

**PARALEGAL STUDIES
Advisory Committee Meeting
December 12, 2006**

Summary Notes

Present: Ms. Sharla Miller Fowler, CP; AC Paralegal Studies Coordinator
Ms. Rhonda Brashears, CP; Chair
Mrs. Paula Badger, Administrative Assistant, AC Business Division
Ms. Debbie Bailey, AC Faculty, Office Administration
Mrs. Linda Butler, Administrative Assistant, Paralegal Studies
Mr. David Hernandez, AC Business Division Chair (incoming 2007)
Dr. Paul Matney, AC VP
Mr. Carl Mueller, CLAS
Ms. Carolyn Ottoson, WTA&M Law Librarian
Ms. Heather Reynolds, Paralegal Studies Major
Mr. Don Sanders, Member-at-Large
Mr. Dan Schaap, Attorney; Paralegal Supervisor
Mr. Robert Sloger, AC Business Division Chair (until 12/31/2006)
Ms. Regina Veith, Member-at-Large

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, Workforce Training Coordinator
Ms. Melba Fenwick, CLA, RP; AC Graduate
Ms. Susan Grim, CLAS
Dr. Steven Jones, AC President
Ms. Janice Joyner, Business Division Counselor
Mr. Mike McDearmon, Firm Administrator
Ms. Carol McRoberts, CLA
Ms. Cathy Peek, CLA
Ms. Rita Saldierna, CLA
Ms. Shirley Vessel, Legal Assistant
Ms. Luisa Vigil, WT Legal Services

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

Introduction of New Committee Members:

Dan Schaap, Carl Mueller, and Heather Reynolds

Minutes of May 2, 2006, Meeting:

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

ABA:

Requests from the ABA for additional information and the responding reports which were sent to the ABA were presented to the committee for review. Sharla reported that an interim report would be due in January of 2008.

Status Report on Continuing Education Courses for Paralegals:

Debbie Bailey reported on the training that was to be given by ProDoc and the problems encountered. Discussion was then held about software programs that are currently being used in legal offices in the area. The most popular software programs appear to be ProDoc/Small Office Suite, Trial Director, Concordance, and Summation. Rhonda Brashears would like to have firms assist in underwriting the training for programs such as Summation and Trial Director. The committee felt any training we could provide to the legal community would be helpful.

Utilization of Paralegals in the Legal Community:

Dan Schaap reported that his firm utilizes paralegal services a great deal. The Committee felt that paralegals were being utilized in the area as a very cost-effective way to deliver legal services. Sharla reported that an employer survey would soon be sent out to employers of graduates and other employers in the area to further ascertain the utilization of paralegals in the legal field.

Fall 2006 Enrollment:

Sharla reported that there are currently 83 Paralegal Studies majors. The program has 13 students graduating in the Fall of 2006. Graduate job placements have been good.

Job Announcement for Family Law Instructor:

Rhonda announced that Joel Jackson has resigned as a part-time instructor. Joel taught the Family Law course. Sharla reported that a couple of people had contacted her who are interested in the position. Committee members were asked if they had any recommendations. Sharla will get with the personnel office to start the hiring process during the Spring semester.

AAfPE Convention Update:

Sharla reported on the AAfPE convention held in October 2006 in New Orleans, Louisiana. Sharla reported on the availability of acquiring training for software programs through AAfPE's Educate the Educator initiative for software used in

the legal industry. Sharla would like to take the course for Trial Director and then offer Trial Director training as a continuing education course and have it available for Paralegal Studies majors to take prior to entering the workforce. The goal for offering classes on Trial Director would be in the Fall of 2007.

Adjournment:

The meeting was adjourned at 12:55 p.m.

Respectfully submitted,

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