

PROGRAM COMMITTEE NAME:		Paralegal Studies Advisory Committee			
CHAIRPERSON:	Robin Malone, Program Director; Michelle Tyree, Chairperson (absent this meeting)				
MEETING DATE:	05/04/2021	MEETING TIME:	12:00 pm	MEETING PLACE:	Virtual Zoom Meeting
RECORDER:	Kathy Davenport		PREVIOUS MEETING:	12/03/2020	
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
	Luisa Vigil	Paralegal	LANWTX	373-4309	Vigill@lanwt.org
	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					
	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
	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
X	Emily Gilbert	Library	Amarillo College	371-5462	mlweathersbee@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 Coordinator (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	
Curriculum Decisions:	Membership of Advisory Committee	
	N/A	
Other:	N/A	
KEY DISCUSSION POINTS	DISCUSSION	
Continuing Business	Robin Malone called the meeting to order at 12:05PM. Due to COVID-19 restrictions, the meeting was held virtually via Zoom. Michelle Tyree was unavailable, so Robin Malone chaired the meeting. Robin asked Kristen Johnson, the program Academic Advisor to give her report on the current numbers of the program. Kristen spoke about the various certificates and degrees and the number of students in each program. The AAS degree has 153 active students, while the certificate has 57 active students. In the AAS degree plan, there were 8 graduates in the Fall of 2020; 4 graduates in the Spring of 2020; 7 potential graduates for the current 2021 Spring term. For the certificate plan, there were 2 graduates in the Fall of 2020, 5 graduates in the Spring of 2020, and 3 potential graduates in the current 2021 Spring term. Robin then turned the meeting over to April Mock for an update on the Legal Clinic. April stated that during the course of the 2021 year, they had 30 new cases: 12 Civil cases, 4 Criminal cases, 10 Family Law cases, and 8 divorce cases. April reported that they were holding several divorces for county filing. Due to the pandemic, many courts were shut down and unable to accept new filings. These courts have just recently started to reopen, so getting the older cases filed has been a priority. Dave Kemp stated that he had been surprised at the number of cases and the variety of the cases that they had seen so far this year. He stated that he felt like April's estimation of 30 cases was a bit underestimated. He stated that there have been several that they have had to refer out to lawyers. Robin Malone stated that they have also had the pleasure of adding a student intern for the semester. The student is scheduled to graduate later in the month. She was able to work on a few cases and sit in on some interviews with clients. Robin also stated that the student had two job interviews in the recent weeks and received offers from both. She stated that the student is going to accept the job offer from a local firm. Robin Malone moved on to give her report of the program. She stated that there has been a lot going on, in spite of the COVID pandemic. She stated the program will now offer a mediation class that will be starting in the Spring of 2022. It will be a 3-hour, 16-week course. Robin stated that there is a real need for mediation, and there is a need for our students to understand the ins and out and where Paralegals fit into that. She stated that there are Paralegals that are certified, so that can be another employment opportunity for the students. Robin further stated that the program was also approved for a Law Office Management course. She stated that they spoke with attorneys in the area that commented on students coming into their offices not really having the set of skills that they need to properly manage a law office. Robin stated that this course will be specific to law offices: knowing how to use basic computer programs, how to manage a calendar, how to contact a court, how to maintain a data base. She added that this course will begin in the Spring of 2022, as well. Robin announced that the program has been approved for a new grant that will focus on the Special Education Advocacy Certificate and clinic. She stated that they will be working with three main groups. She stated that the first	

