

PROGRAM COMMITTEE NAME:		Paralegal Studies Advisory Committee		
CHAIRPERSON:	Robin Malone, Program Director; Michelle Tyree, Chairperson			
MEETING DATE:	04/02/2020	MEETING TIME:	12:00 pm	MEETING PLACE:
RECORDER:	Kathy Davenport	PREVIOUS MEETING:		12/19/2019
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
<input checked="" type="checkbox"/> David Kemp	Attorney	Solo Practitioner	570-6890	dkemp@sbcglobal.net
<input type="checkbox"/> Carl Mueller	CLAS/ Paralegal	Burdett, Morgan, Williamson & Boykin	358-8116	cmueller@brmb-law.com
<input checked="" type="checkbox"/> April Mock	Paralegal	Amarillo College, Legal Clinic	681-4805	amock@actx.edu
<input type="checkbox"/> Diana Hathaway	Attorney	Hathaway Law Office	322-7899	dhathawaylaw@gmail.com
<input checked="" type="checkbox"/> Christopher Wrampelmeier	Attorney	Underwood Law Firm	379-0392	Chris.wrampelmeier@uwlaw.com
<input type="checkbox"/> Bruce Moseley	Executive Director Turn Center	Turn Center	353-3596	bruce@turncenter.org
<input checked="" type="checkbox"/> Luisa Vigil	Paralegal	LANWTX	373-4309	Vigill@lanwt.org
<input checked="" type="checkbox"/> Randy Braidfoot	Director Dispute Resolution Center	Dispute Resolution Center	372-3381	rbraidfoot@theprpc.org
<input type="checkbox"/> Amy Conner	Paralegal	Potter County DA Office	336-6730	amyconner@co.potter.tx.us
EX-OFFICIO MEMBERS				
<input checked="" type="checkbox"/> Becky Burton	Associate Vice President-Academic Services	Amarillo College	371-5122	bkburton@actx.edu
<input checked="" type="checkbox"/> Kathy Davenport	Administrative Assistant	Amarillo College	371-5269	kathy.davenport@actx.edu
<input checked="" type="checkbox"/> Dr. Carol Buse	Dean of STEM	Amarillo College	345-5621	acbuse@actx.edu
<input checked="" type="checkbox"/> Mark Nair	Business Systems & Emerging Tech	Amarillo College	371-5994	manair@actx.edu
<input checked="" type="checkbox"/> Michelle Tyree	P-T Instructor - Paralegal Studies	Amarillo College	290-3617	mltyree@actx.edu
<input checked="" type="checkbox"/> Kristen Johnson	Advisor, Legal Studies	Amarillo College	371-5451	kajohnson@actx.edu
<input type="checkbox"/> Mindy Weathersbee	AD of Library	Amarillo College	371-5462	mlweathersbee@actx.edu
<input checked="" type="checkbox"/> Robin Malone	Assistant Professor-Legal Studies	Amarillo College	345-5671	rm114502@actx.edu
<input checked="" type="checkbox"/> Hanna Homfeld	Library	Amarillo College		H0390346@actx.edu
<input checked="" type="checkbox"/> 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) Report from Vice President of Academic Affairs (if any)			

