

PROGRAM COMMITTEE NAME:		Paralegal Studies Advisory Committee			
CHAIRPERSON:	Mark White, Program Director				
MEETING DATE:	11/20/2023	MEETING TIME:	11:30 a.m.	MEETING PLACE:	
RECORDER:	Kathy Davenport			PREVIOUS MEETING:	
COMMITTEE MEMBERS					
List all members of the committee, then place an X in the box left of name of those present					
Practicing Lawyer					
	Jennie Knapp	Underwood Law Firm	jennie.knapp@uwlaw.com	(806) 379-0326	Attorney
X	Chris Wrampelmeier	Underwood Law Firm	chris.wrampelmeier@uwlaw.com	(806) 379-0392	Attorney
Paralegal Manager					
X	Vicki Wilmarth	Wright Wilmarth Byrd, PLLC	vicki@wwb-law.com	(806) 372-3100	Attorney
Paralegal - Private Firms					
X	Amber Griffith	Farris Parker & Hubbard PC	agriffith@pf-lawfirm.com	(806) 374-5317	TPPA Secretary
X	Cindy Williams	Perdue Brandon Fielder Collins & Mott LLP	cwilliams@pbfcmlaw.com	(806) 374-5317	TPPA President
X	Reba Cochran	Simmons & Odle, P.C.	reba@ssbtxlaw.com	(806) 364-6801	NALS President
Paralegal - Public Sector					
	Sandra Hall	Legal Aid of NWTX	halls@lanwt.org	(806) 373-6808	Paralegal
X	Mary Ellen Romero	Potter County	maryellenromero@co.potter.tx.us	(806) 379-2255	Paralegal
X	Angel Morland	Potter County	angelmorland@co.potter.tx.us	(806) 379-2255	Paralegal
Program Faculty - FT or PT					
X	Erica Anderson	Mullin Hoard & Brown LLP	eanderson@mhba.com	(806) 337-1124	Paralegal
	Becky Wilson	Joe Marr Wilson Law Firm	jmw@joemarrwilson.com	(806) 374-7758	Paralegal
School Administrators					
X	Edythe Carter	Amarillo College	elcarter@actx.edu	(806) 371-5335	Dean

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X	Adrine Harrell-Carter	Amarillo College	ajharrellcarter@actx.edu	(806) 345-5671	Faculty Chair - Business
Members of General Public					
X	Stephanie Leuthen	Opportunity Plan - Canyon	sleuthen@opportunityplan.com	(806) 655-2528	Office Manager
X	Mark White	Amarillo College	mdwhite@actx.edu	(806) 371-5143	Executive VP and General Counsel
X	Lisa Venhaus-Gray	Amarillo College	l0103740@actx.edu	(806) 371-5144	Paralegal
X	April Mock	Amarillo College	a0158520@actx.edu	(806) 345-5670	Paralegal
X	Ryan Francis	Amarillo College	rfrancis@actx.edu	(806) 335-4229	Coordinator Perkins Activities
X	Kathy Davenport	Amarillo College	kathy.davenport@actx.edu	(806) 371-5269	Administrative Assistant
AGENDA ITEM		ACTION / DISCUSSION / INFORMATION			RESPONSIBILITY
Old Business:		Review of previous meeting minutes			
Continuing Business:		Report from Division Advisor, if any Ex-Officio Member Reports			
New Business:		BLC Orientation Mark White Discussion Retirement of Dave Kemp Recruitment for Mediation Class Adjunct			
Curriculum Decisions:		N/A			
Other:		N/A			
KEY DISCUSSION POINTS		DISCUSSION			
Continuing Business		The meeting began at 11:30 with Kathy Davenport taking a roll of guests in attendance and introductions.			

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Mark White turned the meeting over to Ryan Francis to explain what the BLC does. Ryan explained that the BLC model is meant to help improve business engagement and improve workforce training. Ryan emphasized that the BLC is really a group of coleaders and that they will be giving us guidance to make sure that we are providing the best possible students for the jobs available. He further explained that the BLC will need to meet around 3-4 times per year in order to review everything completely, possibly more frequently if there are major curriculum changes being discussed. Ryan presented some slides with more information about how the BLC works and what the various terms within the BLC discussion mean. He explained the KSA – knowledge, skills, abilities – and that the BLC will be asked to rate the importance of the KSAs presented by the Legal Studies program. Ryan asked if there were any questions regarding the BLC and how it works. There were none, so Mark White moved the meeting forward.

Mark introduced his Paralegal, Lisa Gray, stating that she recently attended a conference for the American Association for Paralegal Professionals (AAPPE), and he asked her to share a bit about what she learned. Lisa stated that she learned a lot about the ABA and that there are a lot of rules and regulations that the BLC/advisory committee needs to follow to stay in compliance with the ABA. Mark confirmed that there are a lot of rules and that we will be looking to the BLC members to help make sure that we are in compliance with those rules.

Mark asked Adriene Harrell-Carter to introduce herself and talk about what her role is. Dr. Carter introduced herself and explained that she assists with the program in helping assign teacher to classes, assisting with ABA compliance. She stated that there is a report that will be coming due to the ABA soon as part of our accreditation, and she will be assisting with that report. She stated that she handles a lot of the day-to-day operations of the program such as assisting teachers with any issues that may come up and helping students if needed.

The next item on the agenda was textbooks. Dr. Carter stated that we are currently in communication with Cengage to see about updating all of the Legal Studies textbooks. She stated that any textbook that has a newer edition will be updated. Mark confirmed that the BLC may be asked to review and/or approve those textbooks from time to time.

