# BF logo letterhead

# Paralegal Advisory Committee

# Meeting Agenda

Date: Thursday, May 10, 2012

Time: 12:00-2:00 PM

Meeting Room Location: Joan Stout Hall 116

1. Call to order- - - - - - - - - - - - - - - - - - - - - - -Mr. Trent Kunz, Committee Chair
2. Welcome & Introduction
3. Approval of minutes from last meeting
4. Open issues
5. Advisory Committee Business- - - - - - Dedra Daehn, Office of Instruction
6. Work Plan- - - - - - - - - - - - - - - - - - - - Dedra Daehn, Office of Instruction
7. Library Status (Collections, Library Space, PRLE 103) and Dean’s Ranking for Foundation Grant
8. Budget
9. Outcomes Assessment
10. 2nd year enrollments
11. New business
12. PRLE 150 Interviewing, Investigation and Evidence for the Certificate Program
13. BUS&201 Business Law for Certificate Program
14. Mary Evens – Legal Adm. Assistant Curriculum Update/Changes
15. 2012/13 PRLE Schedule
16. Next Meeting Schedule