

St. Petersburg College

SPC

PARALEGAL STUDIES

ADVISORY COMMITTEE MEETING

Monday, October 19, 2020 – Zoom Meeting

5:30pm-6:45pm

MINUTES

WELCOME:

Dr. Christy Powers, Chair
College of Policy, Ethics, and Legal Studies

Dr. Powers welcomed everyone and thanked them for joining the meeting. She shared that we have some innovative things to discuss, and seek the committee's advice.

ROLL CALL:

Dr. Christy Powers, Chair

Roll was taken from Zoom Participants List.

Present: Ms. Iryna Bandaryk; Mr. Ian Banks; Mr. Joseph Benavides; Ms. Susan Demers; Ms. Rebecca Frank; Mrs. Kaila Glaros; Ms. Candi James; Ms. Caitlein Jammo; Ms. Laura Marx; Mr. Jason Nicholson; Ms. Christy Powers; Mr. Andy Sasso; Mr. Robert Schumaker; Ms. Melissa Solevilla; Ms. Elizabeth Bryson

Excused: Ms. Heather Arbuckle; Ms. Rachel Bennett; Ms. Lisa Brody; Ms. Deborah Eldridge; Mrs. Erika Hartman; Mr. Darryl Henderson; Ms. Kandice Hyatt; Ms. Anona Johnson; Ms. Ellen Poole; Ms. Vitalia Shafer; Mr. Jason Stearns; Mr. Nathan Suedmeyer

Dr. Powers asked everyone to introduce themselves and share what they are doing right now. She introduced each person present and asked them to share a few things about their work and family lives.

FOLLOW-UP FROM SPRING 2020 MEETING:

-New AS Degree launched this Fall 2020

Dr. Powers reviewed the AS Degree changes that have been in the works for the past year-and-a-half. She explained that instead of giving the students many choices, the classes were consolidated and six classes were made mandatory. She shared that the students are enjoying the planned-out aspect

of the classes going down to 6 from 18 options. This has decreased advising time and has cut down the amount of time the student works on completing the program.

Some students were caught at the end of their degree path so some adjustments needed to be made. We saw that the students were very receptive to the changes.

SPC recently had a mini graduation celebration on October 10th, which was very satisfying for students to be able to show up to a physical location to celebrate graduating. We are trying to come up with different ideas to celebrate graduation. The Dean and Dr. Powers personally send hand-written congratulatory cards, because it's a milestone that means so much.

Dr. Powers invited the committee members to share any other ideas to make graduation very special now that the physicality of the event has been removed.

Iryna Bandaryk asked how many graduates are expected to graduate each year.

Dr. Powers said that on average there are about 100 a year parsed through the three semesters, between the AS, BAS and Certificate programs. But it depends on the semester.

She returned to the discussion about the AS Degree saying that we value the degree as employers find it sturdy and robust; it is very powerful in our industry. There is hope that the next couple of years prove a consistent pattern of students who are well-versed in all areas of the law, even though they may not be practicing in that area.

Dr. Powers asked for final comments regarding the new AS Degree changes, and she thanked everyone for their input and contribution to our efforts.

COLLEGE-WIDE UPDATES:

Dr. Christy Powers

-COVID-19 Updates

Regarding COVID-19 updates, **Dr. Powers** mentioned that we are still presenting our classes via LiveOnline, but we are trying to promote some classes in Blended or Face-to-face modality as well. She said we had a good showing at our Downtown Business Law class and had the room filled at 12 students (per social distancing guidelines). Many of our rooms are capped at 15 or 20 students unless it is a very large room.

In the LiveOnline concept, for those who may not have been at our last meeting, students are doing the same thing that they would have done before, just doing it in a different place. So from 7:00 to 9:40 or 9:50, a designated time, they are meeting.

It's been a challenge to make students aware that it is not just an SPC mission, it is ABA mandated. ABA mandates that you teach the course with major learning objectives the same as Face-to-face, the time frame is the same, attendance is the same.

She asked if anyone had a suggestion to help us motivate our students. Some students just see "online," and it hasn't translated that they still need to be physically attending at the specific timeframe. This makes it impossible for students to stack three courses on a Monday evening, which isn't advisable anyway; the classes are deliberately scheduled on the same day so they can't be taken at the same time.

