

Advisory Committee Meeting Minutes

PROGRAM COMMITTEE NAME:		Legal Studies Advisory Committee			
CHAIRPERSON:	Bruce Moseley				
MEETING DATE:	April 24, 2015	MEETING TIME:	12:00 pm	MEETING PLACE:	Room 207, Lynn Library, Amarillo College
RECORDER:	Toni Van Dyke		PREVIOUS MEETING: October 31, 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
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@bmbwb-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
Jason Velky	Financial advisor	Merrill Lynch		376-4861	jasonvelky@gmail.com
Erica Anderson	Paralegal	Mullen Hoard & Brown		372-5050	eanderson@mhba.com
Ruth Marez	Student Representative	Amarillo College		345-5624	ramarez21@amarillocollege.com
Christopher Wrampelmeier	Attorney	Underwood Law Firm		379-0392	Chris.wrampelmeier@uwlaw.com
EX-OFFICIO MEMBERS					
Jana Comerford	Instructor, Lynn Library	Amarillo College		371-5403	jkcomerford@actx.edu
Madison Stubbs	Administration Assistant	Amarillo College		345-5670	Madison_stubbs@yahoo.com
Gay Mills	Professor, Office Administration	Amarillo College		371-5099	jgmills@actx.edu
Michelle Tyree	Paralegal	Amarillo College		358-8116	mtyree@bmbwb-law.com
Bruce Moseley	Chair, Business / Program Coordinator	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	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				

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Old Business	NA
Continuing Business	
New Business:	Introductions were made around the table, members introduced themselves, position title, and place of employment. Minutes from last October's meeting were reviewed and all members approved the minutes. Bruce Moseley talked about the new digital forensic certificates that were voted on and approved. The new certificates are a partnership between CIS, Legal Studies and Criminal Justice. This is a stand-alone certificate that centers around electronic discovery. Lambda Epsilon Kai honor society induction was April 10th. Amarillo College now becoming the newest chapter of the National Paralegal Honor Society. New this summer is a kids camp Trial Academy for middle school kids. This will be in the format of a week-long mock trial. A plan for the fall would be to have a legal clinic at Amarillo College that would be advertised. Needing help to recruit attorneys who will take on legal case a year as pro-bono. Bruce will be presenting about Clinical Legal Education at the national conference in Milwaukee in October and will be taking a student to help co-present. Amarillo College had a new partnership with Innocence Project of Texas. Along with this we have redesigned our cognitive skills class. This class is 100% online. Amarillo College is also going to be partnering with the Texas Civil Rights Project. The goal is to have the new clinic at AC as the contact for the panhandle division. Three things to put on your radar or mark your calendars for: • Mock interviews for paralegals (May 5th) • Volunteers for kids camp; especially needing lawyers and paralegals • Next legal aid clinic is October 20th Legal Aid has a legal clinic ten months out of the year. Needing to brainstorm and discuss the ideas for terms for the committee. In need of a co-chair for the committee. Needing some volunteers to draft bylaws for next meeting. In need of a recruiting subcommittee for paralegal studies; also A Development Nominating a committee. Erica Anderson volunteered as co-chair. Bruce asked for objections. Bruce second the motion. Erica was named the co-chair. Term Limits: Three years renewable once. One off year then eligible for two more terms.

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	More than half of the members must be non-affiliated with Amarillo College. Desirable members and contacts would be from AISD, CISD and Region 16. The website for legal studies needs to be updated and cleaned up. Brochures have also been made that are ready to be sent out. Meeting adjourned at 1:05 PM		
Curriculum Decisions:	NA		
Other:			
Chairperson Signature: 		Date: 5/5/15	Next Meeting: To be announced