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group focus will be parents and students of Amarillo Independent School District. She stated that her research shows over 4,000 students are receiving services and accommodations through the Special Education program. She stated that they want to be able to give the parents the tools that they need to be able to advocate for their child. She added that this will also give our students the tools that they need to advocate with and for these families, as well. Robin stated that the grant will also be looking at some Education students. She stated that they want to partner with the Education Program and share some of the courses to help bolster this new certificate. Robin stated that the clinic portion will focus mostly towards educating the public about their rights and responsibilities with their children. Robin stated that the main idea of this program is empowerment. "Knowledge is Power". She stated that she really wants to give students and parents the knowledge to advocate for their children. Robin stated that the clinic will be holding workshops and having speakers come in, so she asked that anyone on the committee that knew anyone who might be able to help, to please let her know. Robin also stated that she would like to have some of the Legal Studies students help in the clinic to learn more about the Special Education Advocacies. Robin stated that the grant is for \$22,000, so they will be doing some hiring, but the grant clinic will fall under the clinic that they already have in place. Robin stated that when they spoke with the Texas Bar Association, the Association remembered the way Robin had previously implemented the grant for the Legal Clinic and how impressed they were with that set up. Robin added that the Legal Studies program is in the process of Program Assessment. Robin stated that she has been grateful for the help from Tina Babb. She stated that it is easy when you work within the program from day to day to overlook the big picture. She added that this assessment will let them take a look at what things are working and what things need work, and it will help them to develop a strategy to continue to improve the program. Robin stated that they are focusing on three classes, and the students in those classes are working on artifacts that will be reviewed by herself, Tom Boyd, and Michelle Tyree. She stated that they will be reviewing the artifacts to make sure that the students are learning what they need to in order to be successful. Robin stated that for her class, she gave the students a simple case. She said that the students will need to learn IRAC: the Issue, the Rule, Application, and Conclusion. Tom Boyd attended the meeting via phone call. Robin turned it over to him. Tom stated that he is teaching Legal Research and Writing. He stated that he is teaching the students how to write a legal memo by giving the students a facts situation and they must identify the legal issues and write a memo about the legal issues and answer the questions based the legal authority that they can find. Robin Malone then discussed Michelle Tyree's class of Legal Interviewing and Investigating. Robin stated that Paralegals do a lot of interviewing and investigating, and she will be focusing on making sure that the students ask the right questions and avoid giving legal advice that they are not allowed to give. Robin stated that the final thing she wanted to discuss about the program was recruitment and job training. Robin stated that she and Dean Edythe Carter had a meeting with Cassie, who is in our recruitment program. She said that they discussed ways to tap into the General Studies students and possibly Paralegals already working that might want to enhance their skills. Robin stated that they also want to in the future look at AISD AMTech Career Academy and the Law pathway within that program. She stated that she wants to make sure that they form the proper connections and not upset any connections that already exist. Robin stated that she will be meeting with Tony Gray who manages AC's Earn and Learn program to see if the Legal Studies students can benefit from that program. Robin stated that the program has been really busy laying groundwork for the future, and she is excited to see the fruits of that labor. Robin stated that one final thing she wanted to mention was the Legal Studies Honors students. She stated that there is one student who will be inducted into the Legal Studies Honor Society, Michelle Turner. Robin stated that the Outstanding Graduate in the program is Candace Campbell. Robin stated that Candace has overcome a lot in her life, so Robin is excited to see what she will be able to contribute to the profession.

Robin stated that she had no more program information and asked if there were any questions. No one asked any questions.

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Robin asked if there were any updates from any of the faculty members. Tom Boyd stated that he didn't really have anything to add to what Robin said, but stated that he did get a chance to visit with Candace Campbell. He stated that Candace just gave him a summary of what she had been through and that it really is amazing what all she has overcome.

Robin asked if there was any report from the Vice President of Academic Affairs or from the Institutional Dean. Dean Edythe Carter stated that she wanted to touch base on the discussion with the AC recruiter. She stated that it was very positive, and that in the program review, they discovered that there are job openings in the area if we can turn out more graduates. The jobs would allow the students to stay in the Amarillo area. Edythe then stated that she is so proud of Robin and her team for securing this grant, and thanked Robin for her leadership. Chris Wrampelmeir stated that he had sent over some job listing looking for assistants and Paralegal assistants. Robin stated that the intern she had spoken about earlier had applied for two of those that Chris had sent over and that they were the two offers that she received. Robin stated that she really appreciated Chris sending those over. Mark Nair stated that Chris does bring up a good point about the job market in the area. He stated that so often, the jobs are spread more through word of mouth and that "somebody knows somebody", but we are looking to get that more optimized with one central point of information. Chris stated that soon he will be in a new position where he will be the point of contact when law offices have Paralegal needs. He will have a list of email addresses and when the need arises, he will be able to send out information to Robin so that she can share the information with the students. Chris stated that he is hoping this system will work better than the word of mouth system.

Robin asked if there was any new business or new points of discussion. There were none.

Robin asked Emily Gilbert with the AC Library to discuss the new LibGuide that they worked on together. Emily stated that they revamped the guide that was already in place when Robin went through the ABA re-accreditation. She explained that the lib guide is a place of supplemental resources to help the students as they are going through the program. Emily stated that it is a live website guide so it can be adjusted or added to quickly if needed. Emily shared her screen with the meeting to show everybody what the lib guide looked like. Emily pointed out the various features of the lib guide, including a live chat that is manned by either the AC librarian or after hours, by other librarians that understand how to find information and do research. She also pointed out that there are other legal websites and associations, databases that the students have access to, books and periodicals, and a list of Frequently Asked Questions as well as a direct contact link to Emily if additional help is needed. Robin stated that they want students to understand that Google is not really a valid research tool and that there are other ways of doing research. She stated that she really wants the students to be aware of other research tools available to them.

Robin stated that she didn't have anything else to add. She stated that she wanted to thank everybody on the call for all that they have done to help.

New Business:

With no further questions or comments, Robin adjourned the meeting.

The meeting was adjourned at 12:35PM.

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Curriculum Decisions:	N/A	
Other:	N/A	
Recorder Signature:		Date: 10.4.2024
	Next Meeting:	To be announced