


New York City College of Technology, CUNY

## CURRICULUM MODIFICATION PROPOSAL FORM

This form is used for all curriculum modification proposals. See the [Proposal Classification Chart](#) for information about what types of modifications are major or minor. Completed proposals should be emailed to the Curriculum Committee chair.

<b>Title of Proposal</b>	<b>Adjustment to Law and Paralegal studies AAS Degree</b>
<b>Date</b>	<b>September 20, 2021</b>
<b>Major or Minor</b>	<b>Minor</b>
<b>Proposer's Name</b>	<b>Concetta Mennella</b>
<b>Department</b>	<b>Law and Paralegal Studies</b>
<b>Date of Departmental Meeting in which proposal was approved</b>	<b>April 30, 2021</b>
<b>Department Chair Name</b>	<b>Concetta Mennella</b>
<b>Department Chair Signature and Date</b>	<i>Concetta Mennella</i> <b>October 07, 2021</b>
<b>Academic Dean Name</b>	<b>David Smith</b>
<b>Academic Dean Signature and Date</b>	 <b>2021-10-07</b>
<b>Brief Description of Proposal</b> (Describe the modifications contained within this proposal in a succinct summary. More detailed content will be provided in the proposal body).	Adjustments to our AAS degree. 1. Rename and renumber Legal Research II Law 2307 to Legal Writing and Research Law 1200 (4 credits)
<b>Brief Rationale for Proposal</b> (Provide a concise summary of why this proposed change is important to the department. More detailed content will be provided in the proposal body).	Currently, the AAS in Paralegal Studies requires of 33 LAW credits, thus limiting Gen Ed requirements to 27. This proposal will allow for a full 30 General Education credits to be applied.
<b>Proposal History</b> (Please provide history of this proposal: is this a resubmission? An updated version? This may most easily be expressed as a list).	<b>This is a first time submission</b>

Please include all appropriate documentation as indicated in the Curriculum Modification Checklist.

For each new course, please also complete the New Course Proposal and submit in this document.

Please submit this document as a single .doc or .rtf format. If some documents are unable to be converted to .doc, then please provide all documents archived into a single .zip file.

**RATIONALE**

NYS Higher Education requirements.

Currently, the AAS in Paralegal Studies requires of 33 LAW credits, thus limiting Gen Ed requirements to 27. This proposal will allow for a full 30 General Education credits to be applied.

The AAS Degree offers 33 credits In Law Classes total of 11 courses varying in credits from 1-4 per course. As such we only offer 27 credits in Gen Ed.

To rectify this situation, the Department is proposing that we replace our introductory research class Legal Research I Law 1201 course (3 credit) with our second \*Legal Research II Law 2307 (4 credits). The faculty has given the matter much thought and concluded that Legal Research II will be able to address all issues addressed in Legal Research I along with completing the electronic component of Legal Research II.

- Legal Research II Law 2307 will be renamed to Legal Writing and Research Law 1200.

**ALL PROPOSAL CHECK LIST**

Completed CURRICULUM MODIFICATION FORM including:	
• Brief description of proposal	√
• Rationale for proposal	√
• Date of department meeting approving the modification	4/30/2021
• Chair's Signature	√
• Dean's Signature	
Evidence of consultation with affected departments List of the programs that use this course as required or elective, and courses that use this as a prerequisite.	N/A
Documentation of Advisory Commission views (if applicable).	attached
Completed <a href="#">Chancellor's Report Form</a> .	pending

**EXISTING PROGRAM MODIFICATION PROPOSALS**

Documentation indicating core curriculum requirements have been met for new programs/options or program changes.	
Detailed rationale for each modification (this includes minor modifications)	√

**Modification of Existing Courses** - The course number and course title should be above the table, justified to the left. Strike through the current information being changed on the left column and underline the proposed new information on the right column. Only include rows where there is a change (if there is a change in pre or co-requisites show all three rows associated with pre/co-requisites) and delete blank rows. If the role of a course in being changed in the degree requirements (from an elective to required course, etc.) include the reason in the rationale

