

Advisory Committee Meeting Minutes

PROGRAM COMMITTEE NAME:		Legal Studies Advisory Committee	
CHAIRPERSON:	Robin Malone	MEETING TIME:	12:00 pm
MEETING DATE:	April 22, 2016	MEETING PLACE:	Ware Student Commons – Room 207
RECORDER:	Heather Beeson	PREVIOUS MEETING:	November 13, 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
☒ David Kemp	Assistant County Attorney	Potter County Attorney's Office	379-2255
☒ Carl Mueller	CLAS/ Paralegal	Burdett, Morgan, Williamson &	358-8116
☒ LaTriece Wilson	Student Representative	Amarillo College	336-5011
☐ Christopher Wrampelmeier	Attorney	Underwood Law Firm	379-0392
Chris.wrampelmeier@uwlaw.com			

EX-OFFICIO MEMBERS			
☒ Mindy Weathersbee	Instructor, Lynn Library	Amarillo College	371-5462
☒ Heather Beeson	Administrative Assistant	Amarillo College	345-5269
☐ Dr. Carol Buse	Dept. Chair/Professor-Computer Infor	Amarillo College	371-5994
☒ Dan Ferguson	Dean of Liberal Arts	Amarillo College	371-5216
☒ Cathy Peek	Paralegal	Sprouse Law Firm	468-3356
☒ Bruce Moseley	P-T Instructor - Paralegal Studies	Amarillo College	345-5551
☒ Joel delaFuente	Advisor, Business Department	Amarillo College	371-5451
☒ Toni Van Dyke	Administrative Assistant	Amarillo College	371-5284
☒ Robin Malone	Assistant Professor-Legal Studies	Amarillo College	345-5671
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. Motion was made to approve the minutes as presented and was approved.

Curriculum: Ms. Malone began by talking about the legal studies/paralegal certification program, and stated that AC is focused on Learner Centered Pedagogy with many legal studies courses and curriculum fitting hard on student centered pedagogy (giving students responsibility for their learning, and getting them more involved in the learning process).

Ms. Malone spoke of differences in the previous form of teaching and the new way of getting students involved. She introduced some of the new approaches she used in class which included games such as Jeopardy and Family Fued with prizes for correct answers. She also had them create presentations for other students, their own lesson plans, and showed them how to use Kahoot.com as an added tool. She mentioned she noticed students were losing concentration when she talked for longer than five minutes, but the games and other activities held their interest longer.

Other practical assignments which had been used were discussed. The final exam for civil litigation was a trial. Tom Boyd gave a fact pattern to the students and they were assigned a side to represent. This exercise encompassed everything they had learned throughout the semester such as knowing how to prep witnesses, present evidence, what objections are and how to respond to those objections. Ms. Malone mentioned that she had been called as a "witness" in one of these exams and, with Tom Boyd's approval, made sure to make things a little more difficult for the student. This helped to show the students how to control a witness even when it was not easy to pull information from them, and kept their attention in a way the previous form of instruction could not.

Family Law cosponsored a legal clinic as their final with the assistance of Legal Aid of Northwest Texas. The students involved with this clinic drafted documents, met with clients, and applied what they had learned throughout the semester to assist people with actual legal needs.

Mr. Kemp, who teaches Interviewing and Investigating, used similar tactics throughout the semester. His students worked with fact situations from the textbook, and at the end of the semester they had a "witness" from one of those fact situations to interview for 10 to 15 minutes in front of the class. This helped them learn to draw information from a witness. He also mentioned a scavenger hunt that was done with groups of 14 or 15 students. The students were given a list of legal buildings around town and had to get a picture of themselves in front of it. This activity gave the students knowledge of the location of the courts and other legal buildings.

Tom Boyd, for his Legal Research and Writing class, had his students draft memorandums, briefs and other things they will have to do when they get into the practice. A fact pattern used for a Tort's class and a court watch assignment was also discussed.

The Texas Bar Association Grant would create a grant funded position for a part time attorney and an assistant, and would filter through Intro to Law. If approved it would bring real life cases through the AC clinic. The decision for the grant was to be made later on the day of the meeting.

Will be adding April Palmer to teach Family Law due to huge demand for the class.

Food Pantry was used as an incentive for a grade and brought in 135 items.

ProDoc and other legal document software was discussed. Ms. Malone is working to get information on other software that is being used at various legal offices.

Partnership has been created with Beth Langwell, President of NALS in Amarillo, and will be working to implement a program that allows a speaker to talk to students about their daily work activities. Would also like to do something similar with Tort Law and a mentorship program.

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	NALS reduced fee for Lunch and Learn for students to \$5. Employment for 2015 fall graduates was high with only 1 out of 6 without employment. Ms. Malone and Toni completed ABA approval. It will be done online and shouldn't be as difficult next time. Campus carry will begin August 2017 for community colleges. Acknowledged the Legal Society for their work with fundraisers, service activities and panels. LEX, the paralegal/legal studies honor society honored Amy Conner for her contributions. Discussed recruitment to legal studies program. Ms. Malone has initiated contact with the guidance counselors at high schools in Amarillo area and is hoping to speak with them throughout the following years to assist students who would like to make legal studies their major for high school. Spoke about the feasibility of a court reporter program. It was mentioned that a program had previously existed but was unsuccessful due to low number of graduates and high expense. Ms. Malone stated her intention to request the addition of Microsoft Access database classes. All counties will be e-filing by July 1, 2016 across the state of Texas. The gender breakdown of paralegal studies was discussed and ways to market to nontraditional genders was suggested. Thank you for coming. Meeting was adjourned at 1:06 p.m.		
Curriculum Decisions:	NA		
Other:			
Chairperson Signature:		Date: 9.23.16	Next Meeting: To be announced