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	Report from Instructional Dean (if any) Report on Library Resources for Legal Studies students	
New Business:	N/A	
Curriculum Decisions:	N/A	
Other:	N/A	
KEY DISCUSSION POINTS	DISCUSSION	
Continuing Business	<p>This meeting of the Legal Studies advisory committee was the first to be held virtually using Zoom meeting. Robin Malone prefaced the meeting by confirming with Michelle Tyree, the meeting chairperson, that there were not enough voting members present to review the previous meeting's minutes at the first of the meeting. Dr. Malone requested that the review of the minutes be postponed until the end of the meeting, if enough members joined during the meeting. She stated that if by the end of the meeting there were still not enough members present, the minutes would be emailed to the committee to be reviewed and voted on remotely.</p> <p>Michelle Tyree called the meeting to order at 12:05PM. She began the meeting with Kristen Johnson, the program advisor. Kristen discussed current and previous enrollment numbers for the program. She further discussed ways that students can get greenlighted for the program and stated that students can contact her at any time if they have questions about the program or how to get started in the program. Robin asked if there were any further questions for Kristen, and when there were none, the meeting continued.</p> <p>Michelle then moved the meeting forward to April Mock, the Paralegal for the Legal Clinic, for an update on the Legal Clinic. April stated that the Legal Clinic will begin pushing information through to their social media accounts. She stated that information provided will be legal issues that could become more prevalent and necessary during a quarantine shut-down. She continued to discuss various legal programs and assistance programs that the Legal Clinic will be offering throughout the shut-down period. April internet connection was lost, so Robin Malone picked up where April left off. Robin stated that the Legal Clinic has reached out to all of the active clients, notifying each that the Legal Clinic is still working on their behalf. If one of the Legal Clinic members was going to be contacting the clients, they were notified of who would be contacting them. Robin stated that each client was assured that the Legal Clinic staff member assigned to their case would be meeting with them virtually. Robin also stated that new clients would now be able to complete the new client questionnaire virtually through Google Forms. She further stated that they are working to assure all clients that the Legal Clinic will continue to operate throughout the shut-down. Robin stated that she and David Kemp were going to participate in an "Ask The Attorney" forum through social media, allowing students to ask questions on predetermined topics on those certain dates. Robin stated that April Mock has been working diligently to get all client files scanned into the computer so that they would be accessible remotely. Robin also stated that security is a concern, so she will be looking further into encryption of the files to ensure that client information is secure and kept confidential. Mark Nair stated that he is familiar with encryption and he would get with Robin to go over the best options for her needs.</p> <p>Michelle Tyree moved the meeting to the report from the program director. Robin Malone. Robin stated that the program has seven students that qualified for LEX, the Legal Studies honor program. She stated that she will still be conducting exit interviews with her graduating students, stating that it will be conducted virtually through Zoom. Robin stated that she and Mark Nair have met with Tina Babb. She stated that Tina gave some good information about the program and how to improve the rubric's for the program. Robin stated that she will be meeting with Tina off and on moving forward</p>	

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to insure that the program is updated and is running as efficiently as possible. Robin stated that the assessments completed by the students have shown that there are two main concerns that they students have. She stated that Law Office Management is one concern the students have – how to answer phones, take messages, keep files, etc., within a law office. Robin stated that the other concern that students have expressed is Legal Terminology. Robin stated that the program used to have dedicated classes for each of these areas, but that over time, the classes fell away and the instructors in other current classes were entrusted with teaching some of that information inside the classes. She did state that she is strongly considering bringing those classes back in as full classes. She stated that the program advisor, Kristen Johnson, has let her know that students have asked quite often about the Legal Terminology. Robin stated that she will be looking at reinstituting that class first at some point in the future.

Robin stated that for service learning for the students, there is a temporary hold on that. She stated that the pro-se divorce clinics are typically funneled to the college through the Legal Aid office. The students will then work on the cases and have a clinic night where they get to meet with the people they have worked on the cases for. Robin stated that they will help with the service learning for the students. She further stated that court observation is also on hold at this time as courts are currently closed. Robin stated that she is looking into new and creative ways to handle the court observation part for the students during this time. Robin stated that she has been looking at other avenues of new curriculum. She stated that she has been meeting with Bruce Moseley to discuss a new advocacy program. She stated that the way the ARD program is written, the advocate does not have to be a lawyer. She stated that the new class they are looking to present would teach the Paralegal students how the ARD system works so that they are qualified to be parent advocates. Robin stated that another program they are looking to add to the curriculum is mediation. She stated that she has already been meeting with Randy Braidfoot, who is the director of the mediation center in Amarillo, and they continue to work together to create a mediation program to add to the curriculum.

Robin then continued on stating that there had originally been an on-site visit with the American Bar Association scheduled for April, but due to the pandemic, that visit has been rescheduled for September. She stated that the ABA would want to sit in on an advisory committee meeting. She stated that while the committee meetings typically take place at the end of the semester, this would be in September for the on-site visit. Robin also stated that the advisory committee would be sent out a survey to complete, asking them for information and suggestions on ways to make the committee meetings more robust. She asked that the committee be on the look-out for the surveys and to please complete it when received.

Robin asked if anyone had any further questions or comments. Chris Wrampelmeier stated that he really liked the idea of mediation training. He stated that when he attended mediation training, half of the class did only litigation type mediation, but others worked for government agencies or large businesses and they handled mediations within the businesses – interoffice disputes and other things like that. He stated that learning mediation techniques can open up new areas of employment for the students.