### Section AV: Changes in Existing Courses

#### AV.1 Law and Paralegal Studies

#### LAW 2307 Legal Research II

<b>From:</b>		<b>To:</b>	
<b>Course Number:</b>	LAW 2307	<b>Course Number:</b>	<u>Law 1200</u>
<b>Course Title:</b>	<del>Legal Research II</del>	<b>Course Title:</b>	<u>Legal Writing and Research</u>
<b>Description</b>	<del>Builds upon a working knowledge of the law library and research techniques mastered in LAW 1201. This course applies those techniques by utilizing them in practical application. In addition, the student is introduced to the use of computerized legal research and additional instruction in the use of citations. This course focuses on analysis and evaluation of researched material, with a concentration on the writing aspect of reporting research.</del>	<b>Description</b>	Gain a working knowledge of the law library and research techniques and apply those techniques by utilizing them in practical situations. In addition, a focus on computerized legal research and additional instruction in the use of citations. Focuses on analysis and evaluation of researched material, with a concentration on the writing aspect of reporting research.*  *Transfer students who have previously taken a Legal Research course in another AAS Paralegal degree program are required to take this course; they may receive transfer credit for

			their prior course as the AAS LAW elective, in place of LAW 2302, 2405 or 2406.
<b>Lab Hours</b>		<b>Lab Hours</b>	
<b>Credits</b>		<b>Credits</b>	
<b>Prerequisite:</b>		<b>Prerequisite:</b>	<u>LAW 1101, ENG 1101</u>
<b>Pre- or corequisites:</b>	<del>Law 1201, Law 1101, 1103 and ENG1101</del>	<b>Pre- or corequisites:</b>	<u>LAW 1103</u>
<b>Pre- or corequisites:</b>		<b>Pre- or corequisites:</b>	

Rationale: NYS Higher Education requirements for an AAS need to be 30 Credits Gen Ed and 30 Law as of Now we have 33 in Law. Our AAS Degree offers 33 credits In Law Classes total of 11 courses varying in credits from 1-4 per course. As such only 27 credits are offered in Gen Ed. To rectify this situation, the Department is Proposing that we eliminate our introductory research class Legal Research Law 1201 course (3 credit) and replace it with our second \*Legal Research II Law 2307 (4 credits). The faculty has given the matter much thought and concluded that Legal Research II will be able to address all issues addressed in Legal Research I along with completing the electronic component of Legal Research II.

- Legal Research II Law 2307 (WI) will be renamed to (Legal Writing and Research Law(WI) 1200 ).

## I. Section AIII: Changes in Degree Programs

### Section AIII: Changes in Degree Programs

The following revisions are proposed for the Law and Paralegal Studies

Program: AAS in Paralegal Studies and first two years of the BS in Paralegal Studies

Program Code: 86071; 91269

Effective Date: Spring 2022

FROM:	TO:
<p><b>*GENERAL EDUCATION CORE (27 crs.)</b></p> <p><b>Required Core<sup>1</sup> (24 credits)</b></p> <p>ENG 1101 English Composition I 3</p> <p>ENG 1121 English Composition II 3</p> <p>MAT 1190 Quantitative Reasoning or higher 3</p> <p>PHIL 2101 Introduction to Philosophy 3</p> <p>PSY 1101 Introduction to Psychology 3</p> <p>COM1330. Effective Speaking 3</p> <p>SCIENCE <b>Life and Physical Sciences</b> Science with Lab. 3</p> <p><b>Flexible Core (1 courses, 3 credits)</b>  <del>In addition to the required courses listed above,  select one course from each of the other three areas;  plus one additional course from any of the five areas;  no more than one courses may be selected from any discipline. 3</del></p> <p>World Cultures and Global Issues Any approved course  US Experience in its Diversity Any approved course  Creative Expression Any approved course  Scientific World Any Approved Course</p> <p>Writing Intensive Requirement  Students at New York City College of Technology must complete two courses designated WI for the associate level, one from GenEd and one from the major; and two additional courses designated WI for the baccalaureate level, one from GenEd and one from the major.</p>	<p><b>GENERAL EDUCATION CORE (30 crs.)</b></p> <p><b>Required Core<sup>1</sup> (24 credits)</b></p> <p>ENG 1101 English Composition I 3</p> <p>ENG 1121 English Composition II 3</p> <p>MAT 1190 Quantitative Reasoning or higher 3</p> <p>PHIL 2101 Introduction to Philosophy 3</p> <p>PSY 1101 Introduction to Psychology 3</p> <p>COM1330. Effective Speaking 3</p> <p>SCIENCE <b>Life and Physical Sciences</b> Science with Lab. 3</p> <p><b>Flexible Core (2 courses, 6 credits)</b>  <u>In addition to the required courses listed above,  select two course from each of the other three areas;  no more than two courses may be selected from any one discipline. 6</u></p> <p>World Cultures and Global Issues Any approved course  US Experience in its Diversity Any approved course  Creative Expression Any approved course  Scientific World Any Approved Course</p> <p>Writing Intensive Requirement  Students at New York City College of Technology must complete two courses designated WI for the associate level, one from GenEd and one from the major; and two additional courses designated WI for the baccalaureate level, one from GenEd and one from the major.</p>

