

<b>PROGRAM COMMITTEE NAME:</b>	Paralegal Studies Advisory Committee				
<b>CHAIRPERSON:</b>	Rhonda Brashears				
<b>MEETING DATE:</b>	October 15, 2012	<b>MEETING TIME:</b>	12:00 p.m.	<b>MEETING PLACE:</b>	Library , Room 113
<b>RECORDER:</b>	Rebecca Archer			<b>PREVIOUS MEETING:</b>	February 8, 2012

### COMMITTEE MEMBERS

List all members of the committee, then place an X in the box left of name of those present

	NAME	TITLE	EMPLOYER INFO	PHONE	EMAIL
X	Janis Barnett	Structured Settlements	AIG American General	345-7335	jbarnett@aigannuity.com
	Jeff Blackburn	Attorney	Blackburn & Tisdell, LLP	371-8333	Blackburn@ipoftexas.org
X	Rhonda Brashears	Certified Paralegal, TBLS	Underwood Law Firm, PC	379-0325	Rhonda.Brashears@uwlaw.com
X	Scott Brumley	County Attorney	Potter County Attorney's Office	379-2255	scottbrumley@co.potter.tx.us
	Jana Comerford	AC Library Network	Amarillo College	371-5403	jkcomerford@actx.edu
X	Kim Davis	Dean, Continuing Education	Amarillo College	371-2912	kddavis@actx.edu
X	Michelle Tyree	AC Student Representative	Perdue Brandon Fielder Collins & Mott LLP	359-3188	mtyree@amarillocollege.com
	Melba Dockery Fenwick	Judicial Paralegal	United States District Judge	324-2359	Melba_fenwick@txnd.uscourts.gov
	Sharla Fowler	Paralegal Civil Trial Law	Riney & Mayfield	468-3222	sfowler@rineymayfield.com
X	Misti Janes	Paralegal, TBLS	Underwood Law Firm, PC	379-0315	Misti.Janes@uwlaw.com
	Keith Jones	Attorney at Law		373-7857	krjones@arn.net
X	David Kemp	Potter County Attorney	Potter County	379-2255	davidkemp@co.potter.tx.us
X	Nan Kemp (for J.Comerford)	AC Library Network	Amarillo College	371-5437	nekemp@actx.edu
	Darin Mitchell	Attorney	Courtney Countiss Brian & Bailey LLP	372-5569	d.mitchell@courtneylawfirm.com
	Carl Mueller	CLAS	Law Office of Chris Stewart	322-1251	Carl@ChrisStewartLaw.com
X	Carolyn Ottoson	Reference Librarian	West Texas A&M University	651-2231	cottoson@mail.wtamu.edu
X	Cathy Peek	CLA, TBLS	Sprouse Shrader Smith	468-3345	cathy.peek@sprouselaw.com
X	Rita Saldierna	PLS, CLA	Wolfram Law Firm	372-3449	rita@wolframlaw.com
	Don Sanders		Sir Speedy Printing	342-0606 x23	don@sirspeedyamarillo.com
	Regina Vieth		Vieth Brothers	355-3236	reginavieth@sbcglobal.net
	Luisa Vigil		Legal Aid of Northwest TX	373-6808	vigill@lanwt.org
	Christopher Wrampelmeier	Attorney	Underwood Law Firm	379-0392	Chris.Wrampelmeier@uwlaw.com

### EX-OFFICIO'S PRESENT

X	Donna Pergrem	Advisor, Business Division	Amarillo College	371-5451	drpergrem@actx.edu
	Jerry Moller	Dean, Arts & Sciences	Amarillo College	371-5297	jemoller@actx.edu
X	Bruce Moseley	Assist Prof /Program Coord.	Amarillo College	371-5213	bamoseley@actx.edu
	Dr. Russell Lowery-Hart	VP, Academic Affairs	Amarillo College	371-5226	rdloweryhart@actx.edu
	Dr. Paul Matney	President	Amarillo College	371-5123	jpmatney@actx.edu
X	Gay Mills	Professor	Amarillo College	371-5099	jgmills@actx.edu

