

<b>PROGRAM COMMITTEE NAME:</b>		Paralegal Studies Advisory Committee		
<b>CHAIRPERSON:</b>	Brent Clarke – Program Coordinator			
<b>MEETING DATE:</b>	5.2.2025	<b>MEETING TIME:</b>	11:30 a.m.	<b>MEETING PLACE: TEAMS</b>
<b>RECORDER:</b>	Tina Alexander	<b>PREVIOUS MEETING:</b>		November 6, 2024
<b>COMMITTEE MEMBERS</b>				
<b>List all members of the committee, then place an X in the box left of name of those present</b>				
	<b>Practicing Lawyer</b>			
	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>			
	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
X	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
X	Becky Wilson	Joe Marr Wilson Law Firm	jmw@joemarrwilson.com	Paralegal / Faculty
	<b>School Administrators</b>			
	Edythe Carter	Amarillo College	elcarter@actx.edu	Dean
X	Adrine Harrell-Carter	Amarillo College	ajharrellcarter@actx.edu	Faculty Chair - Business
	Mark White	Amarillo College	mdwhite@actx.edu	Executive VP and General Counsel
	<b>Members of General Public</b>			
	Stephanie Leuthen	Opportunity Plan - Canyon	sleuthen@opportunityplan.com	Office Manager
	<b>Others</b>			
X	Brent Clarke	Amarillo College	Rbclarke24@actx.edu	Program Coordinator
	Collette Diangi	Amarillo College	cvdiangi@actx.edu	Administrative Assistant
	Victor Favella	Amarillo College	<a href="mailto:V0262896@actx.edu">V0262896@actx.edu</a>	Dir. Ctr. for Teaching & Learning
X	Ryan Francis	Amarillo College	rfrancis@actx.edu	Coord. Perkins Activities
X	Lisa Gray	Amarillo College	lisagray@actx.edu	Paralegal
X	Tina Alexander	Amarillo College	Talexander25@actx.edu	Paralegal/Admin Assistant

# Legal Studies Business Leader Advisory Committee Meeting Minutes

	Jordan Ramos	Amarillo College	j0448390@actx.edu	Perkins Grant Coordinator
AGENDA ITEM	ACTION / DISCUSSION / INFORMATION			RESPONSIBILITY
Old Business:	Reviewed previous minutes, quorum wasn't established – previous meeting minutes not approved.			Dr. Brent Clarke
Welcome:	<b>Dr. Brent Clarke, Legal Studies Department:</b> Dr. Adrine Harrell-Carter is moving to Houston and we are sorry to see her go. We have a couple of new people: Larry Adams is an attorney with Northwest Texas Legal Aid. Larry is a former Amarillo College employee. He is here on campus now with the Legal Clinic. Tina Alexander is also the new paralegal/administrative assistant for the Legal Clinic and Legal Studies program.			Dr. Brent Clarke
Continuing Business:	<b>Dr. Brent Clarke, Legal Studies Department:</b> Dr. Carter gave us her report and it shows that our program is growing and that Spring registration has started. There are a lot of students eager to enroll in the program. We have launched the Badger Tech student run business, which should be starting soon. There were some issues with furniture. We will be contributing with contracts for them, so that will also be a part of our program. Ryan Francis gave us a synopsis of what we are going to do with them and they introduced the KSA process. Ryan has given me some time to settle in here and we've worked on the KSA lists. I will be attending another AAfPE conference in the Fall. We are currently working on the funding for Westlaw access for everyone. We are joining Lambda Epsilon Chi and we are excited about that.			Dr. Brent Clarke

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New Business:	<p><b>Dr. Brent Clarke, Legal Studies Department:</b> In our last meeting, Amber discussed Amtech and their criminal justice department. Tina and I have discussed going to speak with them as well. We are also excited to introduce a constitutional law class this Fall 2025. I would also like to add a legal terminology class. I spoke with the curriculum committee before and it might just be a matter of opening the class back up again since it's a very useful course for these students to have (Erica Anderson has offered to teach the legal terminology class). I have also spoken with Dr. Sobey about adding a court reporting school and I've been doing some research on traditional reporting. AI is increasing rapidly and we are not sure if a traditional court reporting school would be the best educational experience. Only 7 schools in Texas offer court reporting and it's a 60-hour program, but I'm not sure our equipment is up to date. However, some court reporters make upward of \$130K.</p>	Dr. Brent Clarke
	<p><b>Becky Wilson, Paralegal/Faculty:</b> The Amarillo College paralegal program is what replaced the court reporting program here. I'm concerned that with a court reporting school, the paralegal studies may go away.</p>	Becky Wilson
	<p><b>Erica Anderson, Paralegal/Faculty:</b> Before we do any AI court reporting, we need to get the regular court reporting down first. AI second. Debbie Bailey ran the previous court reporting program at AC. I'm having a graduation cookout next Monday night at my house for the students in my legal research and writing class.</p>	Erica Anderson
	<p><b>Chris Wrampelmeier, Attorney:</b> There is a chronic shortage of court reporters. There is still a lot of problems with AI being used to transcribe in court. I had a recent conversation with a judge that said an AI transcript that was used was fine except it left out a crucial word. I see optimism in keeping the paralegal program because not everyone wants to be a court reporter.</p>	Chris Wrampelmeier
	<p><b>Tina Alexander, Paralegal/Admin Asst.:</b> I've been here almost a month and we've had 8 students come by the legal clinic to see if we can provide aid. Also, the CFO and HR lead from Pantex came to discuss student internships. We talked about other areas outside of the legal department that students may be able to intern, such as Labor Relations, EEO, and other HR positions. We will be working to reach out to attorneys this fall to discuss other areas where we can try to develop internships for our students. We also need to make sure that the students are aware that they can join local and national paralegal associations with a discount as student members. They will have access to a lot of information and networking through these associations.</p>	Tina Alexander

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	<b>Dr. Brent Clarke, Legal Studies Department:</b> We'd also like to have a job board or something appended to our regular job board at school for those in the legal studies program. Will need to talk to HR about that. I've also thought about putting out an informational newsletter about jobs, networking, etc. We are excited for our legal studies club that will be put together this Fall. Our next meeting will be sometime in the Fall after I attend the next AAFPE meeting in Grand Rapids, Michigan.		Dr. Brent Clarke
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		
<b>Recorder Signature:</b>  Tina Alexander <i>Tina Alexander</i>		<b>Date:</b>  5/7/2025	<b>Next Meeting:</b> TBD