

Advisory Committee Meeting Minutes

PROGRAM COMMITTEE NAME:		Legal Studies Advisory Committee			
CHAIRPERSON:	Robin Malone				
MEETING DATE:	November 30,	MEETING TIME:	12:00 pm	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	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@bmmwb-law.com	
☒ Brett Howard	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	mlweathersbee@actx.edu	
☒ Heather Beeson	Administrative Assistant	Amarillo College	345-5269	h0181301@actx.edu	
☒ Dr. Carol Buse	Dept. Chair/Professor-Computer Infor	Amarillo College	371-5994	acbus@actx.edu	
☐ Dan Ferguson	Dean of Liberal Arts	Amarillo College	371-5216	dwferguson@actx.edu	
☐ Cathy Peek	Paralegal	Sprouse Law Firm	468-3356	cathy.peel@sprouselaw.com	
☐ Bruce Moseley	P-T Instructor - Paralegal Studies	Amarillo College	345-5551	bamoseley@actx.edu	
☒ Joel delaFuente	Advisor, Business Department	Amarillo College	371-5451	j0252841@actx.edu	
☒ Emily Gilbert	Director of Information Library Services	Amarillo College			
☒ Robin Malone	Assistant Professor-Legal Studies	Amarillo College	345-5671	r0114502@actx.edu	
☒ Susie Wheeler	AC – Perkins Grants	Amarillo College			
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				

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Continuing Business	
New Business:	Robin Malone started the meeting by introducing herself. Introductions were made around the room, members introduced themselves, position, title, and place of employment. Minutes from this past 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 department at Amarillo College. Ms. Malone started by presenting a new project implemented by Legal Studies: Legal Student Internship with Community Clinics. Ms. Malone stated that since the clinic opened in August 2016, our department has helped over a 134 people total, 57 of which were Amarillo College students who have come to the AC Walk-in Clinic. She informed the committee of all the legal services provided by the legal clinic. In early November 2016, Robin Malone and her Introduction to Law and the Legal Profession class held a pro se divorce clinic. The students prepared divorces for 22 people with the guidance of attorney Robin Malone and attorney David Kemp. On Clinic night, both Ms. Malone and Mr. Kemp counseled the clients about their divorces. Also, on clinic night the clients received all documents put together and drafted by our students. Clients were pleased with the services provided that night. Ms. Malone talked about the Non-Disclosure Expunction Clinic/Workshop. A total a forty (40) people attended and participated in this event. It consisted of a panel of four attorneys who work with expungement and non-disclosures. Some of the workshop attendees were referred to our AC legal clinic here on campus. Ms. Malone also discussed what her focuses were at the Veteran's Workshop. She went over concerns about the veteran's service animals/dog and the possible conflicts and legal questions this may cause between landlord and tenant. Advisory Committee members discussed maybe finding out more about possible solutions to provide when this issue arises such as avoiding the pet deposit; doctor's note stating medical need for service animal. Many Veterans have PTSD and the service animals may be necessary to help calm them. There were two attorneys present at the workshop who discussed this topic and other Veteran's related topics. Ms. Malone identified the staff of the AC Legal Clinic. There are three total attorneys: Robin Malone, Bruce Moseley, and David Kemp. Bruce Moseley is the Clinical Director. David Kemp works in the clinic every Wednesday overseeing Clinical interns (students in the Legal Studies program) and meeting with students who have legal questions. The two Clinical Interns are Brett Howard and Ashley Scott. Brett Howard discussed his experience in the clinic. His tasks include interviewing the clients, taking notes over their case, and providing it to one of the attorneys in the clinic. After the attorney decides what needs to be done in a case and advises the client, the interns then draft documents if need be. The interns are also responsible for scheduling appointments for the attorney to meet with the client. Ms. Malone discusses the types of cases typically seen in the clinic: family law cases, custody cases, divorces, and immigration. There has been as many immigration cases coming through the clinic as family law; Ms. Malone wants to schedule a CLE over that to learn more information regarding the immigrations. Many family law cases involve students who have been married to their spouses but separated for many years; however, neither one of them could afford to pay for the divorce action. These individuals can come into the clinic and get legal advice as well as getting the process started for their divorce. The paperwork and filing procedures are discussed with the clients. Ms. Malone also stated that the attorneys review legal documents and assist clients understand them. The clinic has also drafted wills, probate documents, small estate affidavits, and other legal paperwork. Ms. Malone explained that if a student presents a legal issue that cannot be handled by the clinic, we refer those cases to local attorneys. Two of the attorneys who are helping with immigration questions are Pace Rawlins and Diana Hathaway. Family law attorneys, Lauren Lucero, Chris Wrampelmeier, and Larry Adams have helped out also.

