

**Paralegal Program Advisory Committee**

**Meeting Agenda**

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

**Time: Noon—2 pm**

**Meeting Location: Penguin Union Building, Room 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
* **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. |