

PARALEGAL STUDIES
Advisory Committee Meeting
April 30, 2007

Summary Notes

Present: Ms. Sharla Miller Fowler, CP; AC Paralegal Studies Coordinator
Ms. Rhonda Brashears, CP; Chair
Ms. Ann Britt, AC Business Division Advisor
Mrs. Linda Butler, Administrative Assistant, Paralegal Studies
Ms. Melba Fenwick, CLA, RP; AC Graduate
Ms. Susan Grim, CLAS
Mr. Carl Mueller, CLAS
Ms. Carolyn Ottoson, WTA&M Law Librarian
Ms. Cathy Peek, CLA, TBLS
Ms. Heather Reynolds, Paralegal Studies Major
Mr. Dan Schaap, Attorney; Paralegal Supervisor
Ms. Terri Smith, AC Employment Coordinator
Ms. Regina Veith, Member-at-Large
Ms. Luisa Vigil, WT Legal Services
Ms. Cassie Williams, Legal Assistant, AC Graduate

Absent: Mr. Tom Boyd, Attorney
Mr. Scott Brumley, Potter County Attorney
Mrs. Jana Comerford, AC Library Network
Ms. Kim Davis, Director of C.E.
Mr. Ron Faulkner, Director Technical Training Solutions
Mr. David Hernandez, AC Business Division Chair
Dr. Steven W. Jones, AC President
Dr. Paul Matney, AC Vice President of Instruction
Mr. Mike McDearmon, Firm Administrator
Ms. Carol McRoberts, CLA
Ms. Rita Saldierna, CLA
Mr. Don Sanders, Member-at-Large
Ms. Shirley Vessel, Legal Assistant

The Paralegal Studies Advisory Committee met for a 12:15 luncheon in the Private Dining Room of the College Union Building. Rhonda Brashers welcomed the committee members.

Introduction of Committee Members:

Everyone introduced themselves and their role on the committee.

Minutes of December 12, 2006, Meeting:

The minutes were available for review; Regina Veith presented a motion to accept the minutes as written. Cathy Peek seconded, and the minutes were approved by the committee.

Advisory Committee Member List:

The list of the Advisory Committee membership was distributed with the agenda. Members were asked to update their information if necessary.

ABA Status Report

Sharla reported that an interim report would be due in January 15, 2008. She is to work on the Interim Report during the summer and have a draft available for the Advisory Committee's review at their next meeting.

Status Report on Continuing Education Courses for Paralegals:

The committee discussed the different software programs which are currently being used in the Texas Panhandle area. Those programs are ProDoc, Trial Director, Concordance, and Summation. Sharla and Rhonda will be working on putting together some continuing education courses in at least one of these areas to be offered during the Fall 2007 semester to benefit the students and the community.

Sharla additionally reported that the availability of acquiring training in the Trial Director software programs through AAfPE's Educate the Educator initiative was no longer available for free to AAfPE members. There is no money in the budget for this training, so it will not take place as planned.

Changes in Classes

Sharla reported on the rubric changes in the following classes: COSC 1301 Computer Concepts to BCIS 1305 Business Computer Applications; ITSW 2331 Advanced Word Processing to POFI 2340 Advanced Word Processing; and Math 1333 Contemporary Math to Math 1332 Contemporary Math.

Utilization of Paralegals in the Legal Community:

The Committee felt that paralegals were being utilized in the area as a very cost-effective way to deliver legal services. Cassie Williams suggested that we add to the employment survey the need for a medical malpractice class. Carl Mueller suggested an area of self-study for specialty courses such as medical malpractice or intellectual property. Rhonda reminded the committee that this program was developed with general courses to aid students taking the Certified Legal Assistant (CLA) examination.

Spring 2007 Enrollment:

Sharla reported that there are currently 84 Paralegal Studies majors. The program has 4 students graduating in the Spring of 2007. Graduate job placements have been good.

Adjournment:

The meeting was adjourned at 12:40 p.m.

Respectfully submitted,

Sharla Miller Fowler, CP
Certified Paralegal
Amarillo College Paralegal Studies Coordinator