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There was a discussion about ideas for continuing the clinic after the Texas Bar Foundation grant period expires. Ideas included seeking an attorney to make a donation and possibly naming the clinic after that attorney, having the Practicum students work in the clinic for class credit, or engaging in fundraising activities to fund the clinic.

Ms. Malone discussed the legal clinic and the workshop including a workshop over immigration, wills and probate, small estate affidavit, and a special needs clinic. She wants families with minor children or adult children with special needs to know the importance of estate planning for the special needs family member.

Ms. Malone reviewed the AC Legal Studies adjunct faculty. April Palmer is new to the faculty. Pace Rawlins, although he is no longer in Texas, still teaches online classes. Susan Burnett is teaching wills, trusts, and estates which she is board certified in those special topics. Tom Boyd has taught in the Legal Studies program for several years and is very knowledgeable in all areas. Michelle Tyree is going to be replacing David Kemp in Interviewing and Investigating class. She is a paralegal in an Amarillo law firm. She can teach the students the things they need to ask when interviewing clients and investigating legal matters. April Palmer will be teaching Family Law, April has been handling family law cases for over 15 years. Briar Wilcox's practice is very busy, so she decided to no longer teach in our program.

Ms. Malone stated that she attended the AAFPE conference, and one of the presents discussed ways of staying connected to the adjunct faculty members. Possible ideas were creating a section on blackboard for the faculty and treating it as a course. On blackboard, they could put up content, announcements, articles, emails. They also have the mentoring process; Tom Boyd and Susan Burnett has been doing this for a while. They can mentor the new adjunct faculty.

Ms. Malone talks of ways to calm student anxiety in the classrooms. She tells the audience about her teaching technique that she gives the students to help with their anxiety when it comes to presentations and testing. This idea involves giving the students a paper titled "BRAIN DUMP" to unload all of their fears on the issues of presentations and/or testing. Then, they all talk about it for about 10 in attempt to create a game plan. Ms. Malone finds that this helps the students to relax and calm some of those anxiety towards presentations and final examines.

Legal Studies Program and Curriculum: Ethics and unauthorized practice of law are a big topic. Ms. Malone focuses on these topics in each class. At the pro se clinic, the supervising attorneys focus on prevention of UPL and informing the students of the consequences of giving legal advice. It is considered criminal.

Ms. Malone went over learning techniques. She uses Kahoot.it, and it keeps the students involved. She had to step back from it for a little while, she a couple of students who were visually impaired, Ms. Malone is hoping Kahoots.it will create a way to allow these students to participate.

