

Advisory Committee Meeting Minutes

PROGRAM COMMITTEE NAME:		Paralegal Studies Advisory Committee			
CHAIRPERSON:	Rhonda Brashears				
MEETING DATE:	November 13, 2013	MEETING TIME:	12:00 pm	MEETING PLACE:	Room 113, Lynn Library, Amarillo College
RECORDER:	Lynne Seal			PREVIOUS MEETING:	March 6, 2013
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
<input checked="" type="checkbox"/>	Erica Anderson, ACP	Advanced Certified Paralegal	Mullin Hoard & Brown, LLP	372-5050	eanderson@mhba.com
<input checked="" type="checkbox"/>	Janis Barnett	Certified Paralegal	AIG American General	345-7335	jbarnett@structuresag.com
<input type="checkbox"/>	Jeff Blackburn	Attorney	Blackburn & Tisdell, LLP	371-8333	blackburn@ipoftexas.org
<input type="checkbox"/>	Rhonda Brashears	Certified Paralegal, TBLS	Underwood Law Firm, PC	379-0325	rhonda.brashears@ualawcom
<input type="checkbox"/>	Scott Brumley	County Attorney	Potter County Attorney's Office	379-2255	scottbrumley@co.potter.tx.us
<input checked="" type="checkbox"/>	Tracy Collier	Student, Paralegal Studies Program	Student, Amarillo College	576-6207	luisg1230@gmail.com
<input type="checkbox"/>	Melba Dockery Fenwick	Judicial Paralegal	United States District Judge	324-2359	melba_fenwick@txnd.uscourts.gov
<input type="checkbox"/>	Misti Janes	Paralegal, TBLS	Underwood Law Firm, PC	379-0315	misti.Janes@uwlaw.com
<input type="checkbox"/>	David Kemp	County Attorney	Potter County Attorney's Office	379-2255	davidkemp@co.potter.tx.us
<input type="checkbox"/>	Darin Mitchell	Attorney	Courtney Countliss Brian & Bailey, LLP	372-5569	d.mitchell@courtneylawfirm.com
<input type="checkbox"/>	Carl Mueller	CLAS	Burdett, Morgan, Williamson & Boykin	358-8116	cmueller@bmwb-law.com
<input type="checkbox"/>	Carolyn Ottoson	Reference Librarian	West Texas A&M University	651-2231	cottoson@mail.wtama.edu
<input checked="" type="checkbox"/>	Cathy Peek	CLA, TBLS	Sprouse Shrader Smith	468-3345	cathy.peek@sprouselaw.com
<input checked="" type="checkbox"/>	Pace Rawlins	Attorney	Whittenburg Law Firm	372-5700	prawlins@whittenburglaw.com
<input type="checkbox"/>	Rita Saldierna	PLS, CLA	Wolfram Law Firm	372-3449	rita@wolframlaw.com
<input checked="" type="checkbox"/>	Michelle Tyree	Paralegal	Perdue, Brandon, Fielder, Collins	359-3188	mtyree@pbfc.com
<input checked="" type="checkbox"/>	Jason Velky	Senior Financial Advisor/VP	The Laughter-Velky Group	378-9164	jasonvelky@gmail.com
<input type="checkbox"/>	Luisa Vigil	Coordinator	Legal Aid of Northwest Texas	373-6808	vigil@lanwt.org
<input type="checkbox"/>	Mark White	Attorney	Sprouse Shrader Smith	468-3306	mark.white@sprouselaw.com
<input type="checkbox"/>	Christopher Wrampelmeier	Attorney	Underwood Law Firm	379-0392	Chris.wrampelmeier@uwlaw.com

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EX-OFFICIO MEMBERS					
X	Jana Comerford	Instructor, Lynn Library	Amarillo College	271-5403	jkcomerford@actx.edu
	Russell Lowery-Hart	Vice President, Academic Affairs	Amarillo College	371-5226	rdloweryhart@actx.edu
	Paul Matney	President	Amarillo College	371-5123	jpmatney@actx.edu
X	Gay Mills	Professor, Office Administration	Amarillo College	371-5099	jgmills@actx.edu
X	Jerry Moller	Dean, Arts & Sciences	Amarillo College	371-5297	jemoller@actx.edu
X	Bruce Moseley	Asst Professor/Program Coordinator	Amarillo College	345-5551	bamoseley@actx.edu
X	Donna Pergrem	Advisor, Business Department	Amarillo College	371-5451	drpergrem@actx.edu
X	Regina Vieth	Instructor, Office Administration	Amarillo College	355-3236	reginavieth@sbcglobal.net
AGENDA ITEM		ACTION / DISCUSSION / INFORMATION			RESPONSIBILITY
Old Business:		Rescheduling of Advisory Committee Meeting Legal Society of Amarillo College Update			Bruce Moseley
Continuing Business:		ABA Reapproval Application			Bruce Moseley
New Business:		Introductions Lambda Epsilon Chi (LEX) Chapter Paralegal Alumni Club ABA Site Visit (2/2/14 – 2/4/14) Student Portfolios Mock Interview Night (12/10/13)			Bruce Moseley Erica Anderson/Michelle Tyree Erica Anderson/Michelle Tyree Bruce Moseley Bruce Moseley Bruce Moseley
Curriculum Decisions:		LGLA.AAS Curriculum Changes for 2014 Fall LGLA.CERT.PRO Curriculum Changes for 2014 Fall Program Name Change			Bruce Moseley Bruce Moseley Bruce Moseley
Other:		AAfPE Conference Report			Bruce Moseley

