

**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 |  |  |
| 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. |