

**Paralegal and Legal Administrative Assistant Advisory Committee**

**Meeting Agenda**

**Date: Wednesday, May 8, 2013**

**Time: 12 noon—2 p.m.**

**Meeting Room Location: Penguin Union Building 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
 | Corrections indicated and/or approval of minutes as written. | 5 min. |
| 1. Office of Instruction Updates- Advisory Committee Business-Dedra Daehn
	1. Advisory Committee Recognition Reception June 6, 2013 \*Come & Go\* 5:30—7:30 p.m.
 |  | 10 min. |
| 1. Director/division chair Report
	1. ABA Approval - Update
	2. Curriculum Changes for “Admission Standards” headed for Curriculum Committee
	3. Graduate Survey out and Replies Coming Back
	4. General Committee members – Welcome!
		1. George Middleton
		2. Pat Janik
	5. ABA “Defined and Measureable Program Goals (Outcomes)” approved and 17 Course Objectives approved
	6. More to do
		1. Plant Facilities
		2. Registration/Academic Advising Meetings with Director Russell
2. The Law Club – Update
	1. Fundraiser Silent Auction and Dinner
	2. Washington D.C. Trip
 |  | 40 min. |
| 1. Work Plan-Committee Chair and Program Director/Division Chair
 | Implement strategies as outlined in work plan. If necessary, identify work groups. | 35min. |
| 1. Old Business-Follow-up- Committee Chair
 |  | 5 min. |
| 1. New Business-Committee Chair
 | New business items are addressed by the committee. | 5 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. |