

**Paralegal Program Advisory Committee**

**Meeting Agenda**

**Date: Thursday, November 7, 2013**

**Time: Noon—2 pm**

**Meeting Location: Penguin Union Building, Room 258B**

|  |  |  |
| --- | --- | --- |
| **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  * **Nov. 1, 2012** * **May 8, 2013** | Corrections indicated and/or approval of minutes as written. | 5 min. |
| 1. Office of Instruction Updates- Advisory Committee Business-Dedra Daehn  * **2013-14 Perkins** * **2013-14 Worker Retraining** * **Credit for Prior Learning** |  | 15 min. |
| 1. Director/division chair Report  * **ABA Approval - Update**   + **Graduate Survey Report**   + **ABA “Defined and Measureable Program Goals (Outcomes)” approved**   + **More to do** * **Student Award from OPA, Scott Fischer** * **LLLT update** * **The Law Club – Update**   + **Washington D.C. Trip** * **Interview with the Bench Project** |  | 10 min. |
| 1. Work Plan-Committee Chair and Program Director/Division Chair | Implement strategies as outlined in work plan. If necessary, identify work groups. | 40 min. |
| 1. Old Business-Follow-up- Committee Chair |  | 10 min. |
| 1. New Business-Committee Chair  * **Election of Officers** | New business items are addressed by the committee. | 20 min. |
| 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. |