Michelle Tyree moved the meeting forward to reports from each faculty member. Michelle started with a report on her class. She stated that she has had to tweak a bit one of her big assignments, which is a scavenger hunt where the students get together in groups and go to various places around town. She stated that due to the pandemic and social distancing, she had to adjust that assignment. She stated that she has cut down the number of places that the students had to go to, and she changed the photo required so that the students could still go to the places of interest, but not have to physically get out and go inside the places. She stated that she held her first class since the shut-down the night before, and was pleasantly surprised at the number of students that showed up for the class and that despite the new challenge of a virtual class, there was still a lot of discussion amongst the students. Michelle also stated that she noticed that there were a few students who didn't normally speak up in the classroom that did ask questions through the chat

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feature on the virtual meeting, and she stated that she liked that because it showed that they understood what was going on and they got it. Robin Malone inserted that she and the staff are working together to provide various ways for the students and the staff to keep in touch and allow the students as much access as possible to the instructors.

Michelle asked Becky Burton if there was anything from the office of Academic Affairs that she would like to share. Becky stated that the Ware Student Commons building is still open, and students can access the Underground if they need to use the computers or the library. She stated that there is some strict screening before students are allowed entrance to the facilities. She stated that they are doing their best to assist the students with any technology needs they might have. Becky stated that they will continue with Summer and Fall registrations as planned, and they will continue to do everything they can to meet the needs of all our students. The question was asked of Becky if they expected to see a rise in student enrollment due to the economic decline. She stated that they do typically see a rise in enrollment after any sort of economic decline. She stated that they don't expect much of a rise during the Summer, but that they do expect to see a rise in the Fall.

When there were no further questions for Becky, Michelle asked for updates from Carol Buse. Carol stated that Becky Burton had covered most of what she was going to cover. She did state that any social media updates should be shared with College Relations, as well. Carol had no further information to share.

Michelle then mentioned old business. She confirmed with Robin Malone that there were still not enough voting members present to review the previous meetings minutes. Robin confirmed that the minutes would be sent via email to the committee for review.

Michelle turned the meeting over to Hanna Homfeld to discuss the AC Library. Hanna stated that they have one Law LibGuide available, but that they can build many more as needed. She stated that as certain topics are discussed on the social media accounts, a LibGuide can be created to go with it, providing further information. She stated that there is also available a chat box that allows the students to contact a librarian directly if they need help. Hanna stated that LibGuides can be created for specific assignments, as well. She continued to discuss other LibGuides that are currently available, as well as other news resources that are available. Hanna stated that the library has the option to purchase books that may help students with research or study materials for any certification exams they are required to take, so if the program wants specific books purchased, let her know and they can look into that. Robin Malone stated that one of the main reasons she wanted to do the LibGuide was that she had discovered that resources outside of LexisNexis were limited for the students, so when they could not find the information they needed in LexisNexis, they would google the information. She stated that she really wants to move the students away from that, so she really appreciates what the library has done with the LibGuides. She stated that she believes that the ABA will be impressed with what the library has done to help students with access to different materials. Robin stated that she really wants the students to be able to do research in law books because technology may not always be available, and the students need to know what to do in the case that they don't have access to the internet.

There were no further questions for the library, so Michelle asked if there was any new business to discuss. Robin Malone stated that there was no new business.

Tamara Clunis asked to address the committee about the Perkins Grant. She stated that the Perkins Grant requires feedback from the advisory committees all across the campus. She stated that all of the advisory members should have received from Amarillo College a link to a survey. She stressed the importance of completing this survey. She stated that survey will help the college to determine which programs receive Perkins Grant funds. Dr. Clunis further stated that

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	the college will be reaching out to certain members of the advisory committee to participate in focus groups. She asked that members of the committee interested in the focus groups to contact Robin, and Robin to contact Dr. Clunis. Michelle asked if there was any further business to discuss. Robin took a moment to thank everybody for joining the meeting. The meeting was adjourned at 12:48PM.		
New Business:	N/A		
Curriculum Decisions:	N/A		
Other:	N/A		
Recorder Signature:	Date:	Next Meeting:	
Robin R. Malone	1/25/2021	To be announced	