

PROGRAM COMMITTEE NAME:		Paralegal Studies Advisory Committee			
CHAIRPERSON:		Robin Malone, Program Director; Michelle Tyree, Chairperson			
MEETING DATE:	12/03/2020	MEETING TIME:	12:00 pm	MEETING PLACE:	Virtual Zoom Meeting
RECORDER:	Kathy Davenport	PREVIOUS MEETING:		04/02/2020	
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	dgekemp@sbcglobal.net
	Carl Mueller	CLAS/ Paralegal	Burdett, Morgan, Williamson & Boykin	358-8116	cmueller@bmwb-law.com
X	April Mock	Paralegal	Amarillo College, Legal Clinic	681-4805	amock@actx.edu
	Diana Hathaway	Attorney	Hathaway Law Office	322-7899	dhathawaylaw@gmail.com
X	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
	Randy Braidfoot	Director Dispute Resolution Center	Dispute Resolution Center	372-3381	rbradfoot@theprpc.org
	Amy Conner	Paralegal	Potter County DA Office	336-6730	amyconner@co.potter.tx.us
EX-OFFICIO MEMBERS					
	Becky Burton	Associate Vice President-Academic Services	Amarillo College	371-5122	bkburton@actx.edu
X	Kathy Davenport	Administrative Assistant	Amarillo College	371-5269	kathy.davenport@actx.edu
X	Dr. Edie Carter	Dean of STEM	Amarillo College	371-5335	elcarter@actx.edu
X	Mark Nair	Business Systems & Emerging Tech	Amarillo College	371-5994	manair@actx.edu
X	Michelle Tyree	P-T Instructor - Paralegal Studies	Amarillo College	290-3617	mtyree@actx.edu
X	Kristen Johnson	Advisor, Legal Studies	Amarillo College	371-5451	kajohnson@actx.edu
X	Tom Boyd	P-T Instructor – Paralegal Studies	Amarillo College		itboyd@actx.edu
	Mindy Weathersbee	AD of Library	Amarillo College	371-5462	mweathersbee@actx.edu
X	Robin Malone	Assistant Professor-Legal Studies	Amarillo College	345-5671	r0114502@actx.edu
	Hanna Homfeld	Library	Amarillo College		H0390346@actx.edu
	Tamara Clunis	Vice President of Academic Affairs	Amarillo College	371-5226	ttclunis@actx.edu
AGENDA ITEM		ACTION / DISCUSSION / INFORMATION			RESPONSIBILITY
Old Business:		Review of previous meeting minutes			
Continuing Business:		Report from Division Advisor Report on Legal Clinic Report from the Program Manager (if any) Report from each faculty member (if any)			

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	Report from Vice President of Academic Affairs (if any)	
	Report from Instructional Dean (if any)	
New Business:	Employer Evaluations	
	Membership of Advisory Committee	
Curriculum Decisions:	N/A	
Other:	N/A	
KEY DISCUSSION POINTS	DISCUSSION	
Continuing Business	Robin Malone called the meeting to order at 12:05PM. The meeting was turned over to the committee Chairperson, Michelle Tyree. Michelle began the meeting by asking for the report from the academic advisor, Kristen Johnson. Kristen reported that for the Fall of 2020, there were 9 anticipated graduates – 2 with the certificate and 7 with the degree. She stated that in total over the course of the last year from the previous Fall to this Fall, there were a total of 23 graduates. Kristen stated that there are currently 188 students declared for the Associate's Degree and 71 students declared for the certificate. She stated that there will be a few overlap that will be acquiring both the certificate and the degree. Robin asked Kristen if the current enrollment numbers were down from previous semesters. Kristen stated that yes, the numbers were down slightly. She stated that two students that she was aware of personally had to drop for financial reasons, but stated that one of those students has already contacted her about rejoining the program. Robin asked if there were any other questions of Kristen. There were no further questions of Kristen. Michelle Tyree moved on and asked if there was any old business that the committee wanted to discuss. There was none. Michelle then turned the meeting over to April Mock for an update on the Legal Clinic. April stated that for the past year, the Legal Clinic saw 78 new people. She reported that this number was without the two pro se clinics that the Clinic usually holds with the Legal Aid office. She stated that those clinics usually add approximately 25-30 new clients in addition to the ones the Clinic sees. She reported that a lot of the cases she has been working with lately involve divorces and child custody. She stated that the Clinic has seen an increase in landlord/tenant cases, as well. She stated that they have also seen quite a few cases involving car lots that are taking advantage of the students. April reported that since the clinic started, they have seen 567 students. She stated that this year, they had 206 billable Paralegal hours and 182 billable attorney hours for a total of 388 billable hours. She stated that would bill out at \$103,000. April reported that they have drafted 186 different documents. April stated that since September, they have referred 3 students to an attorney, mostly complicated child custody cases. David Kemp reported that he has been surprised at the number of expungement cases they have seen – mostly students with some sort of older criminal history that are trying to get a certification or license now that requires a clean background check. David also stated that he believes that April is correct and that the clinic will start to see even more landlord/tenant cases as the COVID protections start to run out towards the end of the year. David stated that before the pandemic, the Clinic had hosted luncheon style panel discussions and that perhaps something to think about was hosting some sort of online discussion about the landlord/tenant laws and regulations. Chris Wrampelmeier asked David Kemp about the success record of the expungement cases. David stated that the cases are typically pretty black and white as to whether the student qualifies or not, and so far, they have been successful with approximately 50% of the cases. David stated that something he sees a lot of is that young people do something that gets them into trouble and are told that if they will	

