

**Paralegal Advisory Committee**

**Meeting Agenda**

**Date: Thursday, Nov. 1, 2012**

**Time: 12 noon – 2:00 p.m.**

**Meeting Room Location: PUB 258B**

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| **Agenda Item** | **Expected Outcome** | **Time** |
| 1. Call Meeting to Order – Committee Chair
 | N/A | 5 min. |
| 1. Welcome and Introductions – Committee Chair
 | New members/guests introduced | 5 min. |
| 1. Approval of Minutes from Last Meeting - Chair
 | Corrections indicated and/or approval of minutes as written. | 5 min. |
| 1. Office of Instruction Updates- Advisory Committee Business-Dedra Daehn
* New Agenda Format
* Committee Membership
* Perkins and Worker Retraining Funds
* New Committee Member Training
 |  | 5 min. |
| 1. Director/division chair Report
* Review of Student Enrollments (Down, but all College enrollments are down by approx. 10%)
* New LLLT – What do you know about it?
 |  | 10 min. |
| 1. Work Plan-Committee Chair and Program Director/Division Chair
* Add ABA Approval Process?
 | Implement strategies as outlined in work plan. If necessary, identify work groups. | 5 min. |
| 1. Old Business-Follow-up- Committee Chair
 |  | 5 min. |
| 1. New Business-Committee Chair
* ABA Approval
* ABA “Defined and Measureable Program Goals (Outcomes)
 | New business items are addressed by the committee. | 60 min. |
| **Agenda Item** | **Expected Outcome** | **Time** |
| * ABA Admission Standards
* Faculty: ABA – Instructional Methodology
* Faculty: ABA-“Legal Specialty Courses”
* ABA-Program must be engaged in long-range planning
* ABA-Advisory Committee –Membership
* ABA-Advisory Committee – Feasibility Study Approval
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| 1. Summary of follow-up action items and adjournment – Committee Chair
 | Summary of follow-up actions communicated to the committee. | 5 min. |
| 1. Establish next meeting date – Committee Chair
 | Meeting date established. | 5 min. |