team in private law offices, government agencies, and corporations, performing technical and paraprofessional responsibilities. These include interviewing and assisting clients, legal research and writing, communicating effectively, implementing legal procedures, preparing instruments and documents, assisting in judicial and administrative appearances, representing clients in selected administrative hearings, completing client projects, calendaring, and coordinating office functions. These functions overlap with those of an attorney. The program graduate will be qualified to work in a private law firm, corporation, public agencies, and public law firms.

A paralegal may not provide legal services directly to the public.

4. Effective Term (semester/year): Fall/2012

5. Revise page “Programs – C-21 and C-22” in the 2010-2011 version of the KCC General Catalog.

6. Is this program offered at another UH Campus? (please choose one, omit other) NO.

If YES, specify campus, and program name. If NO, why is this program offered at KCC: The Paralegal program has been offered at KCC since 1978 and is the only program, public or private, located in the State that provides paralegal training. While the demand for paralegals is not large, it is steady, and paralegals are a necessary part of the legal profession. While one does not need to have a certificate or degree to practice as a paralegal, so attorneys can hire people with no formal training as paralegals, attorneys are responsible for the acts of those they supervise under the Hawaii Rules of Professional Conduct. Many attorneys do not want to take that risk with untrained personnel and thus they seek out trained paralegals for their staffs.

7. Justification. As detailed in the attached Action Request Memorandum and the comparison document, the Student Learning Outcomes (SLOs) were reviewed for alignment with current work force requirements and consistency. SLOs are being updated and were reduced from seven to six. The previously-approved course, LAW 141, was added to the list of program electives for the paralegal program.

Requested by: Susan Jaworowski Business, Legal, and Technology Education
(Susie Jaworowski) August 19, 2010
(Department Chairperson) (Date of Department Vote)

Approved by:
(Curriculum Chairperson) (Date)
(Dean) (Date)
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<tr>
<td>Faculty Senate Chairperson</td>
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<td>Vice Chancellor for Academic Affairs</td>
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