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plead guilty, they can get probation only. He stated that most don't realize how that will affect them later on down the road. Michelle Tyree asked if there have been changes to the way the clinic sees clients because of the COVID restrictions. April stated that most are still walking in as in the past. She stated that they ask the students to complete a two page questionnaire regarding any possible COVID symptoms or exposures before they are seen. April stated that Robin Malone also worked on an agreement that the students sign that states that if they come into the office, they understand that exposure is a possibility. April also went on to state that she keeps her office as clean as possible by cleaning and spraying Lysol after every in-person visit. Robin confirmed that face coverings are required and there is a plexiglass desk shield on the desk. She stated that they do encourage Zoom meetings if possible. Robin stated that they have also set up a secure email system so that can send sensitive, legal documents through the email. The student must set up an account within that system and use a password to access the account. April stated that the biggest issue they are facing right now is that Potter County has been shut down, so any cases that need to go through Potter County are having to wait. She confirmed that Randall County is still open and accepting new cases. Michelle Tyree asked if there are any further questions. When there were none, she turned the meeting over to the Program Coordinator, Robin Malone.

Robin stated that there was a virtual site visit from September 14-17, 2020. She thanked everybody who participated in the site committee. She stated that we were the first ABA site visit to be conducted virtually. She stated that we did receive the approval from the ABA, awaiting the final official approval in February. Robin stated that they were given some things to work on, one specifically being "building relationships". She stated that when the students are on campus, it is easier to keep up with students and how they are doing in their current educational goals, future goals, etc. She stated that she wants to start building relationships with Paralegal and other Bar associations, as well. She stated that another issue was employment opportunities for the graduates after they leave. She stated that they were so impressed with the program and how they manage everything. She stated that Bill McSorley who was in charge of the site visit stated that they felt like this program was being run like a law school program. Robin also stated that Mr. McSorley also stated that he wants her to do a presentation in the future about the Legal Clinic. Robin stated that the site visit allowed her to really look at the program carefully and identify some strengths and weaknesses of program and discover areas that need to be worked on. She stated that the approval is for five years, but every two years, she is to give an updated report to the ABA reporting on what we are doing to improve the areas that they suggested we work on. Robin confirmed the report by Kristen Johnson regarding the number of students they have slated to graduate at 9 students. Robin spoke about the annual AAFPE conference. She stated that due to the COVID pandemic, the expense of the conference was substantially lower this year, and the conference being held virtually allowed some of the staff the opportunity to attend the conference this year. Robin concluded by stating that the ABA and Amarillo College wanted a plan about how they were going to handle COVID to reach the students and stay effective. Robin stated that they created the COVID plan and they are sticking with the plan. She stated that as a program, they are doing everything they can to keep the students engaged and keep up with the students. Robin stated that she has a student who was slated to graduate, but sustained two gun-shot wounds. The student reached out to Robin and still wanted to graduate, and Robin stated that she was so excited for that student and so proud that even through the physical trauma, that student was dedicated to completing her education. Robin concluded her portion and asked if there were any further questions. There were none.

Michelle Tyree asked if there was anything the faculty wanted to share. Tom Boyd agreed that COVID has been a challenge for him as he prefers to be in the classroom in person, but he does believe that overall, the transition to virtual has been smooth. He stated that he agreed with Robin Malone that he has been able to communicate more with some of the students and keep up with them more easily. No other faculty had anything to share.

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	Michelle asked for the report from the Vice President of Academic Affairs office. There was no one from their office present in the meeting. Michelle then moved to the report from the Instructional Dean. Edie Carter is the new Dean of STEM, and she took a moment to introduce herself. Edie stated that she appreciates all of the work that Robin did in getting everything ready for the ABA visit and that she appreciates everybody on the board being willing to be there and continue to do the work necessary.
New Business:	Michelle then moved to New Business and Points for Discussion. Robin Malone stated that the Employer Evaluations process would be part of the initiative to reach out to area employers. She stated that there would be surveys that would be sent to the advisory committee members and other legal related members of the community to look for ways to build those relationships and help insure that the students have employment after they graduate. The next point on the agenda was membership of the Advisory Committee. Robin stated that she is open to new members of the committee and encouraged the current committee to reach out to her if they knew of anyone that would be interested in joining the committee. Robin also stated that the ABA visit prompted communicating more with some of the current students and that she feels that is one component that is missing from the Advisory Committee. She stated that she would like to bring in some students to the committee, as well, to help round out the membership. Michelle Tyree asked if there were any further questions or comments. There was nothing further, so Michelle adjourned the meeting. The meeting was adjourned at 12:35PM.
Curriculum Decisions:	N/A
Other:	N/A
Recorder Signature:	 Date: 1-26-2021 Next Meeting: To be announced