

Advisory Committee Meeting Minutes

PROGRAM COMMITTEE NAME:		Legal Studies Advisory Committee			
CHAIRPERSON:		Robin Malone			
MEETING DATE:	Nov 16, 2015	MEETING TIME:	12:00 pm	MEETING PLACE:	Room 120, Amarillo College Downtown Campus
RECORDER:	Madison Stubbs		PREVIOUS MEETING:	April 24, 2015	
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
David Kemp	Assistant County Attorney	Potter County Attorney's Office		379-2255	davidkemp@co.potter.tx.us
Carl Mueller	CLAS/ Paralegal	Burdett, Morgan, Williamson &		358-8116	cmueller@bmwb-law.com
Amy Conner	Student Representative	Amarillo College		336-5011	a0040336@amarillocollege.com
Christopher Wrampelmeier	Attorney	Underwood Law Firm		379-0392	Chris.wrampelmeier@uwlaw.com
EX-OFFICIO MEMBERS					
Mindy Weathersbee	Instructor, Lynn Library	Amarillo College		371-5462	mlweathersbee@actx.edu
Madison Stubbs	Administration Assistant	Amarillo College		345-5670	M0251021@actx.edu
Dr. Carol Buse	Dept. Chair/Professor-Computer Infor	Amarillo College		371-5994	acbuse@actx.edu
Dan Ferguson	Dean of Liberal Arts	Amarillo College		371-5216	dwferguson@actx.edu
Michelle Tyree	Paralegal	Amarillo College		358-8116	mtyree@bmwb-law.com
Bruce Moseley	P-T Instructor - Paralegal Studies	Amarillo College		345-5551	bamoseley@actx.edu
Donna Pergrem	Advisor, Business Department	Amarillo College		371-5451	drpergrem@actx.edu
Toni Van Dyke	Administrative Assistant	Amarillo College		371-5269	tivandyke@actx.edu
Robin Malone	Assistant Professor-Legal Studies	Amarillo College		345-5671	r0114502@actx.edu
AGENDA ITEM	ACTION / DISCUSSION / INFORMATION				RESPONSIBILITY
Old Business:	NA				
Continuing Business:	NA				
New Business:					
Curriculum Decisions:	NA				
Other:	NA				
KEY DISCUSSION POINTS	DISCUSSION				
Old Business	NA				
Continuing Business					

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New Business:

Robin Malone started off the meeting by introducing herself.

Introductions were made around the room, members introduced themselves, position title, and place of employment.

Minutes from last April's meeting were reviewed. Members were told they would receive an email about approving them that coming week.

Robin Malone informed members that the training she has received thus far has been emphasizing Learner Centered Pedagogy. She began to describe that it was a shift from the traditional teaching style. She explained that she was applying this learning style to her classes by getting students involved, and giving them responsibility for their own learning. Ms. Malone introduced some things she has been doing in her classes, such as group exercises, critical thinking, fact patterns, and having students teach lessons as a group. Other teaching strategies that she informed members on are, bringing cases to class and asking students opinions on that. Dividing the class into groups and having them do a 6-week project over a movie that had to do with Business Law and Ethics. Other activities she did with her class was Kahoot.it.net, and relating songs to law concepts.

Ms. Malone introduced discussion on how she was trying to make the program more visible by setting up a Twitter page. She also created a new Facebook page to post things that are going on in the Legal Study's program.

Some practical assignments Ms. Malone is having the students continue to do are, creating a portfolio and using Pro Dock. She also mentioned that she has added Trial Notebooks and E-Filing to the curriculum. One of her class finals will have the students go to a courtroom.

Ms. Malone mentioned some ideas she had for student roadblock movers. She would like to have computers donated to help students. Donna Pergrem confirmed that it had already been taken care of, and she would be happy to discuss that with her later. She mentioned the WIOA program and how it might be something worth exploring into that could help the students. She talked about Student Resource Guides and how she would like to provide a packet for students that could provide resources for them. A committee member suggested that Ms. Malone create a link to some of those resources on the Legal Studies website. Ms. Malone is wanting to provide a newsletter once a semester.

Ms. Malone has initiated contact with the Presidents of the Paralegal Associates in town, and she would like to have a mentorship program for students in the future.

Ms. Malone informed members that she and Toni were working diligently on ABA approval which is due in January.

Ms. Malone mentioned the Legal Society and how they were trying to make themselves more visible on campus. They were involved with Constitution Day and the Fall Festival this semester. They are working on fundraising for a trip to Washington DC. She discussed some service projects Legal Society is involved with and how they have continued working with Legal Clinics.

She talked about the programs honor society, LEX. They currently have 31 members and they will be inducting two this semester.

Ms. Malone asked if the committee members that work in a legal profession could suggest some of the technology students should learn. Things suggested were, Clio, PDF, and Adobe. One member gave the idea of giving a survey to different law firms to find out specifically the technology they use.

She then went into the program's goals and objectives. She suggested that she was okay with leaving them way they are for now. Everyone agreed.

Ms. Malone introduced the topic on recruitment of the program. She asked how they felt about switching classes from 16-weeks to 8-weeks. Committee members discussed different opinions on the topic. They expressed their concern on how it might be overwhelming for the teachers and students.

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	Robin Malone began to discuss Employment Outlook. She said that she got some numbers from the Workforce Commission, and she found that the average starting-out salary for a Paralegal is \$19.82 an hour. She asked for the Committee members that are currently in a legal position's input on that. Between a couple of those members they both agreed it usually starts off a lot lower, around \$15 an hour for the average paralegal starting out. Meeting was adjourned at 1:05 p.m.		
Curriculum Decisions:	NA		
Other:			
Chairperson Signature: 		Date: 12.1.2015	Next Meeting: To be announced