

<b>PROGRAM COMMITTEE NAME:</b>		Paralegal Studies Advisory Committee		
<b>CHAIRPERSON:</b>		Brent Clarke – Program Coordinator		
<b>MEETING DATE:</b>		November 6, 2024	<b>MEETING TIME:</b>	12:00 pm
<b>RECORDER:</b>		Collette Diangi		<b>MEETING PLACE: ZOOM</b>
				<b>PREVIOUS MEETING:</b>
				May 1
<b>COMMITTEE MEMBERS</b>				
List all members of the committee, then place an X in the box left of name of those present				
	<b>Practicing Lawyer</b>			
X	Jennie Knapp	Underwood Law Firm	jennie.knapp@uwlaw.com	Attorney
X	Chris Wrampelmeier	Underwood Law Firm	chris.wrampelmeier@uwlaw.com	Attorney
	<b>Paralegal Manager</b>			
	Vicki Wilmarth	Wright Wilmarth Byrd, PLLC	vicki@wwb-law.com	Attorney
	<b>Paralegal - Private Firms</b>			
X	Amber Griffith	Farris Parker & Hubbard PC	agriffith@pf-lawfirm.com	TPPA President
X	Cindy Williams	Perdue Brandon Fielder Collins & Mott	cwilliams@pbfcm.com	TPPA Secretary
X	Reba Cochran	Underwood Law Firm	Reba.cochran@uwlaw.com	NALS President
	<b>Paralegal - Public Sector</b>			
	Sandra Hall	Legal Aid of NWTX	halls@lanwt.org	Paralegal
	Mary Ellen Romero	Potter County	maryellenromero@co.potter.tx.us	Paralegal
X	Angel Morland	Potter County	angelmorland@co.potter.tx.us	Paralegal
	<b>Program Faculty - FT or PT</b>			
X	Erica Anderson	Mullin Hoard & Brown LLP	eanderson@mhba.com	Paralegal / Faculty
	Andrea Chism	Amarillo College	<a href="mailto:Achism21@actx.edu">Achism21@actx.edu</a>	Attorney / Faculty
	Becky Wilson	Joe Marr Wilson Law Firm	jmw@joemarrwilson.com	Paralegal / Faculty
	<b>School Administrators</b>			
X	Edythe Carter	Amarillo College	elcarter@actx.edu	Dean
X	Adrine Harrell-Carter	Amarillo College	ajharrellcarter@actx.edu	Faculty Chair -
X	Mark White	Amarillo College	mdwhite@actx.edu	Executive VP a
	<b>Members of General Public</b>			
X	Stephanie Leuthen	Opportunity Plan - Canyon	sleuthen@opportunityplan.com	Office Manager
	<b>Others</b>			
X	Brent Clarke	Amarillo College	Rbclarke24@actx.edu	Program Coordi
X	Collette Diangi	Amarillo College	cvdiani@actx.edu	Administrative
X	Victor Favella	Amarillo College	<a href="mailto:V0262896@actx.edu">V0262896@actx.edu</a>	Dir. Ctr. for Tea
X	Ryan Francis	Amarillo College	rfrancis@actx.edu	Coord. Perkins
X	Lisa Gray	Amarillo College	lisagray@actx.edu	Paralegal
	April Mock	Amarillo College	April.mock@actx.edu	Administrative

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	Jordan Ramos	Amarillo College	j0448390@actx.edu	Perkins Grant C
AGENDA ITEM	ACTION / DISCUSSION / INFORMATION			RESPONSIBILITY
Old Business:	Review previous minutes, approved by the committee.			Brent Clarke
Continuing Business:	<p><b>Report from Edie Carter, Executive Dean of STEM and Academic Success:</b> AC's Legal Studies program is rapidly growing, thanks to strong leadership and increasing student interest. This two-year program serves as a great foundation for those looking to further their education in business or law. Spring registration started this week, and we saw many students eager to enroll. We appreciate your commitment to this program, as we are proud to support our community through the graduates we produce. With Texas's new funding model based on completions and transfers, our Legal Studies program is well-positioned for success, and we look forward to continuing this growth.</p> <p><b>Dr. Adrine Harrell-Carter, Department Chair of Business Administration &amp; CIS:</b> The Department of Business is excited to launch Badger Tech, a student-run business, this fall in the Byrd Building on the second floor. All programs, including Legal Studies, will contribute, with students drafting contracts in class. Badger-Tech will help students troubleshoot minor computer issues and install antivirus software. This initiative aims to provide real-life experience and enhance students' professional skills. We anticipate student involvement and believe it will attract many. The soft opening is planned for early spring 2025, with the grand opening set for fall 2025. Thank you for your support!</p> <p><b>Ryan Francis, Perkins Activities Coordinator:</b> Recently, we've strengthened our partnerships with employers by renaming the Business Leadership Council and implementing the KSA (Knowledge, Skills, and Abilities) voting process. This initiative seeks your feedback on the curriculum, as we believe you are central to our students' success and the program's alignment with industry needs. In our last meeting, I introduced the KSA process and planned to have you vote on the KSAs today. However, with Dr. Clark joining us, we wanted to give him time to settle in and meet you all first. We've started formulating the KSA lists for your input on how to align our curriculum with industry standards, ensuring our students are prepared for internships and future job markets. I've shared that list, and I look forward to continuing this conversation and voting in our upcoming meetings as you get to know Dr. Clarke.</p>			<p>Edie Carter</p> <p>Dr. Adrine Harrell-Carter</p> <p>Ryan Francis</p>
New Business:	<p><b>Dr. Brent Clarke, Legal Studies Department Coordinator:</b> I attended the AAFPE Conference (American Association for Paralegal Educators) in Washington, DC in October, and have been in touch with the ABA certification team as we prepare for the process again, starting in the spring, even though it won't be completed until 2026. I explored new textbooks from Aspen Publishing, which specializes in Paralegal Studies, focusing on their student and instructor interfaces for setting up classes. I have a conversation with them this afternoon and look forward to their materials.</p>			Dr. Brent Clarke

