

PROGRAM COMMITTEE NAME:		Paralegal Studies Advisory Committee			
CHAIRPERSON:	Robin Malone				
MEETING DATE:	12/11/2019	MEETING TIME:	12:00 pm	MEETING PLACE:	Underground Meeting Room, Ware Building
RECORDER:	Kathy Davenport	PREVIOUS MEETING:		05/07/2019	

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	
☒ David Kemp	Attorney	Solo Practitioner	570-6890	dgkemp@sbcglobal.net	
☒ Carl Mueller	CLAS/ Paralegal	Burdett, Morgan, Williamson & Boykin	358-8116	cmueller@bmwb-law.com	
☒ April Mock	Student Representative	Amarillo College	681-4805	amock@actx.edu	
	Attorney	Hathaway Law Office	322-7899	dthathawaylaw@gmail.com	
	Attorney	Underwood Law Firm	379-0392	Chris.wrampelmeier@uwlaw.com	
	Executive Director Turn Center	Turn Center	353-3596	bruce@turncenter.org	
☒ Luisa Vigil	Paralegal	LANWTX	373-4309	Vigill@lanwt.org	
	Director Dispute Resolution Center	Dispute Resolution Center	372-3381	rbraidfoot@theprpc.org	
☒ Amy Conner	Paralegal	Potter County DA Office	336-6730	amvconner@co.potter.tx.us	

	☒ Frank Sobey	Associate Vice President-Academic	Amarillo College	371-5472	fesobey@actx.edu
	☒ Kathy Davenport	Administrative Assistant	Amarillo College	371-5269	kathy.davenport@actx.edu
		Dean of STEM	Amarillo College	345-5621	acbuse@actx.edu
	☒ Mark Nair	Business Systems & Emerging Tech	Amarillo College	371-5994	manair@actx.edu
	☒ Michelle Tyree	P-T Instructor - Paralegal Studies	Amarillo College	290-3617	mltyree@actx.edu
	☒ Kristen Johnson	Advisor, Business Department	Amarillo College	371-5451	kajohnson@actx.edu
		AD of Library	Amarillo College	371-5462	mlweathersbee@actx.edu
	☒ Robin Malone	Assistant Professor-Legal Studies	Amarillo College	345-5671	r0114502@actx.edu
	☒ Becky Burton	Associate Vice President of Academic	Amarillo College	371-5122	Bkburton@actx.edu

AGENDA ITEM	ACTION / DISCUSSION / INFORMATION		RESPONSIBILITY
Old Business:	N/A		
Continuing Business:	N/A		
New Business:	N/A		
Curriculum Decisions:	N/A		
Other:	N/A		

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KEY DISCUSSION POINTS	DISCUSSION
Continuing Business	Robin Malone started the meeting by introducing herself. Robin stated that Michelle Tyree will be the Chairperson for the committee and would be conducting the meeting. Michelle Tyree introduced herself, and introductions were made around the room. Once introductions were complete, time was given for the minutes from the previous meeting to be reviewed. A motion was made and seconded to approve the minutes. The approval was unanimous. There were no objections. Michelle then asked for an update from the program academic advisor, Kristen Johnson. Kristin reported that there were 54 students enrolled for Spring of 2019, 65 students in Fall of 2019, and 40 students were enrolled at present for the upcoming Spring of 2020 semester. Kristen reported that she had personally had 27 appointments with students. Kristen discussed that some of the challenges that students are facing is a lack of online availability. She did confirm with Dr. Malone that due to certain regulations, the degree is not available online. She also stated that scheduling has been an issue for some students. She stated that the class meeting only one night per week does help, though. Kristen stated that she and Dr. Malone have been in discussions about one class that is on the requirements list that is being substituted for some of the students, and they will continue to work together on that subject. Kristen stated that she has had a lot of positive feedback from the students about the schedule and the instructors. She stated that students have expressed that they really like the instructors and enjoy the classes. Dr. Malone announced that the introductory class in the program did reach 30 students enrolled, which is the cap for the class. She stated that this is the first time in her time at Amarillo College that the class has capped out at 30 students, and that they have set up an additional section of the class for the next semester to allow for a greater enrollment in the Spring. Dr. Malone went on to state that she did a survey of her students for that class. She stated that there are 18 students that stated that they do want to eventually go on to law school, and 12 of the students want to be law office support staff. Dr. Malone stated that in that class, there is the challenge of keeping the students engaged and interested, so she is having the students work on case briefing. She stated that there is a certain format that must be used, and that the work gets the students prepared for what they experience in the future, and teaches them all the proper way to brief a case. Dr. Malone continued and addressed the student issue of the 16-week time frame of the classes. She stated that in the past, the ABA has required that the classes be conducted over that 16-week time frame. She stated that she attended a conference in November and that the ABA is lessening some of those restrictions, so Dr. Malone will be working on new structures for the classes to learn how to best present the information to the students within an 8-week time frame. She stated that the ABA has also required that there be at least 10 hours in a traditional, seated classroom setting, which has prevented the program from being offered completely online. She stated that the ABA is also going to be lessening that restriction, allowing for the program to be formatted entirely to an online setting. Dr. Malone stated that there is a likelihood that they have lost some interested students because of the unavailability of online courses, and she hopes to change that going forward. She then thanked Kristen for her update and information. Next, Dr. Malone offered the floor to Becky Burton. Becky stated that she appreciates the work that Dr. Malone is doing to present the Amarillo College's Culture of Caring and the direction that AC wants to continue to strive for with the offering of the 8-week class formats. She stated that the committee is very important to the college and that she is very happy to work with them and hear from them. She stated that the committee has a voice and that they are very interested in hearing what the committee has to say. Dr. Malone asked for any reports from the instructors. No instructors had any reports to update, so Dr. Malone offered the program director's report from herself. She started by speaking about the AAFPE conference that she attended in November. She stated that one main thing that other colleges were discussing were their legal clinics. She stated that she is proud to say that Amarillo College is ahead of the game in that regard in that our legal clinic is entering its fourth year. She stated that the clinic has been very busy. She stated that just the night before the meeting, the clinic hosted a pro se clinic for members of the community who could not afford to get a divorce. Dr. Malone stated that her first year students drafted all of the paperwork for the clinic and met with the clients during the clinic the night before. She stated that herself and David Kemp met with the clients as attorneys