## Advisory Committee Meeting Minutes

AGENDA ITEM	ACTION DISCUSSION INFORMATION	RESPONSIBILITY
Old Business:	The minutes of February 8, 2012 were approved.	
Continuing Business:		
New Business:		
Curriculum Decisions:		
Other:		
KEY DISCUSSION POINTS	DISCUSSION	
Old Business:		
Continuing Business		
New Business:		
Changes at Amarillo College	<p>Mr. Moseley updated the committee on the SACS visit. Amarillo College's 10 year reaccreditation was due this year. On average institutions will receive 10 – 20 recommendations. AC received only 2. One of the recommendations was that AC develop a good assessment process for the Quality Enhancement Program (QEP). The QEP is responsible for the First Year Seminar (FYS). Bruce explained that the FYS is a class that is mandatory for all new freshmen. The goal if FYS is to teach students how to study, how to manage time/finances, essentially how to go to college. It ties in with "No Excuses." Rita gave testimony as a mother to a new Freshman as to the benefits of the FYS. Furthermore, Mr. Moseley informed the committee that AC has hired Renee Burnam as the new Career and Social Services Director.</p>	
Curriculum Decisions:		
Curriculum Change	<p>Mr. Moseley let the committee know that by the year 2015, the Paralegal Studies Program would have new core classes in place. In order to add new classes, some current ones would have to be cut. At this time, it looks like the Humanities courses will be the ones to go.</p> <p>Rhonda Brashears reported that a focus group had been formed to provide feedback regarding graduates of the AC Paralegal Studies program. The focus group will explore the caliber of Paralegal exiting AC, as well as how the program can be improved. Items to explore:</p> <ul style="list-style-type: none"> <li>• Writing skills (insufficient skills out of High School)</li> </ul>	

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	<ul style="list-style-type: none"> <li>• Professionalism (job search)</li> <li>• LexisNexis skills</li> <li>• Technological skills</li> </ul> <p>Participants in the focus group include: Mike McDearmon (Administrator, Mullin Hoard and Brown), Cindi Barela Graham (Attorney), Misti Janes, Sharla Fowler, Dave Kemp, Luisa Vigil, and Rhonda Brashears</p> <p>In an effort to improve writing skills, additional writing assignments have been added to all LGLA courses.</p> <p>When revamping the Law Office Management course, Committee would like to consider including:</p> <ul style="list-style-type: none"> <li>• Adobe</li> <li>• CLIO (billing software for law offices)</li> <li>• Pro Doc</li> <li>• Trial Director</li> <li>• Summation</li> </ul> <p>Committee felt that the course should remain an online course and do away with the financial aspects. Bruce will check the WECM for possible Law &amp; Technology rubric.</p> <p>Consider adding a Professionalism Seminar to the Intro course.</p> <p>It was agreed that it would be beneficial for our students if the Advisory Committee hold mock interviews for the LGLA students to prepare them for job search after graduation. Perhaps this could be an extra credit item.</p> <p>Working on getting the LGLA program an Adobe license.</p> <p>Mr. Moseley said that AC has already graduated students with the post degree certificate. He also stated that there needs to be a policy put in place regarding substitutions for the certificate. Bruce will contact other paralegal programs and the ABA to determine which particular substitutions might be appropriate.</p>	
Other:	<p>Bruce recently attended the AAFPE conference in Savannah, Georgia, where he was a speaker on the program. Bruce will distribute the most recent graduate and employer surveys via email.</p> <p>The Legal Society of Amarillo College is headed to Washington DC in November for a private tour of the White House, which will include a 1-hour lecture from the Supreme Court.</p> <p>It was suggested that a member of the Legal Society of Amarillo College be added to the Advisory Committee. All were in agreement.</p>	
Additional Information	<p>Mr. Moseley reported that the ABA response is pending.</p>	
<b>Chairperson Signature:</b>	<b>Date:</b>	<b>Next Meeting:</b> To be announced