

**PARALEGAL STUDIES**  
**Advisory Committee Meeting**  
**December 3, 2009**

**Summary Notes**

**Present:** Mr. Bruce Moseley, AC Paralegal Studies Coordinator  
Ms. Rhonda Brashears, CP; Chair  
Ms. Janis Barnett, CP  
Ms. Ann Britt, AC Business Division Advisor  
Ms. Jana Comerford, AC Library Network  
Ms. Amy Dobberstein, Paralegal Studies Major  
Mr. David Kemp, Attorney  
Mrs. Gay Mills, Office Administration Coordinator  
Mr. Carl Mueller, CLAS  
Ms. Carolyn Ottoson, WTA&M Law Librarian  
Ms. Cathy Peek, CLA, TBLS  
Ms. Donna Pergrem, AC Assistant Career & Employment Services  
Mr. Don Sanders, Member-at-Large  
Mr. Dan Schaaap, Attorney; Paralegal Supervisor  
Ms. Regina Veith, Member-at-Large  
Ms. Luisa Vigil, Northwest Texas Legal Services

**Absent:** Ms. Kim Davis, AC Continuing Education  
Mr. Scott, Brumley, Attorney  
Mr. Bill Crawford, Asst. Dean for Career & Technical Programs  
Mr. Ron Faulkner, AC Workforce Training Coordinator  
Ms. Melba Fenwick, CLA, RP; AC Graduate  
Mr. David Hernandez, AC Business Division Chair  
Dr. Paul Matney, Acting President  
Ms. Carol McRoberts, CLA  
Mr. Jerry Moeller, Asst. Dean for Academic Programs  
Ms. Heather Reynolds, AC Paralegals Studies Major  
Ms. Rita Saldierna, PLS, CLA

The Paralegal Studies Advisory Committee met for an 11:45 luncheon in the Badger Den of the College Union Building. Bruce Moseley welcomed the committee members.

**Introductions**

Everyone introduced themselves.

**Minutes of June 29, 2009, Meeting**

The minutes were available for review; Don Sanders presented a motion to accept the minutes as written. Rhonda Brashears seconded, and the minutes were approved as written by the committee.

### **ABA Interim Report**

Bruce Moseley told the committee that the ABA Interim Report is due January 15, 2010. He is working on the report and it is in the final stages. This is a very labor-intensive report, but the ABA certification is the benchmark for the legal field, therefore, it is worth all our time and effort.

### **Online classes**

At some time in the near future, we will begin the ABA approval process to get some classes approved for online. Once the Interim Report is complete, we will have more time to devote to this process.

Another factor in getting some classes online is our low enrollment. We have 58 students in the program, and this limits us to only offering one class rather than being able to offer the course as a traditional class and an online class.

Rhonda reminded the committee that ABA requires at least 10 hours of classroom instruction.

### **Curriculum:**

At the faculty meeting held in September, there was discussion about adding a class for writing skills. Bruce is still looking at this, and will try to have some ideas for the committee at our next meeting.

### **Formation of Amarillo College Legal Society**

The clubs at Amarillo College are pretty impressive, and we think that the students from the Paralegal Studies, Criminal Justice, Pre-Law, and Government disciplines could benefit from a legal-based club. We are in the process of trying to form this new club which will be called the Amarillo College Legal Society. We are hoping to kick this off in the spring. Hopefully, we will be making field trips, having service workshops, etc. that will benefit these students. Bruce will have more information on this at our next meeting.

### **Job Shadowing**

Bruce is still working on getting attorneys to allow his students to shadow a Paralegal. Hopefully, the attorneys will agree to this since there wouldn't be any liability or time and resource investment. The students would just be watching a Paralegal Assistant in their daily activities. Bruce thinks that Introduction to Law students would benefit most from this shadowing process.

We have one internship with the County Attorney's office, but have not had any luck getting other attorneys to participate. The liability is with the confidentiality issue. It was suggested that the intern would have to sign a Non-disclosure form for the firm. This could be an important teaching example of the confidentiality issue.

### **Recruiting**

Recruiting is crucial. We have sent letters to attorneys, attended various workshops/job fairs with high school students and other community members, and Bruce is a member of our local TPPA in an effort to get the information about our Paralegal Studies program out to the community.

It was suggested that we do a survey on our students to see if they came to us directly from high school or from another venue. The results of this type survey might suggest the direction we need to move in to attract more students.

The State of Texas has career cluster programs that target third grade students so they are familiar with these various career areas and can begin planning their future from an early age. The Career Cluster program is a federal mandated program with the purpose of introducing young children to the idea that everyone can attend college. Hopefully, we can attend some of the workshops for these younger children and get them interested in the Paralegal field.

A suggestion was made that some of our courses be made dual-credit courses for high school students. Bruce said that the Gear-Up program is a program for eighth graders, and could be a model for this. We might be able to get more students if we could focus on those students that have already chosen to go into the legal field. Lou Ann Seabourn is checking on this to see if Introduction to Law could be offered as a dual-credit. Bruce will follow-up on this.

Bruce is still trying to market the Contracts class for the Business & Industry department. Since they have a very large database for the business community, he thinks they might be another way to introduce the community to our program.

It was asked if we have a Paralegal website and if it could be used in marketing the program. Bruce told the committee that we do have a Paralegal website, but it could use some enhancement. He will talk to David White about some of the options for updating our website.

#### **Grading Law Office Management Notebooks**

Rhonda explained how the process of grading the notebooks worked. She told the committee that they did a good job last year on grading the notebooks, and that their evaluation was right with what the ABA expects from us. The committee then divided up in groups of two and graded the notebooks.

#### **Adjournment:**

The meeting was adjourned at 1:00 p.m.

Respectfully submitted,

Linda Butler  
Senior Staff Assistant  
Amarillo College Paralegal Studies