

PROGRAM COMMITTEE NAME:		Paralegal Studies Advisory Committee			
CHAIRPERSON:	Robin Malone, Program Director; Michelle Tyree, Chairperson				
MEETING DATE:	04/22/2022	MEETING TIME:	12:00 pm	MEETING PLACE:	Virtual Zoom Meeting
RECORDER:	Kathy Davenport		PREVIOUS MEETING:	12/02/2021	
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 / Legal Clinic	AC Legal Clinic	570-6890	dgkemp@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
	Christopher Wrampelmeier	Attorney	Underwood Law Firm	379-0392	Chris.wrampelmeier@uwlaw.com
	Bruce Moseley			353-3596	
	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
X	Becky Wilson	Paralegal	Law Office of Joe Marr Wilson	374-7758	jmw@joemarwilson.com
	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
	Dr. Edie Carter	Dean of STEM	Amarillo College	371-5335	elcarter@actx.edu
	Michelle Tyree	P-T Instructor - Paralegal Studies	Amarillo College	290-3617	mltyree@actx.edu
	Kristen Johnson	Advisor, Legal Studies	Amarillo College	371-5451	kajohnson@actx.edu
	Tom Boyd	P-T Instructor – Paralegal Studies	Amarillo College		itbovd@actx.edu
	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
X	Jon McGuire	Assessment Coordinator Institutional Effectiveness	Amarillo College	371-5918	jrmcguire22@actx.edu
AGENDA ITEM		ACTION / DISCUSSION / INFORMATION			RESPONSIBILITY
Old Business:		Review of previous meeting minutes			
Continuing Business:		Report from Division Advisory, if any			

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	Report on Legal Clinic, if any Ex-Officio Member Reports Old Business	
New Business:	Assessment	
Curriculum Decisions:	N/A	
Other:	N/A	
KEY DISCUSSION POINTS	DISCUSSION	
Continuing Business	Robin Malone called the meeting to order at 12:13PM. The meeting was held virtually via Zoom. Attendance was low, so Robin Malone chaired the meeting. Robin began the meeting by thanking those who were able to attend. There were not enough in attendance to review the previous meeting's minutes. The first item on the agenda was to discuss Assessment. Jon McGuire works with Amarillo College as the Assessment Coordinator and Institutional Effectiveness. Robin turned the meeting over to Jon. Jon introduced himself, and began by explaining what his role was with Amarillo College. He asked for the ability to share his screen, which Robin was able to grant him. He shared his screen to show the assessment process for Legal Studies. He started off by showing the curriculum maps for Legal Studies. Jon stated that the curriculum maps are developed in a variety of ways and that they typically consist of the course requirements for the program. He stated that because they are course and program specific, various programs might have different goals and course outcomes. Jon pointed out that each goal has a set of learning outcomes specific to the goal they are assigned to. Under each goal is a way to measure the progress of each goal. The learning outcomes are also measured which will help determine the measured success of the main goal. Jon took a minute to go over the learning outcomes that Robin had specified for a few of her classes. He stated that this is a very good practice to have because it not only focuses on a wide range of learning outcomes for the classes, but it also is a wide range of courses. Jon stated that Robin has chosen four different learning outcomes for four different courses. Jon stopped sharing his screen at this time and stated that this was process for determining the learning outcomes for an assessment cycle. He further stated that the assessment cycles run on a three-year cycle. He stated that the first cycle is known as the "Academic Cycle" (Fall 2022 - Spring 2023), in which there will be one round of assessment for the learning outcomes in the specific courses. Jon stated that the next academic year, Fall 2023 - Spring 2024, will be an off-year in which the results will be analyzed. He stated that with the results of the assessments, Robin will be able to review with her faculty and determine if there are changes in the curriculum that need to be made or any course redesigns that need to be made. Jon turned back on the screen sharing option. He stated that in order to assess the courses, there is a rubric that is developed. He went over the rubric set up and how it shows what skills are needed for each learning level of the rubric from "Exemplary" to "Zero". He showed that in a particular course, the majority of the students were scoring in the "Proficient" category, which he said was good for the course.	

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	Jon went on to discuss the third academic year of the assessment process. Fall 2025 – Spring 2026. Jon stated that it is during this third academic year that the program will implement the changes that were developed during the off year. He stated that this the second assessment period in which ideally the same courses will be assessed to determine if the changes implemented were successful. Jon stated that at the end of the third academic, the final report is completed which covers the results of the first year assessment, any changes that were created and processed during the off year, and the second assessment completed in the third year. Jon stated that while Robin's students were doing well in the courses, she had expressed to him that she felt like they could do better. He stated that the key to assessment that he lets every program know is that the results aren't so much about always doing better as much as about always seeking improvement. He stated that is more about continuous improvement and always striving to be the best that they can be. He stated that the results won't always be positive, but in some cases, they are. He stated that if they get a set of results that show continuous improvement, he will suggest that maybe a different learning outcome should be assessed in the next round of assessments. He also stated that it depends on how the curriculum is going with the feedback of the advisory boards and such. He stated that he always available for questions regarding the assessment process. Robin asked if there were any questions for Jon. There were none. Robin thanked Becky Wilson for attending the meeting, and stated that she relies on her faculty to assist with the process so her faculty of Michelle Tyree and Tom Boyd have been active in helping her identify some of the goals and learning outcomes. Robin stated that she would like to include Becky and Dave Kemp in that process, as well, to make sure that there is a well-rounded set of assessment goals. At this time, Jon McGuire signed out of the meeting. Robin stated that she would go ahead and adjourn the meeting at that time. She stated that she wanted everybody to be aware of the process and that she wanted the Legal Studies program to be the best that it could be. She thanked those that attended the meeting.
New Business:	With no further questions or comments, Robin adjourned the meeting. The meeting was adjourned at 12:35PM.
Curriculum Decisions:	N/A
Other:	N/A

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Recorder/Committee Chair Signature: 	Date: 9.19.22	Next Meeting: To be announced
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