

PROGRAM COMMITTEE NAME:		Paralegal Studies Advisory Committee			
CHAIRPERSON:		Robin Malone			
MEETING DATE:	11/13/2018	MEETING TIME:	12:00 pm	MEETING PLACE:	Room 207, Ware Building
RECORDER:	Kathy Davenport	PREVIOUS MEETING:		04/19/2018	
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
X	David Kemp	Attorney	Solo Practitioner	570-6890	dgkemp@sbcglobal.net
X	Carl Mueller	CLAS/ Paralegal	Burdett, Morgan, Williamson & Boykin	358-8116	cmueller@bmwb-law.com
	Cathy Peek	Paralegal	Sprouse Law Firm	468-3356	cathy.peek@sprouselaw.com
X	April Mock	Student Representative	Amarillo College	681-4805	amock@actx.edu
	Diana Hathaway	Attorney	Hathaway Law Office	322-7899	dhathawaylaw@gmail.com
	Christopher Wrampelmeier	Attorney	Underwood Law Firm	379-0392	Chris.wrampelmeier@uwlaw.com
	Bruce Moseley	Executive Director Turn Center	Turn Center	353-3596	bruce@turncenter.org
X	Luisa Vigil	Paralegal	LANWTX	373-4309	Vigill@lanwt.org
X	Randy Braidfoot	Director Dispute Resolution Center	Dispute Resolution Center	372-3381	rbraidfoot@theprpc.org
	Amy Conner	Paralegal	Potter County DA Office	336-6730	amyconner@co.potter.tx.us
EX-OFFICIO MEMBERS					
	Frank Sobey	Associate Vice President-Academic	Amarillo College	371-5472	fesobey@actx.edu
X	Kathy Davenport	Administrative Assistant	Amarillo College	371-5269	kathy.davenport@actx.edu
X	Dr. Carol Buse	Dean of STEM	Amarillo College	345-5621	acbuse@actx.edu
	Mark Usnick	Business Systems & Emerging Tech	Amarillo College	371-5994	musnick@actx.edu
X	Michelle Tyree	P-T Instructor - Paralegal Studies	Amarillo College	290-3617	mltyree@actx.edu
X	Joel delaFuente	Advisor, Business Department	Amarillo College	371-5451	j0252841@actx.edu
	Mindy Weathersbee	AD of Library	Amarillo College	371-5462	mlweathersbee@actx.edu
	Robin Malone	Assistant Professor-Legal Studies	Amarillo College	345-5671	r0114502@actx.edu
AGENDA ITEM		ACTION / DISCUSSION / INFORMATION			RESPONSIBILITY
Old Business:		N/A			
Continuing Business:		N/A			
New Business:		N/A			
Curriculum Decisions:		N/A			

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Other:	N/A
KEY DISCUSSION POINTS	DISCUSSION
Continuing Business	Robin Malone started the meeting by introducing herself, then introductions were made around the table. Each person gave their name, position title, and place of employment. A few moments were taken to review the minutes from the previous meeting. A motion was made to approve the minutes, and was seconded. The previous meeting's minutes were approved unanimously by the group. Robin Malone wanted to take a few minutes to give everybody an idea of what the students were currently doing to engage the students. She presented a game that the LEX Honor Society students had created to use at one of their fund raising events. The students created a version of the game Jeopardy. There were five(5) legal related categories with questions of varying difficulty. There were points in 100 point increments, starting at 100 points up to 400 points; the 400 point questions were the most difficult. Ms. Malone had each of us at the table choose a category and points scale and answer the legal related questions. Once everyone at the table had a turn, Ms. Malone explained that the students did pretty well with answering the questions when the game was presented. She stated that this game is just one of the ways that she is looking to actively engage the students in learning. The next topic of discussion was the Amarillo College rules and procedures for advisory committees. Ms. Malone stated that she would be going over the recently revised handbook to ensure that the committee is adhering to all of the currently rules and regulations. Ms. Malone stated that in the coming months, she would be reaching out to the committee in search of a single chairperson or perhaps two co-chairpersons. She asked for the members to contact her if any would be interested in this position. She also asked for the members that are also teachers to be on the lookout for a Legal Studies student that would qualify as a student representative in the committee, as well. Dr. Carol Buse confirmed that the student representative did not have to be the same student every time. It could be a different student each time, as long as they are Legal Studies students. Ms. Malone next expressed that the committee does not have specific term limits for the committee members, however, if anyone currently on the committee knew of anyone that would make a good addition to the committee, please notify her. Ms. Malone moved to the next point of discussion. She reported that she attended the AAFPE conference in Rhode Island. One topic of discussion at the conference was LEX – the Legal Studies Honor's Society. Information was provided about the society. The society expressed being open to new ways to recruit students in to the society. Benefits of being a member were discussed. It was also discussed at the conference if there should be separate events to highlight the students that join the society – banquets, award ceremonies, mixers, scholarship etc. Ms. Malone stated that another area of discussion at the conference was that clinical learning is becoming an increasing part of the practicum for Legal Studies students, and she would like to expand AC's practicum course to include working in the Legal Clinic part time. The practicum course now allows students to gain credit for the course by working outside of the college in some type of Legal office. She stated that she has given work experience to some students that are having trouble finding a job by allowing them to do work in the Legal Clinic. The students are gaining experience in drafting legal documents so that they will be able to tell future potential employers that they do have some experience.

