

**PARALEGAL STUDIES**  
**Advisory Committee Meeting**  
**December 7, 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  
Mrs. Paula Badger, AC Business Division Adm. Asst.  
Mrs. Gay Mills, Office Administration Coordinator  
Mr. Delton Moore, AC Director of Institutional Research  
Mr. Michael Pope, Paralegal Studies Major  
Mr. Mike Smiley, Attorney; Paralegal Supervisor  
Mr. Robert Sloger, AC Business Division Chair  
Ms. Shirley Vessel, Legal Assistant  
Ms. Regina Vieth, Member-at-Large

**Absent:** Ms. Frances Abernathy, Coordinator, AC Job Placement  
Mr. Tom Boyd, Attorney  
Mr. Scott Brumley, Potter County Attorney  
Mr. Ron Faulkner, Workforce Training Coordinator  
Ms. Sharla Fowler, CLA, TBLS  
Dr. Steven Jones, AC President  
Ms. Janice Joyner, Division Advisor  
Mr. Mike McDearmon, Firm Administrator  
Ms. Carol McRoberts, CLA  
Dr. Paul Matney, VP  
Ms. Carolyn Ottoson, WTA&M Law Librarian  
Ms. Cathy Peek, CLA  
Ms. Rita Saldierna, CLA  
Ms. Cassie Williams, Program Graduate  
Mr. Don Sanders, Member-at-Large  
Ms. Luisa Vigil, WT Legal Services

The Paralegal Studies Advisory Committee met for a 12:30 luncheon in the Private Dining Room of the College Union Building. Rhonda Brashears and Debbie Bailey welcomed the committee members. Debbie introduced guest Delton Moore, Director of Institutional Research, and Gay Mills, Program Coordinator for Office Administration

**Introduction of New Committee Members**

Scott Brumley, Potter County Attorney  
Sharla Fowler, CLA, TBLS (Paralegal for Gwinn & Roby Law Firm)

### **Minutes of May 4, 2005 Meeting**

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

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

Rhonda presented the correspondence from the American Bar Association concerning program approval. The Standing Committee on Paralegals has recommended the Paralegal Studies program at Amarillo College for approval. The Standing Committee on Paralegals will recommend that the American Bar Association House of Delegates adopt its recommendation at the ABA midyear meeting in February 2006. Advertisement cannot begin until final approval has been received.

ABA wants more instructor evaluation documentation. Paralegal Studies instructors will be evaluated every semester (which is more than the institution requires) beginning Fall 2005.

Delton Moore reported on the status of the electronic version of the Paralegal Studies Graduate Survey and requested the committee's input.

### **Status Report on Continuing Education Courses for Paralegals**

The committee will be meeting in early spring. Rhonda Brashears discussed the need for continuing legal education courses.

### **Paralegal Studies Transfer Student Policy**

The policy was written by Dr. Gene Byrd, who has now retired. ABA does not want a student to transfer in to an ABA approved program only needing General Education classes. Students who transfer to AC as Paralegal Studies majors must complete at least 18 hours of LGLA courses at Amarillo College.

### **Fall 2005 Enrollment**

Fall 2005 Majors = 90

Fall 2005 Graduates = 6

### **Adjournment**

Rhonda thanked the committee for attending, and the meeting was adjourned at 1:00 p.m.

Respectfully submitted,

Paula Badger  
Administrative Assistant  
Business Division