

PROGRAM COMMITTEE NAME:		Paralegal Studies Advisory Committee			
CHAIRPERSON:	Adrine Harrell-Carter, Interim Program Director; Michelle Tyree, Chairperson				
MEETING DATE:	04/25/2023	MEETING TIME:	12:00 pm	MEETING PLACE:	Washington Street Campus, Ware 207
RECORDER:	Kathy Davenport	PREVIOUS MEETING:		12/06/2022	
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	Becky Wilson	Paralegal	Joe Marr Wilson Law Firm	374-7758	
	Christopher Wrampelmeier	Attorney	Underwood Law Firm	379-0392	Chris.wrampelmeier@uwlaw.com
	Luisa Vigil	Paralegal	Legal Aid of NorthWest Texas	373-4309	VigilL@lanwt.org
	Amy Conner	Paralegal	Potter County DA Office	336-6730	amyconner@co.potter.tx.us
	Connor Clark	Legal Assistant	Morgan Williamson	358-8116	cclark@mw-law.com

Advisory Committee Meeting Minutes

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	Michelle Tyree called the meeting to order at 12:08PM. Introductions were made around the room before a brief review of the previous meetings minutes. Tom Boyd motioned to approve the minutes. Dave Kemp seconded the motion. The minutes were approved. Following the approval of the minutes, Michelle turned the meeting over to Linda Munoz for BLC Orientation. Linda began by explaining that Amarillo College has adopted a Business Leadership Council (BLC) model after extensive research showed that the old "advisory committee" model wasn't working the way it was meant to work. She stated that the college was telling the advisory committee what we were doing, but we weren't getting feedback from the committee as much as we needed to be. She stated that the new BLC will facilitate a more robust conversation between the college and industry leaders. She stated that they would like to see around 6-7 more industry leaders in the Legal Studies BLC program. Mark White interjected that the American Bar Association (ABA) requires that the group be made up of a majority of leaders, such as the ones Linda was talking about, and he acknowledged that right now, we have the opposite. Linda agreed and stated that there really need to be more members in order to vote on new items and help build the Legal Studies BLC. Linda went on to explain further that a large part of the BLC will include the industry leaders helping to build the curriculum by telling Amarillo College what we need to be teaching. She stated that it is a co-leadership model where the industry leaders are in charge more so than Amarillo College. She stated that this process is help AC get the student more work force ready and needing less additional training after graduation. Dr. Adriene Carter stated that she is aware that we currently do not have enough industry leaders and that she and Mr. Mark White are working on getting more members. She stated that this current meeting was also meant to introduce the new model to the current committee and explain what it is so that they can help us to recruit new members. Linda agreed and stated that there may likely be another introductory meeting once there are more industry leaders present. She stated that the next thing that will be presented will be KSA's – Knowledge, Skills, and Abilities. Linda stated that the Department of Labor has produced a website that lists many occupations and the knowledge and skills that are needed for each occupation. Linda explained that Amarillo College has purchased a database rating software called Calibrate. She explained that Calibrate will take all of the skills and abilities listed on the website and compiled them into lists for each occupation. She went on to state that the BLC will be asked to go through that list and rate each skill listed to determine which are vital for a student to know, which are important, which are not important, but okay to know, and which are not needed at all. She explained that this rating system will help us to build our curriculum around the skills and abilities the BLC has rated as critically needed by our students. Linda stated that once the industry leaders have	

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cast their initial votes on what skills are needed, the faculty will go through the list and comment on what the leaders have voted for. She stated that the entire group will then come back together to continue discussions to ensure that the faculty have the best possible list of skills needed by our students. Dr. Carter asked Linda to discuss how often the BLC will meet. Linda stated that a lot of that depends on the needs of the industry. She stated there could be 3-4 meetings during the course of the next year, and in the future, there could be more or less, depending on varying factors. Linda asked if there were any more questions. Edie Carter, Dean of STEM, stated that our CIS department was already working with the BLC model and stated that it was working great. She stated that the industry leaders were able to make comments on things such as a particular coding language that we were teaching that wasn't really needed and discussing the language that is needed now. Adrine Carter spoke up then and stated that the BLC is really meant to give the industry a chance to be heard, to make sure that we at AC are teaching the students what the industry needs them to know. She stated that the goal is to make the students more employable upon graduation. Adrine stated that knows that a big issue the Legal Studies program has is enrollment numbers, and stated that the industry leaders can really help with that. She stated that she is not a lawyer herself, but she understands how important the program is.