She asked if the LiveOnline definition makes sense to the committee: Different location, same time, same curriculum and same instructor.

Melissa Solevilla said that it does make sense. It's simple – Live and online – very simple. But since we are talking about college students, there must be further explanation.

Dr. Powers describes it to students as LiveOnline is not the time for doing dishes or eating. There is Zoom Etiquette.

We will send you, following the meeting along with the minutes, the Zoom etiquette that has been given to our students. She would like the committee members to let us know if you would make any changes, additions or deletions.

Melissa Solevilla recounted some experiences she has had in the workplace with opposing counsel, grown adults, needing to become more professional on Zoom. But in the students' defense, she said, they are probably trying to do the class from home, and they have to keep the kids out and keep them from interrupting. It is a balance between disrespect and lack of maturity, and they are just trying to survive. She said she is sure that professors are taking it all into consideration and can differentiate between those that are disrespectful and those that are trying to survive and make it work.

Dr. Powers reiterated that she would like the committee members to look at the Etiquette rules and see if they are applicable, not just now, but into the future. We are hoping that these Etiquette Rules carry over into the internships and into the workforce.

There are still several online courses available, but Professor Banks and Dr. Powers do a LiveOnline lecture that the students can join even though it is a strictly online course. So we've asked some of our online professors, for the very small number of online courses we maintain in Paralegal Studies, to attempt to do the same, to make a connection with the students. She said it's important that we have time with the students to chat and see what's going on.

Iryna Bandaryk asked about the Securities course and if it was part of the AS degree.

Dr. Powers indicated that it's part of the Bachelor's Degree.

(A discussion ensued with Dr. Powers and Iryna Bandaryk as to the instructor of the course and her background, and that the course is offered on a two-year rotation.)

Dr. Powers indicated that students are encouraged to come back and take CLE credits with us. Most of our students who take the NALA exam are receptive to college credits translating into CLE's. The Paralegal Department is working with the Florida Bar on that. We find that some students come back to take a specialty elective such as Securities or Animal law, and learn a bit more while also satisfying the CLE's.

-Develop a Mission Statement

Dr. Powers introduced the next task – creating a Mission Statement. She shared her screen with several example mission statements that seem to be appropriate and invited the committee members to give their opinions. She stated that she would like to develop a concise mission statement because the college has requested it, and because she wants to make sure that our mission statement is consistent with technology needs. Being consistent with technology needs is the largest demand right now.

She explained that she took a sample of three Mission Statements and combined them. Number 2 was taken from a California school, and she liked the way it was bulleted. Numbers 1 and 3 are in paragraph format.

Paragraph 1 says, "The mission of a Paralegal Studies AS and BS degree and Certificate programs are to prepare students with the knowledge, skills and competencies to be successful as paralegals who are prepared to meet the needs of the legal community. Graduates of the program possess

knowledge of basic legal terminology and procedures, document drafting, professional ethics and client interactions; and are proficient in utilizing legal-based research and technology.”

Dr. Powers asked the committee what they thought of Number 1. She asked if it sounds comprehensive of what we are doing at SPC.

Laura Marx said she thinks it is a good overview and basically kind of a snapshot of what our goals are.

Iryna Bandaryk indicated that she would not use the word “basic,” especially because graduates from the BS degree have taken so many different courses, so she wouldn't consider it basic. Some of them are very advanced courses like securities.

Dr. Powers agreed that she didn't think we should call legal terminology basic.

She loves that feedback because it is one word that makes a huge difference. The AS, Bachelor's and Certificate, seeing as we offer all three – our students are pretty well-versed by the time they have completed.

Dr. Powers then moved on to Number 2, and asked what the committee thought about Number 2 with the bullet-type format of a mission statement. She said these look very similar to our major learning objectives that we include with our viability reports of our program programs yearly. It is a different format that she wanted to show them, the bulleted format versus the paragraph format. She asked what the committee members thought about Number 2.

Laura Marx stated that she is not a fan of the bullets, and thinks that a mission statement is just that, a statement. She thought this version looks more like a syllabus or a checklist.

Dr. Powers then asked, if you disregard the bullets, if there were pieces of information in this version of the mission statement that might be better or more explanatory than Paragraph 1 or 3.