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and the students were able to sit in with those meetings. The clients were then able to carry out their necessary paperwork. She stated that this clinic is conducted every semester, and that she is happy that there are potential law students in the class that get an opportunity to get a glimpse into how a law office works.

Dr. Malone then turned the meeting over to April Mock, the Paralegal for the legal clinic to give an update on the numbers for the clinic. April stated that in the time that the legal clinic has been open, they have seen 489 cases for an average of just over 120 per year. April stated that over the past semester, she put in a total of 275 hours that would have been billable had this been a law office. She stated that David Kemp and Robin Malone had a total of 236 hours that would have been billable. April stated that in a billable office, her time would have brought in \$27,500. She stated that David Kemp and Robin Malone had \$70,800 billable. She stated that together, they had \$98,000 if they had been in a billable law office. April stated that of the 489 cases, the average cost of a case for Dr. Malone is approximately \$5,000. She stated that the cases can vary in size and amount of work put into them. April stated that with that average per case, at 489 cases, there was approximately \$2,245,000 worth of free legal help that has been offered to the Amarillo community. April went on to state that of the cases they have seen this semester, approximately 53% has been family law related – custody, non-support cases, and others of that nature. She stated that 19% of their cases were immigration related. She stated that there has been a bit of a lull in the immigration cases that they have seen, possibly due to the fear that the clients have of coming forward with immigration issues. April stated the next category of cases they have worked on is Civil Business, Lease, and Rent – related to car accident reimbursement, legal paperwork review, and cases related to landlord/tenant issues. This category of cases was 14% of the total that they saw. April stated that in Criminal law, the clients will come in with non-disclosures. She stated that the clinic has seen quite a few nursing students that may have something on their record that they need help with that could prevent them from getting their license, so the clinic will help them get the proper paperwork to present to the medical board to see if they will be allowed to continue to pursue the license. She stated that 8% of the cases they see deal with this type of case. April stated that 5% of the cases they see are related to Wills and Probates. The remaining 1% of cases are grouped into an Others category that includes cases such as I.A. and intellectual properties. She stated that they have drafted 157 documents over the past semester, and 8 cases were referred to outside attorneys. She stated that most of these were divorce cases with extra circumstances that would require an attorney be present in the case. The question was asked if these were all students that the clinic was seeing. April confirmed that most were students and that the clinic sees faculty, as well. Dr. Malone spoke of some of their positive outcome cases. She stated that they had a student who was pregnant, got her financial aid and had put down a deposit on an apartment. Within a week of the student moving in, there was an outbreak of bedbugs, but the apartment refused to let her out of the lease. Dr. Malone stated that April was instrumental in assisting the student with the paperwork needed and equipping her with the information needed. The student was able to take the apartment to small claims court and when the owner of the apartment saw the amount of paperwork and documentation that the student had, the case was dismissed and the student was let out of her lease. Dr. Malone stated that a second successful case they had was a young man that was being sued by an insurance company over a vehicle accident the student had been involved in at 16 years old. The insurance company had information and a petition of discovery that the student did not know how to complete. The clinic helped him by filing an answer with the court, letting the attorney for the insurance company know that this case was going to be fought. The clinic then assisted the student with getting together all of the information needed and file the proper paperwork. She stated that approximately a month ago, the student received a letter of non-suit on that case. Dr. Malone stated that oftentimes, insurance companies will try to bully clients and the clinic will help serve as an advocate for these students. She stated that the student is employed full-time and lives with his grandparents that he helps care for. The law suit was asking for an amount of money that he just didn't have, and the clinic was able to help resolve that. Dr. Malone stated that April's research even discovered that the original police report was incorrect, in that it stated a location of the accident on two streets that did not even intersect and there was no stop sign at the location noted on the police report. April spoke further about another student who had visited a lawyer and knew that he could not afford to hire anyone. Another student that had visited the legal clinic told him about them, and he was able to get the help he needed from the legal clinic. April stated that the young man broke down in tears of gratitude, telling her how grateful he was that they were there and able to help him.