Adrine Carter then directed the meeting to Mark White, asking if he had anything he would like to add. He stated that the ABA requires the program to have an advisory committee and that the committee should be made up of a majority of industry leaders. He stated that they don't all have to be lawyers – some can be banking leaders that have legal needs, judges, paralegals, etc. Mark stated that he would really like to see some law office administrators and young lawyers fresh out of law school. He stated that technology is playing a bigger role in the law today and having a younger group of lawyers that understand that technology connection would be helpful. April Mock discussed briefly some of the connections that she has in the works now that might be able to connect her with some new and younger faces for the BLC. Mark White asked how big the BLC needed to be. Linda and Dr. Carter agreed that 15-20 members would be great, if possible to get that many. Mark asked how many in attendance today were a part of the official BLC. Most in the meeting today were Amarillo College adjuncts, as well as working in the industry, so they are not a part of the official BLC. Edie Carter stated that for today's meeting, it was more of an open discussion, not necessarily a BLC discussion. She stated that April Mock has been a wealth of knowledge about the ABA and the Legal Studies Program and has been so very helpful in getting information needed.

Linda Munoz asked if the Legal Studies AAS degree was graduating students with any sort of legal certification. Michelle Tyree spoke up to explain that Paralegals do not require a specific license. She stated that she herself did obtain a national certification that AC helped facilitate, but there are few states that even have the certification. Mark White suggested that Linda visit texasbar.com and visit the Paralegal division of that site, and it will explain the differences between Paralegal and Legal Assistant, how to join the organization, and more information. Linda asked if the Paralegal program is graduating students that are prepared for the national exam. Michelle stated that we would need to revamp some things. There was more discussion about the cost and other information regarding the test.

Dr. Adrine Carter and Michelle moved the meeting to the next agenda item, the Legal Studies program update. Dr. Carter stated that this year, the program is graduating four students – 3 with the AAS degree and 1 with the certificate. She stated that enrollment for Fall 2022 (2023 Fall info not available yet) showed 21 full time students and 23 part time students. She stated that we would like to increase the enrollment, and the BLC will play a part in that.

Michelle asked about old business. April Mock stated that we at AC utilize ProDoc. She stated that we would like to know if there are any other technology-based programs or applications that are used in the law offices that we need to be teaching our students. Tom Boyd stated ProDoc is owned now by LexisNexis. He stated that the person who create ProDoc has now created a version called TexDoc that deals with primarily Texas laws. Tom stated that we might want to look into that and see about teaching our students that information. Becky stated that their office uses WesLaw, but

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that she had tried TexDoc and didn't really like it. She stated that she loved ProDoc. April stated that ProDoc is very easy to use and talked a little bit about how it worked. She stated that another thing they are looking into for the Legal Studies program is e-file training to help the students know how that works. She stated that they would like to find out if there is some sort of training program that we can use to show the students without it being live in the court system. She stated that a Law Office Management course is so needed, as well. She stated that the paralegals often don't come out knowing how to handle the other areas of a general office. April also stated that they have discussed helping students obtain their Notary. She stated that more and more legal services are using traveling notaries to get documents signed, and giving the students that extra piece could really help them look more appealing to a potential employer.

April asked about Paralegal Mediation, wondering if there was a need for a Paralegal with Mediation training/certification. Michelle Tyree stated that if there was a mediation need, the law office would not use their own Paralegal to be that mediator because of the conflict of interest. She stated that if they did use a Mediator at all, it would have to come from an outside source. Becky Wilson stated that she doesn't really know of any local judges that require mediation. She stated that, in fact, most do not require it at all. Dave Kemp spoke up and stated that he tells his students in his class that it is important to understand the process and how it works so that it's easier for them to help in those situations.

