

Legal Studies Advisory Committee Meeting Minutes – 04-19-2018

PROGRAM COMMITTEE NAME:		Legal Studies Advisory Committee			
CHAIRPERSON:	Robin Malone				
MEETING DATE:	April 19, 2018	MEETING TIME:	12:00 pm	MEETING PLACE:	Ware Student Commons – Room 207
RECORDER:	Kathy Davenport			PREVIOUS MEETING:	November 30, 2017

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	David Kemp	Attorney	Solo Practitioner	570-6890	dgkemp@sbcglobal.net
X	Carl Mueller	CLAS/ Paralegal	Burdett, Morgan, Williamson &	358-8116	cmueller@bmwb-law.com
	Cathy Peek	Paralegal	Sprouse Law Firm	468-3356	cathy.peel@sprouselaw.com
X	April Mock	Student Representative	Amarillo College	681-4805	amock@actx.edu
	Diana Hathaway	Attorney	Hathaway Law Office	322-7899	dhathawaylaw@gmail.com
X	Christopher Wrampelmeier	Attorney	Underwood Law Firm	379-0392	Chris.wrampelmeier@uwlaw.com
	Bruce Moseley	Executive Director Turn Center	Turn Center	353-3596	bruce@turncenter.org
	Luisa Vigil	Paralegal	LANWTX	373-4309	VigilL@lanwt.org
X	Randy Braidfoot	Director Dispute Resolution Center	Dispute Resolution Center	372-3381	rbraidfoot@theprpc.org
X	Amy Conner	Paralegal	Potter County DA Office	336-6730	amyconner@co.potter.tx.us

EX-OFFICIO MEMBERS

	Frank Sobey	Associate Vice President-Academic Affairs	Amarillo College	371-5472	fesobey@actx.edu
X	Kathy Davenport	Administrative Assistant	Amarillo College	371-5269	kathy.davenport@actx.edu
X	Dr. Carol Buse	Dean of STEM	Amarillo College	345-5621	acbuse@actx.edu
	Mark Usnick	Business Systems & Emerging Tech Chair	Amarillo College	371-5994	musnick@actx.edu
	Michelle Tyree	P-T Instructor - Paralegal Studies	Amarillo College	290-3617	mltyree@actx.edu
X	Joel delaFuente	Advisor, Business Department	Amarillo College	371-5451	j0252841@actx.edu
	Mindy Weathersbee	AD of Library	Amarillo College	371-5462	mlweathersbee@actx.edu
X	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		

Legal Studies Advisory Committee Meeting Minutes – 04-19-2018

Other:	NA	
KEY DISCUSSION POINTS	DISCUSSION	
Old Business	NA	
Continuing Business		
New Business:	<p>Robin Malone started off the meeting by introducing herself.</p> <p>Introductions were made around the room, members introduced themselves, position, title, and place of employment.</p> <p>Minutes from last meeting were reviewed. Approval will be done via email as there were not enough members present to vote on approval.</p> <p>Ms. Malone began by talking about the Legal Clinic, and the Legal Clinic has been added into the budget for Amarillo College, allowing it to continue. I'm the director. We have Dave Kemp as one of our volunteer attorneys, April Mock, Paralegal, and two volunteer legal studies students. In the clinic we help AC students who can't afford attorneys, deal with different legal issues. The majority of the cases we see are Pro Se divorces. The client will come into the clinic and fill out our paperwork. We do an intake interview with the client. We will draft their paperwork. We send them to court with all the documents they need and any instructions they need for the process. Mrs. Malone then explained how the Legal Clinic staff helped a client who had limited literacy and did not fully under the process. Mr. Kemp met with the client the night of the Pro Se Clinic and determined that she would need extra help getting all of the paperwork filed correctly. We set up multiple appointments for the client to walk her through the entire process.</p> <p>Ms. Malone moved on to discussing the AAPE (American Association of Paralegal Educators) conference. She referred to one of the sessions that she attended speaking about the importance of evaluating your program periodically. They discussed looking at your program's SWOT (Strengths, Weaknesses, Opportunities, Threats), evaluating your strategies and creating goals. She spoke about other ideas for classroom development, including reviving your Power Point presentations, kahoot.it, padlet.com and twiddla.com which is an online whiteboard allowing teachers and students to collaborate online together at the same time – allowing students to access from their computers, tablets or smartphones – engaging the students in a way that they understand. She also spoke about an assignment being required before being able exit each class. Once the class is over, give each student a short assignment to write about that incorporates what was discussed in the class and require that it their ticket to exit the classroom.</p> <p>Ms. Malone spoke about the curriculum, stating that over the last two semesters, all of the Legal Studies classes have been full and none had to be canceled. She stated that this indicates that students are interested in and are signing up for the program. She spoke about Learner Centered Pedagogy/Service Learning being discussed at the AAfPE conference. Ms. Malone stated that for the service learning area, the Introduction to Law students are assigned a pro se divorce case. The cases come from Legal Aid of North West Texas. In the second week of class, the students are assigned a case. It is a real case with real clients. Students are required to sign a confidentiality agreement at the start of the case. The students draft all of the documents. There is a clinic night where the clients are able to come in and meet the student that drafted their documents and are able to hear the attorneys speak about the cases. The students are involved in service learning and able to give back to their community. The Legal Clinic has processed approximately 20 cases so far this year. Ms. Malone stated that many of the cases are funneled in from Legal Aid. Luisa Vigil with Legal Aid will come over on clinic night and assist with those cases as well.</p> <p>Ms. Malone spoke about a recent Landlord-Tenant, Wills and Probate, and the Dangers of Social Media Part II workshops that the Legal Clinic assisted in presenting. The Landlord-Tenant Workshop involved helping students to be informed of their rights. The Wills and Probate workshop involved setting up wills and who inherits under Texas law. In the Dangers of Social Media workshop multiple</p>	

