

Advisory Committee Meeting Minutes

CHAIRPERSON: Christie Huckaby		
MEETING DATE: April 11, 2002	MEETING TIME: 5:30 p.m.	MEETING PLACE: SCC, Room G229
RECORDER: Tanya Gleason		PREVIOUS MEETING: January 13, 2000

MEMBERS PRESENT:

OTHERS PRESENT:

Name and Title	Name and Title	Name and Title
Christie Huckaby, Chairperson Paralegal Advisory Board, President Collin County Legal Association, paralegal	Brenda Nelson, paralegal	Dr. Lillie Palmer, Dean of Business and Computer Science, CCCC
Deborah Eaton, paralegal		Peter Dawson, coordinator, Paralegal program, CCCC, attorney
Ann Shuttee, EDS, paralegal		Dean Wallace, faculty, CCCC, attorney
Cindy Bunyan, Treasurer Collin County Legal Association, paralegal		Sue Furnas, faculty, CCCC Tanya Gleason, recorder, member Collin County Legal Association, student representative

Agenda Item	Action Discussion Information	Responsibility
Old Business: Minutes of the last meeting	Read and approved.	Recorder, members of the board
Continuing Business: The board discussed whether seeking ABA approval is necessary.	Two accreditation groups already govern the program--SACS and the Texas Higher Education Coordinating Board. ABA approval is expensive.	Peter Dawson will further investigate ABA approval.
New Business: PARALEGAL SURVEY	Peter Dawson reported that he had created a paralegal survey, addressing issues faced by the paralegal students, which had been	Peter Dawson, coordinator, will schedule paralegal classes to be offered in the evening.

	distributed and collected in all fall paralegal classes. Because the majority of paralegal students work, the survey indicated that evening classes were in high demand. Enrollment indicates that the paralegal program is growing and that there is potential for further growth.	
RELOCATE PROGRAM	The results of the paralegal survey indicated that students are interested in attending the Spring Creek Campus due to its central location to their jobs. Many of the students work in downtown Dallas and have problems getting to Central Park Campus in time for class.	Peter Dawson will coordinate with division Administrative Assistant to schedule paralegal classes at SCC.
Curriculum Decisions: ELIMINATE LAW OFFICE TECHNOLOGY COURSE:	The entire curriculum of the Law Office Technology course is covered in other required paralegal courses.	Peter Dawson will eliminate Law Office Technology from the curriculum.
MINIMIZE SUBSTITUTIONS	Peter Dawson reported that he recommends, that to maintain the integrity of the paralegal program, course substitutions should be held at a minimum	Peter Dawson and Dr. Lillie Palmer will scrutinize all requests for course substitutions closely.
ADVANCE CERTIFICATE	Should the specialty certificate be modified or eliminated?	Peter Dawson will eliminate the specialty certificate from the curriculum
CAPSTONE	The board discussed Co-op as the capstone—Co-op as a capstone only works for some, not for people working in non-legal jobs, who can't afford to quit to take an internship.	Peter Dawson will make decisions as to when a substitution for Co-op is appropriate and will investigate a new capstone course.
TEXAS LAW VERSUS GENERIC LAW	Discussion was generated as to whether stressing Texas-specific law or generic law is more beneficial to students.	Peter Dawson will advise all paralegal faculty members to stress both areas of law equally.

MINUTES

Key Discussion Points	Discussion
Old Business: Minutes of last meeting.	Minutes of the last meeting were read. A motion was made and seconded to accept the minutes as read. The motion was carried.
Continuing Business: ABA approval	Gear curriculum toward meeting CLA standards. ABA approval discussion was tabled until further investigation.
New Business: Evening paralegal classes	Offer all paralegal classes in the evening.
Relocate Paralegal Program	The board approved moving the Paralegal Program to the Spring Creek Campus.
Curriculum Decisions: Law Office Technology course	Eliminate Law Office Technology from the paralegal program.
Minimize course substitutions	The board affirmed Peter Dawson's recommendation to minimize substitutions. Requests for course substitutions will be carefully scrutinized.
Advance certificate	The board voted to eliminate the specialty certificate and to investigate adding CLA curriculum in the future.
Capstone	The board approved three alternative solutions to Co-op as capstone: <ol style="list-style-type: none"> 1. Allow students who can't do Co-op to substitute another legal course. 2. Make LGLA1391, the special topics course the capstone, and make Co-op an elective. 3. Make Co-op an elective and create a new capstone.
Texas law versus generic law	Consensus of the board was that both areas are of equal importance and should both be addressed.

CHAIRPERSON SIGNATURE: <i>Christie H. Kelly</i>	DATE: <i>5/23/02</i>	NEXT MEETING: <i>10/11/2002</i>
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