

Advisory Committee Meeting Minutes

PROGRAM COMMITTEE NAME:		Legal Studies Advisory Committee			
CHAIRPERSON:	Bruce Moseley				
MEETING DATE:	10/31/14	MEETING TIME:	12:00 pm	MEETING PLACE:	Room 207, Lynn Library, Amarillo College
RECORDER:	Toni Van Dyke			PREVIOUS MEETING:	February 3, 2014

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
	Scott Brumley	Potter County Attorney	Potter County Attorney's Office	379-2255	scottbrumley@co.potter.tx.us
	David Kemp	Assistant County Attorney	Potter County Attorney's Office	379-2255	davidkemp@co.potter.tx.us
X	Pace Rawlins	Attorney	Whittenburg Law Firm	372-5700	prawlins@whittenburglaw.com
X	Carl Mueller	CLAS/ Paralegal	Burdett, Morgan, Williamson &	358-8116	cmueller@bmwb-law.com
	Carolyn Ottoson	Reference Librarian	West Texas A&M University	651-2231	cottoson@mail.wtama.edu
	Cathy Peek	CLA, TBLS	Sprouse Shrader Smith Law Firm	468-3345	cathy.peek@sprouselaw.com
	Rita Saldierna	PLS, CLA	Wolfram Law Firm	372-3449	rita@wolframlaw.com
X	Jason Velky	Financial advisor	Merrill Lynch	376-4861	jasonvelky@gmail.com
	Erica Anderson	Paralegal	Mullen Hoard & Brown	372-5050	eanderson@mhba.com
X	Four Price	State Representative of Texas House District 87/ Attorney	Sprouse Shrader Smith Law Firm	349-4714	four.price@sprouselaw.com
	Darin Mitchell	Attorney	Stockard, Johnston, & Brown, PC	372-2202	dmitchell@sjlawfirm.com
X	Ruth Marez	Student Representative	Amarillo College	345-5624	ramarez21@amarillocollege.com
X	Michelle Tyree	Paralegal	Perdue Brandon Fielder Collins &	345-5624	Mtyree42@gmail.com
X	Christopher Wrampelmeier	Attorney	Underwood Law Firm	379-0392	Chris.wrampelmeier@uwlaw.com
	Mark White	Attorney	Sprouse Shrader Smith	468-3306	mark.white@sprouselaw.com
	Luisa Vigil	Coordinator	Legal Aid of Northwest Texas	373-6808	vigil@lanwt.org
	Melba Dockery Fenwick	Judicial Paralegal	United States District Judge	324-2359	melba_fenwick@txnd.uscourts.gov
	Jeff Blackburn	Attorney	Blackburn & Tisdell, LLP	371-8333	blackburn@ipoftexas.org

EX-OFFICIO MEMBERS

	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
X	Kathy Wetzel	Dean of Stem	Amarillo College	371-5097	kcwetzel@actx.edu
X	Lacee Eakins	Assistant	Dean Boyd Law Firm	---	lacee@deanboyd.com
X	Nan Kemp	Librarian	Amarillo College	371-5437	nekemp@actx.edu
	Gay Mills	Professor, Office Administration	Amarillo College	371-5099	jgmills@actx.edu
X	Jerry Moller	Vice President of Academic Affairs	Amarillo College	371-5297	jemoller@actx.edu
X	Bruce Moseley	Chair, Business / Program Coordinator	Amarillo College	345-5551	bamoseley@actx.edu

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X	Donna Pergrem	Advisor, Business Department	Amarillo College	371-5451	drpergrem@actx.edu
X	Susie Wheeler	Grants coordinator	Amarillo College	371-5253	lswheeler@actx.edu
X	Jodi Lindseth	Instructor / Program Coordinator	Amarillo College	371-5102	jllindseth@actx.edu
	Regina Vieth	Instructor, Office Administration	Amarillo College	355-3236	reginavieth@sbcglobal.net
X	Toni Van Dyke	Administrative Assistant	Amarillo College	371-5269	tjvandyke@actx.edu
AGENDA ITEM		ACTION / DISCUSSION / INFORMATION			RESPONSIBILITY
Old Business:		NA			
Continuing Business:		NA			
New Business:		Introductions Introduce student member			All Members Rhonda Brashears
Curriculum Decisions:		NA			
Other:		Maintaining ABA approval			Rhonda Brashears
KEY DISCUSSION POINTS		DISCUSSION			
Old Business		NA			
Continuing Business					
New Business:		<p>Introductions were made around the table, members introduced themselves, position title, and place of employment. Minutes from last February's meeting were reviewed and all members approved the minutes.</p> <p>Bruce Moseley talked about how Amarillo College has been named an Achieving the Dream Leader College. There are a total of 16 colleges that have been named an Achieving the dream leader college. This is big for Amarillo College and the next goal for AC is to become an Aspin award winner.</p> <p>The Legal studies program/Bruce Moseley has applied for membership for the LEX Honor Society. LEX is the International Honors Society for Legal Studies students at community colleges. All Legal Studies graduates with an overall GPA of 3.2 or higher and GPA 3.5 in LGLA courses will have an opportunity to become a member. There will be around 90 students for the first induction ceremony for LEX in the Spring.</p> <p>One of the biggest impacts for the Legal Studies program was adding the Legal Society Student Club. The members just traveled to Austin, Texas for a tour of the State Capital. We would like to thank Hal and Four for taking time out of their schedules to show us around. Also, the legal society has put together an immigration forum that will take place on November 18th at the Polk street campus downtown. The legal society continues to contribute to the community, helping out certain area non-profits such as Martha's home, a battered women's shelter..</p>			

