

PROGRAM COMMITTEE NAME:		Paralegal Studies Advisory Committee			
CHAIRPERSON:	Robin Malone	MEETING DATE:	05/07/2019	MEETING TIME:	12:00 pm
MEETING DATE:	05/07/2019	MEETING TIME:	12:00 pm	MEETING PLACE:	Room 207, Ware Building
RECORDER:	Kathy Davenport	PREVIOUS MEETING:	11/13/2018		

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	dkkemp@sbcglobal.net	
Carl Mueller	CLAS/ Paralegal	Burdett, Morgan, Williamson & Boykin	358-8116	cmueller@bmbw-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	LANW/TX	373-4309	Vigill@lanwt.org	
Randy Braidfoot	Director Dispute Resolution Center	Dispute Resolution Center	372-3381	rbraidfoot@theprdc.org	
X Amy Conner	Paralegal	Potter County DA Office	336-6730	amyconner@co.potter.tx.us	

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	
Windy 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	<p>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.</p> <p>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.</p> <p>Robin Malone announced that Michelle Tyree will be the co-chairperson of the advisory committee and will be conducting a large part of the meetings going forward. Ms. Malone stated that she would like to see the co-chair position change once per year.</p> <p>Ms. Malone continued on to discuss the numbers for the Legal Clinic. She stated that the Legal Clinic has been open for three years now. The Legal Clinic has served a total of 430 total cases, family law being the largest amount followed by immigration. Criminal law cases are referred to an outside attorney. 104 cases were drafted this year between Ms. Malone, David Kemp, and April Mock. As a result, the Legal Studies program is asking for an increase in their printing budget for the following year. Ms. Malone stated the Legal Clinic has referred five cases to outside attorneys, so most of the cases that come through are being handled by the Legal Clinic. In figuring the amount of money the Legal Clinic has saved Amarillo College students in legal fees, an average cost of \$100.00 per hour for Paralegal hours and \$300.00 per hour for Attorney hours were the amounts used in the figures. The total came out to just over \$2Million that the Legal Clinic is saving people who use the services. Ms. Malone stated that as the Legal Clinic continues to grow, she would like to eventually be able to utilize more offices and bring in some of the Legal Studies students to intern in the Legal Clinic as part of their education.</p> <p>Ms. Malone stated that she has been working with Tina Babbs on an assessment of the Legal Studies program, pulling together information about what the program is currently doing and what can be done to improve the program. Ms. Malone stated that as of the time of the meeting, there were currently 96 students enrolled in the Legal Studies program. 75 of those students are going for their associates degrees, and 21 of them are going for certifications. Ms. Malone stated that many of the certificate students are interested in the field of study, so take the certification course in order to determine if they wish to proceed further into the Legal Studies and eventually law school. She stated that there are currently two former students that have completed the Legal Studies program that have been admitted into formal law schools, and a third student that will be taking her LSAT test for admittance to law school.</p> <p>In continuing with the discussion on assessing the program, Ms. Malone stated that they looked closely at three of the classes. The first skill that was addressed is, "can a student write a brief?" Ms. Malone stated that she utilizes an in-class assessment called "IRAC". IRAC stands for Issue, Rule, Application, Conclusion. In looking at the assignment, can the student review a document and find the issue, or the problem that the case addresses? Can the student figure out what rule would govern the problem? When the student applies the legal knowledge that they have gained, what conclusion do they come to in the case? This allows for the addressing of the legal part of the case, as well as the organizational part of the case and the critical thinking. The students have been asked to create briefs of the cases, and a rubric that has been created by Ms. Malone is used to make sure that the students are including the information needed. Ms. Malone stated that by the time a student gets to their Torts class, they should know at that point how to write the brief. A short review of the process is given, then the students are taught how to present the brief. Another area that is addresses in Michelle Tyree's class is what constitutes paralegal function versus the unauthorized practice</p>	

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of law. This means that in the midst of drafting a case brief, the student learns what they can say and what they can't say as a paralegal. They learn what the difference is between legal information and legal advice.

Ms. Malone stated that as part of the American Bar Association, she had to come up with an assessment plan. She stated that part of that was knowing what the program's mission is and knowing what the goals of the program are. Ms. Malone discussed the goals that she has set forth for the students, and how the rubrics that have been established will tie in with meeting those goals. She then went on to discuss assessment tools that will be utilized to insure that the students are meeting the goals. Ms. Malone discussed ways in which the program is following up with former students and the results of the program after the students have graduated. She also discussed ways that the program is offering ways for the students to participate in the various functions that are put on by the program, encouraging the students to network with others in the field, as well as gain experience that future employers will be looking for. The question was asked if the program's certificate is the same as a NALA's certificate. Ms. Malone stated that the certification program being offered right now is not the same as NALA's, however, she is working on ways to increase student interest in the NALA certification so that the Amarillo College Testing Center will allow for the NALA certification test.