Legal Studies Advisory Committee Meeting Minutes – 04-19-2018

speakers were on the panel. We had our Career Services Department come in and talk about how social media can interfere with you getting a job. We had local attorney Cristal Robinson come in and speak about her use of social media from investigation all the way through Voir Dire. We had Carla Burr, a sergeant from APD come in and talk about the how social media is used in criminal investigations. We also had Donna Hill who is over the social media of AISD participate in the panel. They emphasized the importance of being careful about what you say on social media. They stressed that even though a person may think they can keep their posts private, it may not always be as private as they might think it is. Ms. Malone stated that attorneys are now having clients sign statements about their social media behavior to confirm that they were notified of the possible ramifications of social media activity.

Mrs. Malone spoke about possibly adding a certificate in Mediation to the Paralegal Program. Mrs. Malone, Mr. Kemp and Randy Braidfoot are starting that process. It was discussed that it would help our students to have multiple markets to be able to work in. They are looking at setting up a group of test students. There was discussion on how many times the Mediation Center needed more staff and how that program could possibly be set up as continuing education as well.

Ms. Malone spoke about practical assignments that Legal Studies students participate in. Creating a portfolio of documents they have worked on is part of the practical assignments area. Students are asked to draft a document related to the area of study they are focusing on throughout the course of the class. For example, if the students are studying Real Estate law, they may be asked to draft a lease agreement. The draft is able to be included in the student's portfolio, allowing the students to be exposed to a wider range of documents, as well as to show potential employers that they have worked on a wide range of documents. Instructor Tom Boyd conducts his final exam in the form of a mock trial. Students are expected to create the entire trial, including creating and entering evidence, finding witnesses, and conducting all aspects of the trial.

Ms. Malone spoke about critical thinking skills that are being taught. She stated that at the AAFPE conference, it was stated that if you can ask a student a question and they can show you straight where it is found in the book, it's not a good question. Students need to be able to think through a question and have to think about the answer. Ms. Malone stated that if a student comes to her with a conclusion that she doesn't agree with but the student can support their thinking with the law and with facts, she will give the student credit for it. Ms. Malone spoke about using music as a means to get students to think about Family Law and analyze song lyrics as they related to Family Law.

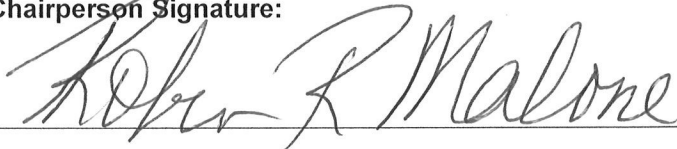
Ms. Malone spoke about court observation assignments, stating that many Legal Studies students have never been inside a court room. The assignment is that the students have two months to observe a court case and report back information about the case they observed – case name, case number, the names of the parties, and names of the attorneys present. The students then have to give a presentation to the class about the case and what they observed. The students also had to use their critical thinking skills to tell Ms. Malone at least three documents they think would have to be drafted if the case were to come to a law firm that the student was working for. Ms. Malone mentioned the Corporate Social Responsibility Project in her Business Law class. The students are asked to watch a movie and discuss the ethical dilemma and how ethics relate to the law. Even if the situation is legal, is it ethical?

There are twelve graduates this fall and nine in the spring semester. Last semester we had one student that had already gotten his bachelor's degree from Baylor, He had just been on the fence about going to law school but as of this May, he'll be starting law school. Another student that graduated this past December, she's getting her bachelor's at WTAMU and she'll be starting law school in a year's time.

The Lambda Epsilon Chi, LEX, paralegal honor society had six(6) eligible students, and five(5) have accepted. Students are required to have a 3.25 overall GPA, and a 3.5 GPA in Legal Studies.

Ms. Malone asked for new business and points of discussion, asking if the committee had any panel discussion ideas – if they were seeing anything in the community that they would like to see Legal Studies put on a workshop about or any issues that they see in the area. Ms. Malone stated that if anyone had any issues come up that they wanted Legal Studies to address, to let her know, and she would look into it.

Legal Studies Advisory Committee Meeting Minutes – 04-19-2018

	Robin then asked for comments, critiques or suggestions. No one spoke up with any additional questions or comments. Thank you all for coming. Meeting adjourned at 12:55 p.m.		
Curriculum Decisions:	NA		
Other:			
Chairperson Signature:	Date:	Next Meeting:	
	10.3.2018	To be announced	