

**Paralegal Advisory Committee**

**Meeting Agenda**

**Date: Wednesday 20th April, 11.00am**

**Time: 11:00 am—1:00 pm**

**Meeting Location: T-Building 101**

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| **Agenda Item** | **Expected Outcome** | **Time** |
| 1. Call Meeting to Order – Committee Chair |  |  |
| 1. Welcome and Introductions – Committee Chair    1. Updates from members on their current activities | New members/guests introduced | 5 min. |
| 1. Approval of Minutes from Last Meeting – Chair  * November 10th, 2015 | Corrections indicated and/or approval of minutes as written. | 1. min. |
| 1. Office of Instruction Updates- Cathy Sherick    1. SBCTC Policy for Advisory Committees in teach out. |  |  |
| 1. Dean Howard:    1. Update to Teach Out Schedule    2. How to stay involved with students |  | 15 min. |
| 1. Faculty Update & Work Plan   Committee Chair and Program Director/Division Chair | Functionally supporting the program and students through the teach-out. | 40 min. |
| 1. New Business | New business items are addressed by the committee. | 15 min. |
| 1. Summary of follow-up action items – Committee Chair | Summary of follow-up actions communicated to the committee. | 5 min. |
| 1. Establish next meeting date and adjournment – Committee Chair | Meeting dates:  Fall 2016  Spring 2016 | 5 min. |