



Paralegal Advisory Committee

Meeting Agenda

Date: Thursday, December 10, 2014

Time: 4:00 p.m.

Meeting Location: Scarpelli Hall, Room 102

Agenda Item	Expected Outcome	Time
I. Call Meeting to Order – Committee Chair	N/A	
II. Welcome and Introductions – Committee Chair <ul style="list-style-type: none"> • Election of Officers 	New members/guests introduced	5 min.
III. Approval of Minutes from Last Meeting – Chair <ul style="list-style-type: none"> • November 7, 2013 • June 12, 2014 	Corrections indicated and/or approval of minutes as written. <i>Votes needed.</i>	5 min.
IV. Office of Instruction Updates- Advisory Committee Business- <ul style="list-style-type: none"> • Perkins & Worker Retraining Grant awards 2014-15 • Credit for Prior Learning—program launch • Committee website/Updated Advisory Committee Handbook/Roster • Advisory Committee Recognition event – Weds., March 18, 2015, 7:30 a.m. – 9:00 a.m. Regional economist Scott Bailey will be guest speaker 		10 min.
V. Director/division chair Report <ul style="list-style-type: none"> • Use of Skype or other DL devices • New Faculty? PRLE 103 and PRLE 208 • Library – Complete USCA with update to 2006, all duplicative books removed. JSH Adjunct Office • New Books (\$1521.75) (Thanks to Steph and Gail!): <ol style="list-style-type: none"> 1. Criminal Law, 2d (Vols. 13A and 13B, (Washington Practice Series) 2. Tort Law and Practice, 4th 3. Restatement of the Law (2d) of Torts, with Appendices, Vols. 1 & 2 4. American Law Reports, 2d (ALR® Series) 5. Family and Community Property Law with Forms (Vols. 19, 20, and 21, Washington Practice Series) • CANVAS (No more Moodle.com) causing problems, no adjuncts are using this source. • ABA Approval – In “review” process with ABA • LLLT Update on Family Law and Legal Ethics • LLLT News - State Board for Community & Technical Colleges, May, 6th 2015, Study Session at 1:00 pm at Clark College. They would like to hear from a few students that can speak to the process of completing course work, sitting for the examination and moving into the practice field, be updated on the process to include non-ABA schools, and any possible progress on additional areas of specialty. 		20 min.

	<ul style="list-style-type: none"> • Clark College Outcomes Assessment – Ongoing issues with O.A. Toolbox 		
VI.	Work Plan-Committee Chair and Program Director/Division Chair	Implement strategies as outlined in work plan. If necessary, identify work groups.	20 min.
VII.	Old Business-Follow-up- Committee Chair		15 min.
VIII.	New Business <ul style="list-style-type: none"> • Committee rosters/Review Bylaws. 	New business items are addressed by the committee. <i>Votes needed.</i>	20 min.
IX.	Summary of follow-up action items – Committee Chair	Summary of follow-up actions communicated to the committee.	5 min.
X.	Establish next meeting date and adjournment – Committee Chair	Meeting date established.	10 min.