<b>Program-Specific Degree Requirements (60 credits)</b>			<b>Program-Specific Degree Requirements (60 credits)</b>		
<b>Pedagogical Core (33 credits)</b>			<b>Pedagogical Core (30 credits)</b>		
LAW 1101	Introduction to Paralegalism	3	LAW 1101	Introduction to Paralegalism	3
LAW 1103	Civil Law and Procedure	3	LAW 1103	Civil Law and Procedure	3
<del>LAW 1201</del>	<del>Legal Research I</del>	<del>3</del>	<del>LAW 1200</del>	<del>Legal Writing and Research</del>	<del>4</del>
LAW 1202	Real Estate Law	3	LAW 1202	Real Estate Law	3
LAW 2301	Estates, Trusts & Wills	3	LAW 2301	Estates, Trusts & Wills	3
LAW 2303	Family Law	3	LAW 2303	Family Law	3
<del>LAW 2307</del>	<del>Legal Research II</del>	<del>4</del>	LAW 2403	Legal Document Preparation	3
LAW 2403	Legal Document Preparation	3	LAW 2410	Legal Ethics and Professional Responsibility	1
LAW 2410	Legal Ethics and Professional Responsibility	1	LAW 2409	Legal Internship I and Seminar I	4
LAW2409	Legal Internship I and Seminar I	4			
LS Electives	Choose One LS Electives	3	LS Electives	Choose One LS Electives	3
LAW 2302	Business Organization		LAW2302	Business Organization	
LAW 2405	Torts & Insurance Law		LAW2405	Torts & Insurance Law	
LAW2406	Criminal Law		LAW2406	Criminal Law	
<b>*Program-specific Liberal Arts and Sciences Requirements</b>			<b>Program-specific Liberal Arts and Sciences Requirements</b>		
ENG 1101	English Composition I	3	ENG 1101	English Composition I	3
ENG 1121	English Composition II	3	ENG 1121	English Composition II	3
MAT 1190	Quantitative Reasoning or higher	3	MAT 1190	Quantitative Reasoning or higher	3
PHIL 2101	Introduction to Philosophy	3	PHIL 2101	Introduction to Philosophy	3
PSY 1101	Introduction to Psychology	3	PSY 1101	Introduction to Psychology	3
COM1330.	Effective Speaking	3	COM1330.	Effective Speaking	3
SCIENCE	<b>Life and Physical Sciences</b> Science with Lab.	3	SCIENCE	<b>Life and Physical Sciences</b> Science with Lab.	3
<b>Total program-specific required and elective courses</b>		<b>33</b>	<b>Total program-specific required and elective courses</b>		<b>30</b>
<b>Total NYSED Liberal Arts/Science credits</b>		<b>27</b>	<b>Total NYSED Liberal Arts/Science credits</b>		<b>30</b>
<b>TOTAL CREDITS REQUIRED FOR THE AAS DEGREE</b>		<b>60</b>	<b>TOTAL CREDITS REQUIRED FOR THE AAS DEGREE</b>		<b>60</b>

**Rationale:**

NYS Higher Education requirements for an AAS need to be 30 Credits Gen Ed and 30 Law as of Now we have 33 in Law. Our AAS Degree offers 33 credits In Law Classes total of 11 courses varying in credits from 1-4 per course. As such

only 27 credits are offered in Gen Ed. To rectify this situation, the Department is Proposing that we eliminate our introductory research class Legal Research Law 1201 course (3 credit) and replace it with our second \*Legal Research II Law 2307 (4 credits). The faculty has given the matter much thought and concluded that Legal Research II will be able to address all issues addressed in Legal Research I along with completing the electronic component of Legal Research II. Legal Research II Law 2307 (WI) will be renamed to (Legal Writing and Research Law(WI) 1200 ).







