

**PARALEGAL STUDIES**  
**Advisory Committee Meeting**  
**November 29, 2007**

**Summary Notes**

**Present:** Ms. Sharla Miller Fowler, CP; AC Paralegal Studies Coordinator  
Ms. Rhonda Brashears, CP; Chair  
Ms. Ann Britt, AC Business Division Advisor  
Mrs. Jana Comerford, AC Library Network  
Ms. Kim Davis, AC Director of C.E.  
Mr. Ron Faulkner, AC Director Technical Training Solutions  
Dr. Paul Matney, AC Vice President of Instruction  
Mr. Carl Mueller, CLAS  
Ms. Carolyn Ottoson, WTA&M Law Librarian  
Ms. Cathy Peek, CLA, TBLS  
Ms. Rita Saldierna, CLA  
Mr. Don Sanders, Member-at-Large  
Mr. Dan Schaap, Attorney; Paralegal Supervisor  
Ms. Regina Veith, Member-at-Large  
Ms. Luisa Vigil, WT Legal Services  
Ms. Margie Vitale, AC Employment Coordinator  
Ms. Cassie Williams, Legal Assistant, AC Graduate

**Guest:** Mr. Delton Moore, AC Institutional Research

**Absent:** Mr. Tom Boyd, Attorney  
Mr. Scott Brumley, Potter County Attorney  
Ms. Melba Fenwick, CLA, RP; AC Graduate  
Ms. Susan Grim, CLAS  
Mr. David Hernandez, AC Business Division Chair  
Dr. Steven W. Jones, AC President  
Mr. Mike McDearmon, Firm Administrator  
Ms. Carol McRoberts, CLA  
Ms. Heather Reynolds, Paralegal Studies Major  
Ms. Shirley Vessel, Legal Assistant

The Paralegal Studies Advisory Committee met for a 12:00 luncheon in the Badger Den Room of the College Union Building. Rhonda Brashears welcomed the committee members.

**Minutes of April 30, 2007, Meeting:**

The minutes were available for review; Cathy Peek presented a motion to accept the minutes as written. Kim Davis seconded, and the minutes were approved by the committee.

### **Introduction of Committee Members:**

Everyone introduced themselves and their role on the committee.

### **Resignation of Mia Moustakis and Donna Peck**

The Advisory Committee was advised that Mia Moustakis, part-time faculty, had moved to Houston and resigned her position. Additionally, Donna Peck, part-time faculty, has resigned her teaching position at Amarillo College because she is expecting a baby. In Spring 2008, Sharla Fowler will teach the Interviewing and Investigating for Legal Assistants class which Ms. Moustakis taught. In Fall 2008, David Kemp, current part-time faculty, will teach Wills, Trusts, and Probate which Ms. Peck had been teaching.

### **Survey Results**

Delton Moore from Amarillo College, Institutional Research, reviewed the survey results from the Fall 2006 graduates and the employer survey completed during the summer of 2007. There were no questions from the committee.

Delton also advised the committee that there had been technical difficulties with the Spring/Summer 2007 graduate survey, and that as soon as the technical problems were solved that the survey would be submitted for the third time to the graduates. The first two times the survey was sent, the technical difficulties prevented any responses from being received.

### **ABA Standing Committee on Paralegals Approval Commission letter dated 7/20/07**

This letter was reviewed with the Committee by Sharla Fowler.

### **ABA Interim Report to be Submitted January 18, 2008**

The draft of the ABA Interim Report which will be sent to the ABA before January 18, 2008, was available for the Advisory Committee members to review. The Advisory Committee members were asked to review Exhibit D (Advisory Committee Member list) and provide any necessary changes or corrections to their information.

Another Interim Report will be due January 15, 2010.

### **AAfPE National Conference and Paralegal Division of State Bar of Texas**

Sharla Fowler provided a report on the AAfPE National Conference held in Baltimore during October. She will present some of the teaching information to the faculty during the next faculty meeting.

Sharla Fowler also provided a report on the Paralegal Division of the State Bar of Texas Conference held in November with paralegal educators in Texas and paralegal employers in Texas.

### **Utilization of Paralegals in the Legal Community:**

A discussion was held about the utilization of paralegals in the community. Rhonda Brashears pointed out the importance of the ABA approval to members of the legal community. Ron Faulkner suggest that Sharla Fowler contact College Relations to put out a press release about the 2-year anniversary of ABA approval. Some discussion was also held about how the students were getting jobs in the legal field, where some of the graduates were located, and the

importance of the practicum experience. Dan Schaap suggested that the Amarillo Bar Association be advised of the body of students in the program who could be available to assist members of the bar in various ways.

The Committee felt that paralegals were being utilized in the area as a very cost-effective way to deliver legal services.

**Fall 2007 Enrollment:**

There are currently 70 Paralegal Studies majors. The program has 8 students graduating in the Fall of 2007, and there was one graduate in the Summer of 2007.

**Adjournment:**

The meeting was adjourned at 12:55 p.m.

Respectfully submitted,

Sharla Miller Fowler, CP  
Certified Paralegal  
Amarillo College Paralegal Studies Coordinator