Mark asked Lisa to talk about where the program sits today on computer-based platforms. Lisa stated that we are currently using LexisNexis Advanced for our student's research, and WestLaw Form Builder to draft. She stated that they are looking to do everything through LexisNexis. She stated that Lexis has a new program where students check out online textbooks and do all the work through the online textbook, so they are looking into implementing that, as well. Mark stated that we recently began using WestLaw to replace ProDocs, but that we will eventually move to using all Lexis products and services.

Mark moved to the next agenda item which was internships and job placements. Mark stated that the BLC members would be one of the first places that we would go to for those internships and jobs. Mark asked Dr. Carter if she had anything to add about that. Dr. Carter stated that there are some things that are being discussed, but nothing that can be released just yet. She did state that she will let them know when they can release more information. Mark stated that he spoke with the Dispute Resolution Center, and they would like to have some of our students help with mediations there. He stated that there will be discussions about internships at the law offices if possible. Dr. Carter spoke up at that time that there are opportunities within the AC Legal Clinic, as well. Mark stated that in addition, the Legal Aid of NorthWest Texas is going to be hiring a lawyer to work on campus. He stated they were conducting interviews last week for that position and there will be opportunities there. Mark confirmed that April Mock, the Paralegal for the Legal Clinic, will continue to work for Amarillo College, but will work for the Legal Aid lawyer.

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Mark then spoke about adjunct faculty. Mark stated that because we do not offer every course every semester, the academic advisors work very hard to make sure that the students get what they need. He stated that we will be needing some adjunct instructors to teach some of these classes – some of which will be on-line and some are in-person. He stated that we will always be looking for adjunct faculty as we may need to offer more classes per semester as classes grow. A question was asked about the time frame of the internships – one semester or one month? Dr. Carter answered that we will need to check with the ABA to see if they have any policies regarding the internships.

Edie Carter spoke up about the Fall term classes. She stated that there was an increase in enrollment for the Fall, and we did have to expand the Intro to Law and the Legal Profession class into two sections. She listed off the rest of the classes that were offered in the Fall, as well as what will be offered in the Spring. She commented on the enrollment numbers so far for Spring and stated that a couple of the classes are already large enough to full make with only a couple of weeks of enrollment time so far. She stated we are really excited about the growth in the program.

Mark asked if we had faculty to cover all the classes. Edie and Dr. Carter stated that we are in the process now of hiring additional adjunct instructors. She stated that two classes in particular, Interviewing and Investigating and Civil Litigation need instructors. She asked that if anyone on the BLC would like to teach themselves, or if they knew someone who would like to teach, to please reach out to her. Dr. Carter provided her email address for contact. The question was asked what the qualifications were to teach. April Mock confirmed that Paralegal certification from either NALA or the state. Edie added that a lawyer was also qualified to teach. Mark stated that young lawyers just coming out of law school would be good. He stated that teaching would look good on their resume, and mentioned that they are young enough to still be interested in the material and would have a fresh perspective to share with students. Dr. Carter spoke up and added that there is approximately a 30-day time period for the hiring process, so if anyone is interested or knows someone who is, please reach out as soon as possible.

Mark stated that he doesn't have any additional new business. He stated that he'd like to discuss future meetings, confirming that they will need to meet probably three or four more times in the future. He asked about the preferred method of the meetings – Zoom or in person. The group agreed that a little of both would be best. Mark stated that he would like the group to get to know each other a little better to help them work together better as a team. One of the committee members asked for clarification on the adjunct faculty position – she asked to clarify the details of what would be required of an adjunct as far as in-person classes or online, etc. Edie stated that it will really all depend on the instructor's specialty and which class they are teaching. She stated that if anyone is interested or knows someone who is to please contact Dr. Carter for more information. Mark asked Edie to go over the qualifications again for a Paralegal to be able to teach. Edie explained that the NALA certification or the Paralegal certification from the state of Texas are required for Paralegals. She also stated that any lawyer can teach as long as they are an active lawyer. Erica Anderson asked if there was any way that they could see the guidelines so that she could make sure as an adjunct that she is teaching what the ABA requires. April Mock answered that yes, there are guidelines available, and also stated that each class is expected to complete and submit an IRAC. Edie Carter explained that Erica has been teaching with us for a while and asked if Erica would mind sharing a bit about her experience as an adjunct. Erica stated that she is a student at heart who loves to learn and teach. Erica stated that she finds the student's perspective very interesting. Mark asked if Dr. Carter would discuss the process of what an adjunct needs to do if they have to miss a class for any reason. Dr. Carter stated that they would need to contact herself or Mark and let them know they were going to miss. She stated that if the absence was preplanned and something the instructor cannot get out, they can preplan an assignment the students can work on online or the adjunct can request a substitute teacher for the night. She stated that the college will work with the teacher if an absence is needed. Mark stated that he is teaching a Tuesday night class, but once per month, he will have to miss the class because the Board of Regents meet at the same time. He stated that he is

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	teaching Mediation, and he has reached out to two Mediators that can come and guest lecture for his class on the nights that he will have to miss. With no further questions, Mark White asked about when the next meeting should be and if it should be in person or via Zoom. There was some discussion and decided that the next meeting would be around late February to early March and would be held in person. Ryan Francis stated that the next meeting is going to be a bit more involved with the discussion of skill sets, so it will be more engaging.		
New Business:	With no further questions or comments, Mark White adjourned the meeting.		
Curriculum Decisions:	N/A		
Other:	N/A		
Recorder Signature:		Date: <i>11-27-2023</i>	Next Meeting: To be announced