**NEW YORK CITY  
COLLEGE OF TECHNOLOGY**

THE CITY UNIVERSITY OF NEW YORK

300 JAY STREET, BROOKLYN, NY 11201-1909

**American Association for Paralegal Education Member**  
**American Bar Association approved program**  
**Bachelor of Science**  
**Associate in Applied Science**

**DEPARTMENT OF LAW AND PARALEGAL STUDIES**

NAMM 622

718-260-5124 • FAX: 718-260-5387

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**MINUTES OF ADVISORY BOARD MEETING**

Thursday November 19, 2020

**Persons in Attendance on Zoom:**

Prof. Concetta Mennella, Chair of Department of Law and Paralegal Studies  
Dean David Smith  
Sophia Shaw  
Patrasia Duncan  
Junia Mohamaed-Roc  
Marianne Genarri  
Jacqueline McMickens  
Vernon Johnson  
Terel Watson  
Calvin Simons  
May Saleh, Student Representative  
Sara Schechter

The meeting was called to order at 6:05. The meeting was chaired by Chairperson, Sophia Shaw.

**Greetings/Introduction**

Each member reintroduced him or herself to the group.

**Approval of minutes**

Motion to approve minutes was deferred.

**ABA Reapproval**

Prof. Mennella informed the Board that our reapproval report is complete and will be submitted to the ABA on November 23, 2020.

## **Curriculum**

The current Statement of Requirements was distributed, and Board members were asked to comment on the proposal to eliminate the current Legal Research I course and fold it into what is now offered Legal Research II. Legal Research II currently focuses on online research, whereas Research I focuses on book research. The consensus of the board, after discussion, was that book research is now only useful as a foundation for online research, and to that extent can easily be accommodated in a single 4-credit Research course. The board was in support of the proposed change.

The Law and Paralegal Studies Department will soon be offering its first interdisciplinary courses. In conjunction with the Humanities Department, we will offer Theater and Law, and in conjunction with the Social Science Department we will offer History of Fashion Law from 1945 to the present. Theater and Law will be available to students in the spring semester of 2021, and History of Fashion Law in the fall of 2021.

## **Remote learning**

Sara Schechter and May Saleh gave the professor's and student's perspective on the experience of remote learning. Since the pandemic shut our physical school in March, the school has moved to online courses except for certain internships and lab courses. The hardest part of our curriculum to reproduce online has been the internship courses. At present the department is offering a simulated internship, but all agreed that the students are missing the networking opportunities, the varied work experience and the thrill of the real-world work setting. Although there are ethical as well as health considerations in trying to have the students do actual legal work either from home or in an office setting, Professor Mennella did ask the group to contact her with suggestions for virtual internship opportunities for our students.

## **Law and Paralegal Studies Club**

May Saleh, Club President, reported that the Club spearheaded a campaign to change the name of the major on the transcript and diploma from Legal Assistant Studies to Paralegal Studies. The Club drafted a Petition, (file:///C:/Users/Staff/Downloads/Petition%20to%20Change%20LPS%20Degree%20-2.pdf) which was enthusiastically accepted by the administration at New York City College of Technology and which is expected to be approved at a December meeting of the CUNY Board of Trustees. In researching the matter, it was discovered that the terms Legal Assistant and Paralegal are no longer interchangeable, and that the term paralegal more accurately describes the duties such as legal research and drafting pleadings for which our students are trained.

## **Giving Tuesday**

Board members were made aware of the opportunity to designate their gifts specifically for the use of our department and a link will be provided to facilitate contributions.

The meeting was adjourned at 7:04 p.m.

**New York City College of Technology**  
**Law and Paralegal Studies Department Meeting**  
April 30, 2021, 11:30am by Zoom video and phone conference

**MINUTES**

**Attendees:** Connie Mennella, Lise Hunter, MarySue Donsky, Marissa Moran, Gail E. Williams, Jeannette Espinoza, Kerin E. Coughlin

- I. Approval of minutes: We approved minutes of February 26, 2021 meeting, and minutes of May 19, October 2, October 8, November 19 (joint faculty) and December 10 meetings, as amended during February 26 meeting.
- II. Legal Research: We agreed that the new course to replace LAW 1201 and 2307 (Legal Research I and II) would be LAW 1200, "Legal Writing and Research," for four credits. We further agreed that transfer students who had previously taken a legal research or writing course would still be required to take this course, and they would receive credit for their prior course as the AAS LAW elective, in place of LAW 2302, 2405 or 2406.
- III. ABA corrections: We reviewed the assignments for making revisions to our reapproval report as requested by the ABA, due May 15.
- IV. Professional development for joint faculty meeting: We discussed possible topics and presenters for our upcoming meeting.
- V. Good and welfare: Gail discussed our department graduation celebration, which would take place on Zoom June 3, starting at 4:30pm, after the college-wide graduation on Zoom. We discussed ideas for the celebration such as student and faculty speakers, and awards.
- VI. Adjournment.