Candi James said she likes the statement from 1 that is about meeting the needs of the legal community, because that's what we're doing. We're meeting needs for everybody in the community. We're just doing it through the attorneys and the courts and all of that. She would like to see that included.

Dr. Powers said that is part of why we impanel the advisory committee to make that connection between what we're doing here in education and what everyone else is doing in the field, in the industry, and what we're doing to make sure that we are meeting the needs. Many times the students may tell us, and we may hear from other employers, but we do rely heavily on all of you to tell us, honestly; What's going on; What do you think we need; and What do you think the students need.

Andrew Sasso also likes Number 1, but would change the words “Professional Ethics” to “Professionalism and Ethics.” Those are broken down in the legal community.

Dr. Powers acknowledged that that is from the Bar Exam and she likes that addition. Because it is professionalism and ethics, we have to subscribe to them what they are accountable for, what you must do versus what you should do, and do both of these to keep employability.

Iryna Bandaryk likes the second bullet in the second example: “the synthesizing and analyzing skill.” She would add “Proficiency in synthesizing and analyzing information and utilizing legal-based research and technology,” not the entire bullet point but just that section.

Dr. Powers asked what everyone thought about Number 3. It's slightly different but still effective. She shared that Number 3 comes from Roosevelt University in Chicago.

Kaila Glaros stated she is not a fan because when she reads it she thinks it is only for people who are going to become assistants or paralegals. When she talks to her students, about half of them plan to become lawyers rather than paralegals and are using this as their stepping stone. And when she reads this, she doesn't necessarily get that feeling.

Iryna Bandaryk thinks it is too broad.

Dr. Powers summarized saying that we are thinking in terms of simplicity, addressing the fact that we are here for the legal community, and what our graduates will possess. She asked if there is anything else, or if there were any other items that they think we should include in that, or is that comprehensive enough? Obviously a mission statement shouldn't be too large but should be comprehensive enough so that if someone reads it, it is quite clear what our mission is.

Kaila Glaros mentioned looking at "American versus Californian" legal systems and wondered if it would be important to note anything about "Florida versus Federal" within the mission statement. She was wondering if it would be important to note that anywhere, that we teach Federal and Florida.

Dr. Powers reiterated that this is the introduction of the mission statement and it will be sent out to everyone, hopefully to get everybody on board. This is an introduction to make sure that we were clearly stating to everyone - the ABA, future students, current students, adjuncts, potential adjuncts, current employees - really what we're trying to do here in Paralegal Studies as a top-rated ABA program.

She stated that we have a lot of students who happen to be relocating to Florida lately because of the Certificate, specifically, and the notoriety it has received.

Dr. Powers closed this section by asking if there were any other comments or issues or concerns for now for the mission statement. She thinks we have a really good handle on what we want to distribute, but she will call for some final approval over the next couple weeks if that's OK with everyone.

Iryna Bandaryk noted that there is a grammar issue with 1 and corrected it.

Summarizing, **Dr. Powers** said that we like a couple of things from Number 2 and we are pretty good with 3, but we're pretty solid with Paragraph 1. She thanked everyone for assisting with the Mission Statement.

COMMUNITY CONNECTIONS/ INTERNSHIPS:

Full-Time Faculty, Dr. Deborah Eldridge

-New Sites & Ongoing Opportunities during COVID-19

Dr. Powers indicated that Prof. Eldridge was not present for the meeting but she summarized her efforts as follows: Dr. Eldridge has been working with many community partners over our internships and co-op work experience. Placing individuals in a physical location for internship hours has been a challenge. As well as training someone how to account for hours worked, if they're working or researching remotely. It needs to be explained what that means. So if someone says you need to be online for an internship for the hours between eight and four, then the expectation is that you would physically be present between the hours of eight and four. There has been a little bit of a learning curve in that situation.

She went on to say that we are happy to place interns remotely and physically because there are plenty of students who are ready to go back into the workforce respecting all the CDC guidelines, including the workplace guidelines, in order to gain Face-to-face interaction.

Dr. Powers asked if the members knew of anyone seeking interns. They could be from their location or from another. She told the members that we are willing to work and train students both on being on-site as well as off-site in the kind of remote learning situation we have now. She asked them to please understand that we are just not going to hand them off and say good luck, hope the zoom works out. Deb Eldridge is seeking as many spots and locations as possible. A lot of the legal community has been very receptive, and there are students still willing to come on-site to physical locations. And they're just as excited that we have well-trained students in technology where working remotely is not a challenge. They can still do the great job they're doing from a remote location.

