

# Advisory Committee Meeting Minutes

## Paralegal

CHAIRPERSON: Anthony Smith		
MEETING DATE: 28 Oct 03	MEETING TIME: 5:00 p.m.	MEETING PLACE: SCC
RECORDER: Marsha Foulks		PREVIOUS MEETING: 9 Aug 02

### **MEMBERS PRESENT:                      OTHERS PRESENT:**

Name and Title		Name and Title		Name and Title	
	Bill Blitt, Dean Business & Computer Science		Nancy Amick Collin County Bar Associate		
	Peter Dawson Professor Business Law		Sue Fumas, Professor of Comp. Sci. And trained paralegal		
	Dean Wallace, Professor Accounting & Adjunct Paralegal				
	Marsha Foulks Professor Paralegal Studies				
	Tom Hudgins Chair of Business				
	Anthony Smith Paralegal Program Graduate & Industry Liaison				

Agenda Item	Action Discussion Information	Responsibility
Old Business:		
	Anthony Smith was nominated and selected as the outside Chair	Acting chair
	A summary of the previous changes to the paralegal program were presented and referred to in the current catalog.	
Continuing Business:	Evaluation and discussion of curriculum changes that might be required in the future	Advisory Committee
	The changes to the current paralegal program curriculum reviewed.	Advisory Committee
New Business:	Recruitment of students to the program.	Marsha Foulks & Academic Advisers
	Placement of students in the program.	Marsha Founts & Advisory Board
Curriculum Decisions:	None.	
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# MINUTES

Key Discussion Points	Discussion
Old Business:	The changes to the program curriculum were considered to be a logical improvement that made the CCCC Paralegal/Legal Assistant Program Comparable to the best programs around the state.
	No new changes to the curriculum were recommended at the time.
Continuing Business:	tomnu a~ ms asked me committee it ine thought our new ertiBcate a n d Degree Pro ams were sufficient credentials for the current Committee members from outsiF indicated that sufficient. Y tob market. also a reference on the art of
New Business:	Dean Wallace suggested that we make the public more aware of our program and Nancy Amick suggested that we become active in the Collin County Bar Association. Dean Bill Blitt proffered support for the full-time faculty member membership with local bar associations. Marsha Foulks suggested that we market our courses to students with Bachelor's degrees to make our program more competitive and ultimately enhance our reputation amongst legal employers
	Marsha Foulks discussed success stories with student placement from our program. He pointed out that the Chairman, Anthony Smith, graduated form our program last spring and is now working at Baker Botts-a leading IP and litigation firm in downtown Dallas. However, she noted he may be the exception and not the rule as he was a 4.0 student; entered the program with a Bachelor's Degree and was willing to accept a position outside the confines of Collin County. We are willing to work with the Co-op department as they transition Aaran Lane's position to continue to meet the placement needs of our students was expressed. The paralegal faculty remains committed to the placement of the students in full and part time positions.
Curriculum Decisions:	Not applicable.
Other:	Not applicable.

DATE: NEXT MEETING:

CHAIRPERSON SIGNATURE: