

PARALEGAL STUDIES
Advisory Committee Meeting
November 20, 2008

Summary Notes

Present: Ms. Sharla Miller Fowler, CP; AC Paralegal Studies Coordinator
Ms. Rhonda Brashears, CP; Chair
Ms. Janis Barnett, CP
Ms. Jana Comerford, AC Library Network
Ms. Amy Dobberstein, Paralegal Studies Major
Mr. Ron Faulkner, AC Workforce Training Coordinator
Mr. David Hernandez, AC Business Division Chair
Mr. David Kemp, Attorney
Mr. Carl Mueller, CLAS
Ms. Carolyn Ottoson, WTA&M Law Librarian
Ms. Cathy Peek, CLA, TBLS
Ms. Donna Pergrem, AC Assistant Career & Employment Services
Ms. Rita Saldierna, PLS, CLA
Ms. Regina Veith, Member-at-Large

Absent: Ms. Ann Britt, AC Business Division Advisor
Ms. Kim Davis, AC Continuing Education
Ms. Melba Fenwick, CLA, RP; AC Graduate
Dr. Steven W. Jones, AC President
Dr. Paul Matney, AC Vice President of Instruction
Mr. Mike McDearmon, Firm Administrator
Ms. Susan McIntire, ACP
Mr. Dan Schaaap, Attorney; Paralegal Supervisor
Mr. Don Sanders, Member-at-Large
Ms. Luisa Vigil, Northwest Texas Legal Services
Ms. Cassie Williams, AC Graduate

The Paralegal Studies Advisory Committee met for a 12:00 luncheon in the Room 113 of the Amarillo College Library. Rhonda Brashears welcomed the committee members.

Introductions

Everyone introduced themselves. New members to the Advisory Committee were David Kemp, Janis Barnett, and Amy Dobberstein.

Minutes of April 22, 2008, Meeting

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

ABA Correspondence

Correspondence received from the American Bar Association (“ABA”) dated May 7, 2008, and July 9, 2008, was reviewed by the committee.

ABA Interim Report

The ABA Interim Report was received by the ABA on December 17, 2007. We have received no response from the ABA.

Another Interim Report will be due January 15, 2010.

Resignation

It was announced to the committee that Sharla Miller Fowler, CP, will resign at the end of the Fall 2008 semester as Coordinator of Legal Studies at Amarillo College. The college is currently searching for her replacement.

Survey Results

The survey results from the Fall 2007 graduates was reviewed by the committee. Sharla Fowler explained that the survey for all of the 2008 graduates would be combined and completed in the Spring of 2009. Hopefully, this will result in more responses. There were no questions or comments from the committee.

Utilization of Paralegals in the Legal Community:

A discussion was held about the utilization of paralegals in the community in non-traditional roles. Janis Barnett explained about her non-traditional paralegal role at American General. David Kemp discussed the use of non-traditional paralegals at the Potter County Attorney’s office.

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

Fall 2008 Enrollment

There are currently 57 actively enrolled paralegal majors. The Fall 2008 term should have 5 graduates. The Spring & Summer 2008 terms had 3 graduates.

Review and Assessment of Law Office Management Notebooks

The committee was then utilized to review the Law Office Management Reference Notebooks compiled by the students enrolled in the Fall 2009 Law Office Management course. Members were given a rubric and the notebooks and assessed the student work.

Adjournment:

The meeting was adjourned at 12:50 p.m.

Respectfully submitted,

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