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Another topic of discussion at the AAfPE conference that Ms. Malone discussed was the topic of mental wellness for students. Ms. Malone stated that she learned a few various techniques of meditation and ways to distress. She stated that she has plans to get with the director of the AC Counseling Center to find out ways to help students in meditation and relaxation without running the risk of any triggering action for any student that may have traumatic experiences in their past. Ms. Malone discussed statistics of depression and drug use amongst persons in the law profession as compared to those in non-legal related professions. She stressed that she wants to express to her students the kinds of stress that they will be facing in their chosen profession and make sure that they have tools to process that stress before it comes. Ms. Malone discussed other areas in which she is working to prepare students for some of the mental and emotional challenges that they may face in a law office. She wants the students to understand that they may not only be facing clients with emotional issues, but the attorneys they work for may also have issues. She is working to prepare the students to not only recognize these potential issues, but also the proper ways to address the issues.

The next topic of discussion was the student numbers for the Legal Studies program. In the 2017-18 school year, there were 126 students enrolled in the Associates Degree program, and there were 33 students enrolled in the Paralegal Certificate program. There were 13 graduates with an A.A.S., and 6 graduates with the certificate. There were 3 students that transferred to another university.

Ms. Malone then moved to discuss the number for the Legal Clinic. Currently, the Legal Clinic consists of herself and David Kemp as Lawyers and April Mock as Paralegal. The clinic saw 385 cases since it opened in 2015. Ms. Malone discussed the changing climate of the clients that are using the clinic, referring to the multiple languages that clients speak. She stated that the clinic may need to look at investing in a physical interpreter or possibly a phone line that they can call to translate for them when the need arises. Ms. Malone stated that the majority of the cases that they handle have been Family Law related – divorce or child custody law. Immigration Law is a close second. Civil lease and rent cases are also some of what they handle. Criminal Law cases are referred out to external lawyers. The clinic has aided in some Wills. The rest of the cases they handle fall into an “other” category.

The next topic of discussion is current curriculum. Whether a student is looking towards a full law degree or a Paralegal degree, every student needs to know how to brief a case and how to utilize online legal research. Ms. Malone also stated that often, lawyers will ask their paralegal to find them an expert in a certain area for a specific case, so she is teaching the students how to do that. She discussed the soft skill of Intercultural Competence and how she is training her students to understand that they will deal with a very diverse group of people as Paralegals and they will need to know how to handle various cultures.

Ms. Malone stated that she is working with Tina Babb to assess the program and the program’s strengths, weaknesses, challenges, etc.

Ms. Malone discussed practical assignments that the students are experiencing. She stated that students will complete a portfolio of their work. In effort to keep up with the changing climate, students will be putting together e-portfolios for the first time. She stated that the students also participate in mock trials, issue spotting, and interviewing and investigating. The students will participate in student co-teaching, where the students will prepare to teach a specific chapter to the rest of the class. Students are asked to observe an actual trial. They are responsible for identifying the various parties and details of the case. Students are trained in e-filing and Odyssey. Ms. Malone stated that she would like to confer with the county clerk’s office to see if it is possible to create a dummy account of sorts that will allow the students to access Odyssey and to e-file without it officially going live into the court system.

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	Ms. Malone stated that she has ordered extra textbooks for each of her classes in the instance that a student is in need of a textbook that they cannot afford. She stated that she has two textbooks per class available to students, and the student is asked to write an essay on a certain topic in order to get the textbook. She stated that she might find a way to link that to the scholarship program where students are asked to complete an essay for the scholarship applications. The next topic was the Legal Society of AC. With 16 student members, the society has been very active. The students are allowed to have 1 fundraiser per month, and the students had held one every month so far in the school year. They are raising funds to go to Austin. Ms. Malone discussed the important of soft skills and how to behave in certain situations. The NorthSide Toy Drive hosts a black-tie dinner every year near Christmas time, and the LEX students agreed to attend the event as part of learning those soft skills of behavior at such an event.		
New Business:	Ms. Malone asked for input from the committee for suggestions of ways to recruit students to the program. It was suggested that Ms. Malone visit area high schools. It was also suggested that Ms. Malone put on a full showcase of the Legal Studies program at a Success 360 event that the area high schools attend. Another suggestion was to possibly leverage any connection with KACV – the PBS station on campus – to set up something with the mass media available on campus. Ms. Malone asked for ideas regarding employment outlook, internship idea, and networking ideas. It was discussed how students really need to join clubs and network within the Paralegal community because most times, jobs that may be available are not openly advertised, but really are more discussed within the community. It was also suggested that April Mock, the Legal Clinic's Paralegal, put together a bank of sorts of available scholarships and the requirements so that students have plenty of notice about deadlines and required materials. The question was raised if Court Reporting is an optional area of study. Ms. Malone stated that there is a full degree option, but she will research to see if possible to add a few new classes to the curriculum already in existence to build a Court Reporting option. It was also discussed checking into Court Reporting as a Continuing Education possibility, allowing the community at large to participate and not just AC students. Ms. Malone asked if there were any further topics of discussion or questions from the committee. When there were none, Ms. Malone adjourned the meeting.		
Curriculum Decisions:	N/A		
Other:	N/A		
Chairperson Signature: 	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px;"> Date: 3.10.2019 </td> <td style="width: 50%; padding: 5px;"> Next Meeting: To be announced </td> </tr> </table>	Date: 3.10.2019	Next Meeting: To be announced
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