Ms. Malone stated that additional feedback that she is receiving from offices in the area is that while our students do understand the legal side of things, they are lacking in the office management side. It was reported that they are lacking in knowledge of who to call to set up a court date, what do they need to do with a specific piece of mail, how to set up calendars, and other general office management skills. The attorneys are wanting employees that can come in and already know what to do and how to do it. Ms. Malone stated that she is considering bringing back a Law Office Management course and would need someone to teach the course. The advisory committee was asked to notify her if they know of anyone that might be qualified and willing to teach such a course. There was additional discussion about the needed skills of working in a legal office and how the program can address those skills.

Ms. Malone discussed the recent pro se clinic that was held at Amarillo College. She stated that in the past, clients and the law students that worked on the drafts would get together with the attorneys to go over what had been done and make sure that the clients' questions were answered. She stated instead of meeting with the clients individually, they met in larger groups that allowed for greater understanding by all clients. If someone asked a question, it was likely that many others had the same question, but just weren't sure how to ask it, so having them all in a group was beneficial to both the clients and those working the cases.

The next item of discussion was student portfolios and what the program is doing to assist students in building a portfolio that they can present to future potential employers when trying to get jobs. Ms. Malone stated that this year, the students were required to create an electronic portfolio. As they drafted documents, the documents were added to their electronic portfolio. The students can then provide a link to their online portfolio to show potential employers the work they have done.

Ms. Malone discussed court observation is another area of learning for the students. They are required to attend a court case and report back to the class what they observed and learned during the case. They have to present the facts of the case, what was presented, and what the outcome was. The court system has started to recognize when the students are present in a hearing and have been very helpful with the students by introducing themselves to the students and answering any questions the students may have.

Ms. Malone discussed the practicum course, reminding the committee that the practicum pulls students into the Legal Clinic to allow them to get hands on experience. She then moved on to discuss Career and Employment Preparation. In a partnership with Career and Employment services at AC, Mitch Parker, the director, has worked with Ms. Malone to

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	<p>create a two-part process for students. The first part of the process is a career and interviewing workshop. Graduates from the program were invited to come and present to the current students things that will happen during an interview – what to wear, what to expect, how to handle being asked inappropriate questions without being offensive to the interviewer, etc. The second part of the process is mock interviews. Attorneys will come in and interview the students. The students have to dress up, bring their resumes and thank you cards. They will go through the entire interview process and the attorneys will judge them and provide feedback. Ms. Malone stated that the goal is that students will either have a job waiting upon graduation or will have a job within six months. Students are also provided with resources that they can utilize to help search for jobs.</p> <p>Ms. Malone went on to discuss that the first semester of the year was focused more on fundraisers for the legal studies student club. The second semester was more focused on clinics and workshops. She stated that the biggest workshop presented was about title and payday loans and that many students needed information about those items. Ms. Malone also discussed community service that the students participated in. The LSAC students assisted in a clinic that was put on by the Legal Aid office.</p> <p>The LSAC club had six students inducted this year, and the program had eight students graduate this year.</p>
New Business:	<p>Ms. Malone asked for the committee to be thinking of ways to help bridge the gaps between students and perspective employers. She stated that one thing she had thought about in addition to volunteering in the Legal Clinic is to see if law offices would be open to taking on student interns. Ms. Malone expressed concerns about confidentiality and how that would have to be addressed. She also mentioned the possibility of future conflicts of interest. If a student volunteers in one office and later goes to work in an office on the opposing side of the case, there would need to be elements already in place to help the student handle that situation.</p> <p>Ms. Malone asked for any ideas to help recruit new students to replace the students that are graduating. She stated that she is going to continue to follow up with the students after they graduate. She will be looking at the employment opportunities that are available to the graduating students. Of the eight that are graduating, 3 already have jobs, 2 are going on to continue their education at WT, and the others are still looking for jobs. She stated that 2 of the remaining students looking for jobs have criminal histories and while that may be hindering them in finding work, she is working with Mitch Parker to aid these students. She stated has known people in the past that had criminal backgrounds and were still able to get work in legal offices.</p> <p>Ms. Malone asked if there was any other business to be discussed. No one had any further discussion points. The meeting was adjourned.</p>
Curriculum Decisions:	N/A
Other:	N/A

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Recorder Signature: /s/Robin R. Malone		Date: 3/31/2020	Next Meeting: To be announced
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