



ST. PETERSBURG COLLEGE
PARALEGAL STUDIES PROGRAM
ADVISORY COMMITTEE MEETING
OCTOBER 14, 2010

MEETING MINUTES

PRESENT: Susan Demers, Christy Powers, Deborah Eldridge, Leah Diaz-Shafer, Bob Schumaker, Jane Helms, Kay Burniston, Karen McLead, Jenna Kemp, Iryna Bandaryk, Andy Sasso, Karen France, Rosemary Kafer, Rebecca Frank and Bob McClure.

The meeting was called to order at 4:00 p.m. in the Courtroom (SS160) of the Social Science Building on the Clearwater Campus.

Following Introductions, Dr. Powers began discussion with Music Law; call for adjuncts or interested adjuncts.

Advisory Committee Mission:

- A. Call for non-legal committee member to join the Board and to review our programs.
- B. Advisory Committee Membership Handbook (listing criteria, sample past minutes, general print materials - <http://www.spcollege.edu/epicenter/advisory/>)

Program goals and mission: Will be posted on prior mentioned link as well.

Review Curricula:

- More offerings at Downtown Campus, including Intro and Lunch Bunch for CLA/CP Examination Prep Course, PLA4944 Paralegal Certificate
- Description of Certificate Program
- Currently, large openings for paralegals in foreclosure
- Introduction to concept of memo submissions with cover letter and resume – general feel that memo would be productive for actual paralegal

Downtown St. Petersburg Courses: any other eligible courses for downtown?

Business Law Courses – Law Professor, Deborah Eldridge, was introduced to the Board and briefly discussed Business Law Courses being offered.

ABA Status:

- Site visit from ABA in Fall; happens every 7 years
- Standards reworked by ABA to assure compliance

Call for Assistance:

- A. Paralegal related positions in all areas (Pinellas, Pasco and Hillsborough) including business compliance
 - Needed technology skills; Lexis, Westlaw. Perhaps a course on fast case (maybe in Legal Research and Writing), either Westlaw or Lexis ok because generally if you know one you can pick up the other.
- B. Technology survey - would like students trained on transactional software programs such as "hot docs", social media training, blogs. Perhaps offer as a seminar to the public with a lower rate for students
 - Send in email request that members list what technology paralegals need to know
 - Video tape seminar for future marketing use
 - Excel workshop next Thursday in teaching auditorium
- C. Paralegal usage survey - need names and emails from each member to build email chain for survey.

College of Policy and Legal Studies - suggestions for advisory committee members

- Advised of new program in Public Policy I
- Twinned with new Public Policy institute
- Classes will be therewith affiliated

The meeting was adjourned at 5:20p.m.