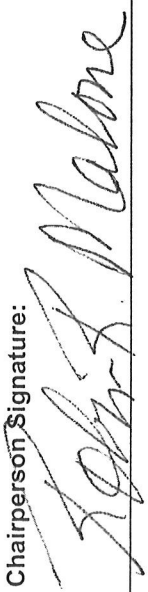
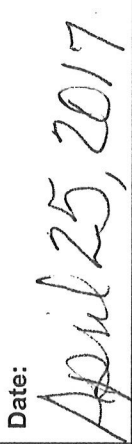
Other practical assignments which had been used were discussed. Ms. Malone spoke of how the students drafted documents throughout the semester and at the end of the semester the students put together a portfolio. She stated that the students can add to the portfolio after her class. The final exam for Civil Litigation was a mock 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 prepare witnesses, present evidence, what objections to make 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 the students learn and practice how to regain control a witness. On the topics of Torts, Ms. Malone used a fictitious fact pattern to teach students issue spotting and legal document drafting. The students used ProDoc to draft the legal documents. Another assignment that Ms. Malone developed was the court watch project. She gave them a court observation paper and the students had to go observe a courtroom setting, write over it, and give a presentation as well. Several students requested extra credit not because their grades warranted it but because they wanted to complete additional assignments similar to the court watch assignment. Ms. Malone went over the Practicum course requirements.

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	Ms. Malone added a component. She had a student that wanted a legal job, and Ms. Malone had difficulty locating an attorney that would pay the student; however, she found an attorney that allowed the student to intern. The student graduates in December, and the attorney offered the student a job. Ms. Malone wants to create more internships opportunities for students. She discussed the Accredited Legal Profession Exam, the ALP exam. Ms. Malone would like to implement that into the program in the future. Legal Society is up and running. They presented the open-carry workshop. These workshops provide valuable information to the community and our students. Also, they allow LSAC members to build relationships with local attorneys. The majority of the presenters are attorneys. At the domestic violence panel sponsored by LSAC partnered with Family Support Services and had speakers including Potter County Attorney, Scott Brumley. They also did something they had never done before. They had a survivor of domestic violence and a person who had been convicted of domestic violence on the panel. This gave the attendees the spectrum of domestic violence. Amy Hord presented on school domestic violence, dating violence, and the protocols at the presentation. Cutting edge for next semester, the LGBTQ panel discuss. Ms. Malone would like to partner with the LGBTQ organization on campus. LSAC continues to engage in fundraising activities to raise enough money to go to New Orleans to the Fifth Circuit Court of Appeals during Spring Break 2017. LSAC does service projects, participates in the legal clinics, pro se clinics, and they are also going to help out with the Eveline Rivers toy drive in a couple of weeks. LEX is the paralegal/legal studies honor society. We invited five (5) students qualified but none have accepted at this time. No old business. New Business: Ways to bridge the gap between students and prospective employers. All graduates in 2015-2016 either obtained employment or went on pursue their bachelor's degree. Brett Howard opined that one of the best things is the having to do the internship prior to graduation. He further stated that he thinks the Practicum should be required as a part of the degree program. Recruitment to the program, the AC Legal Clinic has drawn more students to this degree plan. In Fall 2016, the Introduction to Law class had 25 students. Ms. Malone went over the exit interviews and questionnaire. On the questionnaire, the students must write a "quote" about the program. She shares what some of her students have wrote, and notes that all the students expressed appreciation of the education they have received throughout this program. Ms. Malone thanks Heather and Dr. Carol Buse for helping out with the traffic that come through at the clinic while she and the interns are away from the clinic. Meeting attendees on to talk about the clinic: how busy it is and how some of the students are scared to open up and talk. Brett said he has used his technique of telling the students about his past and his story, then the students open up and talks to him. Ms. Malone notes that many law schools have legal clinics but not many community colleges have them. Dr. Buse then made some suggestions about the ABA (American Bar Association) and funding for the legal clinic and Legal Studies program. They were talking about the budgets. Any unused funds go into a pool, from the pool all of the surplus that the school has left over, that's where raises will come from. They were talking about eliminating LexisNexis or partnering with the AC library to cover the cost of LexisNexis or converting to Westlaw if it is cheaper. Thank you for coming. Meeting was adjourned at 1:18 p.m.
Curriculum Decisions:	NA

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Other:			
Chairperson Signature:		Date:	
		Next Meeting:	To be announced