Michelle Tyree moved the meeting forward to more old business. She stated that the program is wanting to make Family Law mandatory. Becky Wilson stated that she would love to teach the class if it does become mandatory. Several members around the table agreed that the class should be mandatory. Edie Carter asked Luis Salazar, the academic advisor, if that class looked like something that could be made mandatory. Luis stated that the student need is there, but that more and more students were wanting classes to be online. Michelle stated that is something we can look at in the future. Tom Boyd stated that it is hard to teach Family Law totally online. He stated that the textbook is not Texas specific and there is so much information that it can be more easily taught in person than online.

Michelle asked if there was anything else the academic advisor wanted to add. Luis stated that since the Family Law class is currently listed as a Major Option and is usually only offered during a certain term, he would need to do some looking through at student schedules and may have to redo some of the students. He stated that it would be doable, though, and he can go through those students and find them something else for the Major Option if necessary. Edie asked how often the class meets? After some discussion, it was decided that it was a Hybrid class, meeting once per week, Tuesdays from 5:30 – 6:45PM.

Michelle moved forward on the agenda to new business. She asked Mark White about his new business. Mark White started of by explaining that he had been told shortly before the Christmas break that Robin Malone was leaving the college and that he would need to take over the Legal Clinic. He stated that he looked into the Legal Clinic and how it was run. He stated that the Legal Clinic needs to have a lawyer over it, and with all of the duties he has otherwise, he was unable to fulfill that duty. He stated that he has met with Legal Aid of NorthWest Texas and they have agreed to set up an official office on our campus. He explained that will give us access to their entire system and everyone who works for them. He stated that there will be a full-time legal aid lawyer on our campus. There is a two-year agreement that AC will fund the position while legal aid looks for other ways to fund the lawyer. Mark stated that April will continue to offer the exceptional service that she does to the students. He asked April about how many cases she has worked so far. April stated that this is the busiest year she has seen with 47 cases so far. She stated that they usually average around 8-9 new students per month, but this year, they are seeing on average 12 students per month. Edie Carter confirmed that April will continue in her roll with the clinic as an employee of AC. Mark agreed and stated that the new lawyer will officially work for Legal Aid, and April will continue to work for AC. Mark stated that there will be some expanded services to students, and might some reduced services to faculty and staff, but since the Clinic is usually a student-

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	oriented clinic, it will be of a better benefit to the students. Dave stated that he understood that the new legal aid lawyer will be able to go to court with the students if needed, which has not been an option through the clinic before now. Edie confirmed that the Legal Clinic will remain on the 3rd floor of Byrd so that students know where to find them. The question was asked if students could work in the legal clinic as some sort of intern. April responded that there is a practicum course that students can take and work in the clinic. April stated that the last student they had work in the clinic interviewed with two different law offices after graduation and both offices offered her the job. April discussed some of the practical experience that a student can get from working in the clinic, and stated that the students are encouraged to take the practicum. Mark White added that Legal Aid will from time to time put on clinics that can help understand different areas of legal need. Michelle Tyree moved to the last agenda item, Dave Kemp's retirement. A card was signed by the members of the committee to wish him well in his retirement and April presented Dave with the card. April stated that Dave has seen 332 students during his time with the legal clinic. Michelle announced that because Dave is leaving, we are in search of a Mediation adjunct teacher, so if they know of anyone that might be interested, to please send them to Dr. Carter.		
New Business:	With no further questions or comments, Michelle adjourned the meeting. The meeting was adjourned at 1:06PM.		
Curriculum Decisions:	N/A		
Other:	N/A		
Recorder Signature: <i>Kathy Davenport</i>	<table border="1" style="width: 100%;"> <tr> <td style="width: 50%;">Date: <i>04-27-2023</i></td><td style="width: 50%;">Next Meeting: To be announced</td></tr> </table>	Date: <i>04-27-2023</i>	Next Meeting: To be announced
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