

**PARALEGAL STUDIES**  
**Advisory Committee Meeting**  
**May 4, 2005**

**Summary Notes**

**Present:** Ms. Debbie Bailey, AC Paralegal Studies Coordinator  
Ms. Rhonda Brashears, CLA; Chair  
Mrs. Jana Comerford, AC Library Network  
Ms. Kim Davis, Director of C.E.  
Ms. Susan Grim, CLAS  
Ms. Paula Badger, AC Business Division Adm. Asst.  
Ms. Janice Joyner, Division Advisor  
Dr. Paul Matney, Associate VP  
Ms. Carolyn Ottoson, WTA&M Law Librarian  
Ms. Cathy Peek, CLA  
Mr. Michael Pope, Paralegal Studies Major  
Ms. Rita Saldierna, CLA  
Mr. Mike Smiley, Attorney; Paralegal Supervisor  
Mr. Robert Sloger, AC Business Division Chair  
Ms. Regina Vieth, Member-at-Large

**Absent:** Ms. Frances Abernathy, Coordinator, AC Job Placement  
Mr. Tom Boyd, Attorney  
Dr. Gene Byrd, VP  
Mr. Norman Clark, Legal Assistant  
Mr. Ron Faulkner, Workforce Training Coordinator  
Dr. Steven Jones, AC President  
Ms. Sonya Letson, Attorney (resigned)  
Mr. Mike McDearmon, Firm Administrator  
Ms. Carol McRoberts, CLA  
Ms. Cassie Williams, Program Graduate  
Mr. Don Sanders, Member-at-Large  
Ms. Shirley Vessel, Legal Assistant  
Ms. Luisa Vigil, WT Legal Services  
Ms. Becky Wilson, BCLA-FL  
Mr. Joe Marr Wilson, Attorney

The Paralegal Studies Advisory Committee met for a 12:15 luncheon in the Amarillo College's College Union Building, private dining room. Rhonda Brashears and Debbie Bailey welcomed the committee members.

**Minutes of December 7, 2004 Meeting**

The minutes were available for review and were accepted as submitted.

**Paralegal Studies Faculty**

Debbie reported a change in faculty for Paralegal Studies:

Donna Peck will replace Jeff Eggleston; Wills, Trusts, & Probate in the Fall 2005 semester.

Part-time Faculty Certification was first offered Spring 2005. Rhonda Brashears received her part-time faculty certification on May 2 and gave a favorable report on the certification program. Amarillo College plans to offer the part-time faculty certification each spring semester.

### **Status Report on ABA Approval Process**

ABA conducted a follow-up site visit on April 4, 2005. The two-member team met with the program faculty, Law Office Management students, Bob Sloger, and Debbie Bailey. Debbie directed committee members' attention to their packet containing "Responses to ABA Follow-up Site Visit" and discussed the revisions that were submitted. Debbie asked for input/suggestions regarding the revised Graduate Follow-up Survey and the analyses she submitted to ABA of the 2004 Graduate and Employers Surveys. After Debbie Bailey submitted additional revisions, the team recommended program approval to the standing Committee on Legal Assistants. The committee once again deferred program approval on April 22, 2005, and requested that an ad hoc committee or an adjunct faculty member assist the program coordinator.

### **Program Oversight Committee**

The following legal professionals agreed to serve on the program oversight ad hoc committee:

Scott Brumley, Potter County Attorney

Sharla Fowley, CLA, TBLS (Paralegal for Gwinn & Roby Law Firm)

Mike Smiley, Attorney and Paralegal Supervisor at Underwood Law Firm

A motion to appoint Rhonda Brashears to the ad hoc committee was made, seconded, and approved.

### **Continuing Education Courses for Paralegals**

The need for continuing education courses was discussed by Rhonda Brashears. The committee was in favor of adding the legal courses and forming a subcommittee was suggested. Debbie Bailey, Rhonda Brashears, Susan Grim, and other interested parties will meet with Kim Davis to discuss future continuing legal education courses.

### **Spring 2005 Enrollment**

Paralegal Studies Spring 2005 Majors = 121

Spring/Summer 2005 Graduates = 13

Graduation: Friday, May 13, 2005; Amarillo Civic Center; 7 p.m.

### **Adjournment**

Rhonda thanked the committee for attending, and the meeting was adjourned at 12:45.

Respectfully submitted,

Paula Badger

Administrative Assistant

Business Division