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There are 5 new adjuncts teaching for the Legal Studies program now. They are:

Michelle Tyree – Paralegal at Purdue Morgan is teaching Intro to Law
Susan Burnette – Attorney at Susan Burnette Law Firm and is teaching Wills, Trust, and Probate
Briar Wilcox – Attorney / Partner at Freeman, Nance & Wilcox and is teaching Family Law
Pace Rawlins – Attorney/ Partner at Whittenburg Law Firm and is teaching Business Law
Marsha Smith – Litigation Paralegal at Mullen Hoard and Brown and is teaching Civil Litigation

Bruce asked for everyone to review the primary objective for the Legal Studies program and provide feedback on whether it should be updated. Since the degree offers more possibilities than just working as a paralegal, then perhaps the objective should be broader. The Committee will discussed the programs objectives and some of the suggestions were:

- Taking out the word corporation and put business. (LLC)
- Taking out the phrase “as a legal assistant” and just say “required to work in a law office, government agency, or business under the direct supervision of supervising or practicing attorney.
- To work or study in the legal field

Changes will be discussed further and put up for a vote at the next meeting.

Not all graduates work for lawyers or want to work for lawyers. Some take classes to advance in their current jobs, and some want to go on to law school. One of our goals is that 100% of graduates **who want to** work in the legal field are doing so. Afterwards, there was discussion about numbers and how a certain percent of students chose not to work for lawyers. The students that do not wish to work at law firms or for lawyers should not be considered as unsuccessful, because they did not meet objective of the program.

There are four things that we must assess for ABA purposes:

1. Student satisfaction and perception
2. Graduate perception and satisfaction
3. Employer satisfaction and perception
4. Paralegal utilization in the community

Bruce asked the committee to brainstorm on how to recruit students for the legal studies program. Currently, he is going to visit a local law firm to discuss the program and its benefits. Some of the suggestions for helping the program grow are:

- Talk about how many job offers you get for paralegals from area lawyers.
- Cost of the program – roughly it will cost for books, tuition, & fees for an associates fee at Amarillo College is less than \$6,200.
- Cost per program vs. how much they will make in the field.
- Pay of paralegal over 5, 10, 15 years.
- 1 page simple flyer talking about the program and cost.
- Talk about our students commuting from other towns.
- Highlight current graduates, put their pictures up on the website with their bio.
- Put up letters from area lawyers talking about the caliber of our students working for them.

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	<p>Bruce receives several e-mails a month from attorneys looking for paralegals to work at their firm. Recently, one of the lawyers sent an amazing letter thanking him for the number of qualified applicants that he received due to his job offer. Bruce will e-mail the letter out to the committee so that everyone can see what employees are saying about our students.</p> <p>Update on the legal studies website. We are in the process of updating the information and changing the layout.</p> <p>The mock trials will not take this place this semester, due to time constraints and the retirement of longtime adjunct Rhonda Brashears. However, it should take place in the Torts class in Spring 2015 and Bruce will be asking for volunteers to help out. Also, if the committee comes up with any ideas for practical assignments for the students, please let Bruce know, as we are always looking for good ones.</p> <p>Lastly, Bruce mentioned that Mock interviews will take place this December 9th at 7:00 P.M. and he is asking for volunteers for interviewing the students.</p> <p>Bruce thanked everyone for coming and for supporting the Legal Studies program.</p> <p>Meeting adjourned at 12:57 PM</p>	
Curriculum Decisions:	NA	
Other:		
Chairperson Signature:	Date:	Next Meeting: To be announced