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KEY DISCUSSION POINTS	DISCUSSION
Old Business	<p>Advisory Committee Meeting was originally scheduled for October 24, 2013, but had to be rescheduled due to the illness of the Program Coordinator. Rhonda Brashears, Advisory Committee Chair, is out of town preparing for a court case and not available for this meeting.</p> <p>Legal Society of Amarillo College (LSAC) remains very active. Sponsoring debate on abolishment of the death penalty on November 21, 2013, with Selden Hale (criminal defense attorney) debating Randall Sims (47th District Attorney).</p>
Continuing Business	<p>ABA Reapproval Application has been submitted and requests for revisions have been addressed. ABA Standing Committee on Paralegals has reviewed the application and is recommending a site visit, which has been scheduled for February 2-4, 2014.</p>
New Business	<p>Introductions: Erica Anderson and Michelle Tyree are two former students, now certified paralegals. Tracy Collier is a paralegal studies student, graduating 2013 Fall. Pace Rawlins is an immigration attorney. Jason Velky is a financial advisor and the Committee's new member-at-large.</p> <p>Lamda Epsilon Chi (LEX) is a national academic honor society for paralegal students. Students must be two-thirds through their program, with a 3.75 GPA in paralegal coursework (3.5 GPA overall) to join. Based on information gathered at the AAfPE, Bruce would like to explore initiating a chapter at Amarillo College. Erica Anderson and Michelle Tyree will do some research about requirements for establishing a chapter.</p> <p>Erica Anderson and Michelle Tyree will also explore establishing a paralegal alumni group.</p> <p>ABA Site Visit is in early February. Will need participation of students, faculty, and Advisory Committee members to provide the site visitors with a snapshot of the program. More details will follow closer to the event.</p> <p>Intro students will now be required to create a portfolio as part of their coursework. The portfolio will provide documentation of the various practical assignments completed and a presentation of skills acquired when students begin their job search. Students can add to the portfolio with practical assignments completed in each subsequent legal specialty course.</p> <p>Intro students will complete their semester by participating in a Mock Interview night. Students will have prepared resumes, cover letters, and thank you letters, will have been coached on interview preparation and appropriate attire, and will interview with attorneys and paralegals from the surrounding community. Advisory Committee members are asked to both participate in this event and encourage their colleagues to participate as well.</p>

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<p>Curriculum Decisions</p>	<p>Two initiatives are driving the need to change the curriculum for both the LGLA.AAS and the LGLA.CERT.PRO. The Texas Higher Education Coordinating Board has made changes in core courses and the Texas Legislature has mandated no more than 60 semester hours to complete an AS/AAS by Fall 2015. In order to promote student success, Bruce is asking the Advisory Committee to approve making these changes effective as soon as possible, Fall 2014.</p> <p>For the A.A.S. degree, will eliminate two courses, LGLA 1343-Bankruptcy and LGLA 2307-Law Office Management, and reinstate one legal specialty course, LGLA 1351-Contracts. Will move the practicum course (LGLA 2266-Practicum) from a two-unit to a three-unit course, to offer students a more robust learning experience.</p> <p>The name of the program will change to <i>Legal Studies</i> to provide probable broader appeal to prospective students, potential employers and possibly law schools.</p> <p>For the Professional Certificate, establish 6 semester hours of related course requirements in the technology area. Upon completion of these two classes, students may sit for the Microsoft Office Specialist (MOS) certification exams, on-site at Amarillo College, and will be reimbursed for the cost of the exam upon receiving a passing score. These certifications are an industry standard and increase the marketability of the paralegals who have obtained them. Students will still complete a total of 24 semester hours in pursuit of the Professional Certificate.</p> <p>After discussion at the meeting, a vote was held via email, so that members not in attendance would have the opportunity to voice their respective assessments. Response was overwhelmingly supportive of the proposed changes,</p>	
<p>Other</p>	<p>Bruce Moseley provided a report of the 32nd Annual AAfPE Conference that was held in early November in Phoenix, Arizona. Reiterated his experience that this is a very powerful conference and participation is valuable to Amarillo College's program. Met with other program coordinators to exchange ideas about enhancing the program. Considering adding an Immigration Clinic to the already popular Pro Se Divorce and Wills Clinics, as these clinics provide a learning experience for students and a public service to the Amarillo community. Database management appears to be a significant issue in the profession. Law offices are now handling large volumes of electronic data and support staff will need to be versed in this area. Will bring this issue, and its potential impact on curriculum, up for discussion at a future meeting.</p>	
<p>Chairperson Signature:</p>	<p>Date:</p>	<p>Next Meeting:</p> <p style="text-align: center;">To be announced</p>