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	Dr. Malone stated that she and Tina Babb had worked on a class review. The students were asked to complete a case draft. There was a rubric for the class so the students knew what was expected of them. She stated that she and Tina will be going over that review shortly. Dr. Malone stated that she would let the committee know the results of that once it is completed. Dr. Malone also stated that there has been an interest in some special education related learning. She stated that parents will go to ARDS, and they don't really know what they are signing off on. A representative can go in with the family that does not have to be an attorney, and Dr. Malone stated that it would be an excellent program for students who want to be that representative. She stated that Bruce Moseley has expressed some interest in teaching a class like that. Dr. Malone also stated that Randy Braidfoot was interested in conducting a mediation class. She stated that she was not sure yet if the class would be offered as a continuing education class or if it would be part of the curriculum, but that she would be able to report more on that in the Spring. Dr. Malone went on to discuss electronic portfolios for the students. As the students work on documents, they are able to take those documents and put them directly into their online e-portfolio. It allows the students to continuously update their work and share that work with any potential employers along with their resumes. She stated that the students are also continuing with court observations in their courses and will continue to do so in the future. Dr. Malone discussed the practicum course, stating that it is going to be more robust and intensive in the future. She stated that at the beginning of the class, there was a contract between the student, their employer, and Dr. Malone. This contract set up expectations for the student for the semester. She stated that there are five goals set up for the student. The student must report to her every month about their progress, and at the end of the semester, the employer will complete the process with their evaluation of how the student progressed during the semester. She stated that she is working to make the practicum more meaningful and have a greater impact for the students. Dr. Malone stated that there are two Legal Studies graduates for the fall semester. She stated that she will be meeting with the students to complete exit interviews with those students before graduation. Dr. Malone then wrapped her portion of the program director's report.
New Business:	Dr. Malone then moved on to discuss that the advisory committee would be asked for more input regarding what they are doing and looking for in our students. She stated that she had created a quick survey that she asked the committee to fill out. Dr. Malone went over the survey, explaining what the questions were about and what kinds of information she is looking for by asking them to complete the survey. Dr. Malone put up on the screen a display of some research that she had done in regards to advisory committees and expressed her interest in seeing the committee grow and get more involved. She stated that she would love to see a more robust committee that was able to focus on the areas mentioned in the slide she presented. She further stated that she would like to see enough of a committee to even have smaller sub-committees that could even meet together outside of the normal Legal Studies meetings and report back what they are working on and interested in. Dr. Malone stated that she and Michelle Tyree had also discussed some work-based learning. Michelle Tyree stated that while she really enjoys the textbook and the lessons in the book, it really doesn't fully translate over to what she really does day-to-day in her job. She stated that she is going to change up her own class in that she will be teaching from the textbook, but the activities that she has them work on will be more related to the day-to-day work that she actually experiences in a law office. She stated that she would really like for the students to see and understand what really goes on in her office every day. Dr. Malone stated that what Michelle just talked about is the kind of feedback she is seeking in this survey that she asked the committee to complete. She stated that she would like to have more information about what the legal community needs are so that when the students graduate and go out into the world, they are more experienced and more ready to face what goes on in a law office. Dr. Malone stated that over the course of the next semester, she and Michelle Tyree were going to be using the information from the surveys and future surveys to devise an action plan for the future. She stated that she will also be looking for information regarding job placement, new technology, and other resources for the students. Dr. Malone also stated that she wants to make sure that the advisory committee is in compliance with the regulations set forth by the ABA, as well as Amarillo College.

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	Dr. Malone opened up the floor for discussion from the committee. David Kemp stated that in his experience, when people have asked him about the program, it is usually because they are interested in going on to law school. He stated that is a shift from what the inquiries used to be, and stated that he sees that as a good thing. He stated that it points to more people realizing that the program exists and that more people are interested. David Kemp also mentioned that he was very skeptical at first regarding the 8-week formats, but he had heard from students that they love it, and it seemed to be successful. There was some discussion then from Becky Burton regarding the 8-week format, and that while there are some areas of study that just do not lend themselves to 8-weeks, the ones that do are showing a great success rate. Dr. Malone asked if there were any further questions. When there were none, Michelle Tyree announced the meeting was adjourned. Dr. Malone encouraged all to tour the new computer lab facility if they had not already.		
Curriculum Decisions:	N/A		
Other:	N/A		
Recorder Signature:		Date:	Next Meeting:
/s/Robin R. Malone	3/31/2020	To be announced	