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We continue to use Cengage and McGraw Hill for the business law class, which has been effective. I also attended sessions on utilizing artificial intelligence in the legal field, and I want to discuss with Dr. Carter's team how we can incorporate AI into our curriculum.

Regarding the legal clinic, April was injured in a car accident and is expected to return in December. We haven't operated the clinic this fall in her absence but are hopeful for her recovery. Once she's back, we plan to resume our activities.

**Mark White** received a call from Legal Aid of Northwest Texas confirming that they have hired a full-time lawyer for our campus Legal Clinic, starting November 11. This will likely be before April Mock, our Legal Clinic Paralegal returns, and we can now assist our students daily!

**Dr. Clarke:** Online Legal Resources for Texas, I recently completed the grant application for Westlaw, as we lost funding for LexisNexis. I'm exploring additional legal resources from the AFP camp conference and ensuring our tech-savvy students gain quick access to what we've paid for. Regarding textbooks, Aspen Publishing is set to send us hardcover copies soon. I have access codes to their site, which helps me learn how to build a class and utilize their resources effectively. Their product quality and customer service are promising, so we'll continue working with them.

I also spoke with Lambda Epsilon Chi, the paralegal honor society, which could benefit our students by encouraging healthy competition. Additionally, I'd like to develop an internship program. An attorney recently reached out to Dr. Carter looking for a part-time legal assistant, and I referred a strong candidate to him. We plan to restart the paralegal club, and I'm considering linking it to the Criminal Justice Program. I welcome any thoughts on whether this is a good idea or if we should keep the programs separate. I'm open to discussion on the matter. I believe it's a good idea to create an online bulletin board for students. I'm currently considering whether to pursue this initiative. Since I'm surrounded by computer experts, I'll talk to them about the feasibility of adding a button on employment websites to help students easily access job opportunities. This would be particularly beneficial for those seeking positions as paralegals, legal assistants, legal secretaries, or interns. I think anything that makes it easier for students to gain real-world experience is worth pursuing. That's my perspective on the matter.

**Cindy Williams:** I'm with the Perdue Brandon Law Firm and the Texas Panhandle Paralegal Association. I believe we should consider creating a group for paralegals within our association or the NOW group to explore ideas together. Both organizations provide topic lists for our members, helping to share valuable information. We also offer scholarships for students in school. Amber Griffin, our president, is on the Legal Study Advisory, and either of us or any member would be happy to assist.

**Dr. Clarke:** The Texas Supreme Court has recently updated regulations for paralegals, allowing them to take on more activities to help moderate-income individuals access legal services. While they must avoid practicing law, these changes benefit the profession. I spoke with Mark about expanding our program, which currently has around 100 students. I believe we could increase that number to 150 or even 200. To facilitate this, I've connected with school counselors in the

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	<p>Panhandle and plan to meet with them to promote awareness of the paralegal profession. Many 18-year-olds are unaware of what a paralegal does, despite it being a rewarding career. Although this topic isn't on our formal agenda, I still want to discuss it.</p> <p><b>Chris Wrampelmeier:</b> Two days ago, the Supreme Court issued a new order suspending its previous provisional order indefinitely. The legislature reacted strongly, claiming the Court lacked the authority to make those rules. This issue will likely be addressed in the upcoming legislative session starting in January, but we probably won't know more until June at the earliest.</p> <p><b>Amber Griffith:</b> I have spoken with the criminal justice department at AMTech, and I noticed a significant interest in the paralegal program and the legal field among the students there. I believe it's possible to create a link between the two programs, as they already have some connection. AMTech was at the top of Brent Clarke's list to reach out to because I am familiar with their offerings. I plan to talk to the principal, the counselors, and the students, and hold a meeting in their family courtroom, which is very nice.</p> <p><b>Dr. Clarke:</b> We have secured faculty for the Spring 2025 semester and are currently in good shape. However, we are always looking for quality instructors, so please share my phone number with anyone interested in teaching a class.</p> <p>During the AAFPE Conference, it was noted that we do not offer a constitutional law course, and I would like to explore the possibility of introducing a common law course. I would love to teach it myself, as I believe it would provide a strong foundational understanding of our field. I am collaborating with Rashmi Pillai on the curriculum committee to develop the course and select a textbook. I believe adding a constitutional law course would enhance our curriculum. Brent asked for discussion – there was none.</p>	
Curriculum Decisions:	N/A	
Other:	N/A	
<b>KEY DISCUSSION POINTS</b>	<b>DISCUSSION</b>	
New Business:	With no further questions, comments, or concerns, Dr. Clarke adjourned the meeting.	
Curriculum Decisions:	N/A	
Other:	N/A	

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<b>Recorder Signature:</b> <i>Collette V. DiAngi</i>	<b>Date:</b> 11/06/2024	<b>Next Meeting: TBD</b>
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