

**Paralegal Advisory Committee**

**Meeting Agenda**

**Wednesday 12th October 2016**

**Time: 11:30 am—12.30 pm**

**Meeting Location: PUB 258B**

|  |  |  |
| --- | --- | --- |
| **Agenda Item** | **Expected Outcome** | **Time** |
| 1. Call Meeting to Order – Committee Chair |  |  |
| 1. Welcome and Introductions – Committee Chair  * **Review of current committee officers: Elections?** | New members/guests introduced | 5 min. |
| 1. Approval of Minutes from Last Meeting – Chair  * April 20th 2016 | Corrections indicated and/or approval of minutes as written. | 5 min. |
| 1. Office of Instruction Updates- Cathy Sherick |  | 5 min. |
| 1. Dean Howard:    1. Update to Teach Out |  | 15 min. |
| 1. Introduction of the new program Director- Greg Finley | Functionally supporting the program and students through the teach-out. | 20 min. |
| 1. Summary of follow-up action items – Committee Chair | Summary of follow-up actions communicated to the committee. | 5 min. |
| 1. Establish next meeting date and adjournment – Committee Chair | Meeting dates: | 5 min. |