Dr. Powers asked that if they have any internship, cooperative work experience possibilities, or any tips or tricks that they're finding as you go through this process with their employment, please let us know and then we can pass that good stuff on to Dr. Eldridge.

PROGRAM UPDATES:

Dr. Christy Powers, Chair

-ABA Interim Report Due March 2021

Dr. Powers introduced the subject of the ABA Interim Report. We love our ABA, the American Bar Association. They said to everyone in March, go ahead and do what you need to do to teach your courses, just make sure that you can see your students at some point and you can connect with them and you're still doing the great things you're doing from afar.

She mentioned we are currently in another reporting period. This is our interim report; this is not the site visit report, but it is one where we gather hundreds of pages of information to submit to them about the great things that our students are doing, including our advisory committee and everything associated with the college.

We have started working on the report. It is due March 1, 2021, and we are very confident that we will have it completed before then. We are very pleased to see some of the numbers coming through. Some of our students who have been with us a while are actually completing and finishing what they started.

In regard to that, we've been on a very big mission lately to find students who were coded Paralegal Studies, but didn't finish. We are trying to determine why; what was the reason, how long it has been since they have attended.

Dr. Powers wanted the committee to please know that our department specifically has taken on the role of finding those students and trying to bring them back to finish what they started with their education, knowing full well that this is the time for those opportunities and the employability factors.

She stated that part of our reporting process to the ABA is reporting what we are doing here, now. And even though we meet twice a year, we still get a lot of great feedback and a lot of work done in the time that we do meet. She thanked the members for that.

-Open discussion: Certificate as LIVEONLINE

Dr. Powers opened the discussion of offering the Certificate Program LiveOnline. She indicated that most of the committee knows that our Certificate program is comprised of eight classes. We have six lower division classes and two upper division classes. The final Certificate course is designed to prepare you for the NALA examination. It prepares you for the exam, but also gives you the option to create an e-portfolio to profile your work, to make you more employable.

Now we've considered taking this Certificate national. We know there are very few ABA-approved Post Baccalaureate Certificate programs in the state of Florida. We also know that we have an articulation agreement with one of them, that being HCC. Hillsborough Community College offers an AS Degree program and a Post-Baccalaureate Certificate. We see their baccalaureate students all the time. They come to us from the AS program and they want to pursue our Bachelor's. We have a lot of other schools in the state of Florida that don't offer a Post-Bacc Certificate.

Dr. Powers continued explaining that since we are in this LiveOnline scenario, which we will probably be on for a while, wondering if we will they go back to Face-to-face. At some point, we will. But we are looking into the concept of having versions or iterations of the eight classes. For example, we could have one Intro to Paralegalism that is Face-to-face, and one Intro to Paralegalism that is LiveOnline. We are considering taking all eight classes and making sure that we have a Face-to-face and a LiveOnline version for those who wanted to take it online. We are not only considering just the state of Florida, but anywhere.

She then explained that cost becomes an issue to consider. But in crunching some numbers, the great thing about our in-state residency is that our Certificate costs, tuition-wise, \$2800. If you add \$500 for eight classes for books and resources, that puts us at \$3200 right now. If you take a look at the out-of-state tuition, we are around \$9500, and with books it will be at \$10,000. When this is compared to other proprietary schools or even other schools, they exceed the \$10,000 mark. The other schools that might fall below that amount are not ABA-approved.

Dr. Powers posed the question: What are your thoughts on launching and marketing our Certificate nationally, knowing that the price tag associated with it would be an out-of-state tuition running around \$10,000 when all is said and done?

Laura Marx thinks it's a great idea. She thinks that Florida in general is going to be lower cost than some of the northern states, just in tuition alone. She explained that she only learned about this LiveOnline option when she helped her daughter register for classes. They give you a regular online and a LiveOnline option. And it's just brilliant because not everybody can do a regular online class and teach themselves. Some people need that. Also, you don't always want to get off work and then go all the way across town to school. She said if you can be a part of a live class that's amazing. And if you're in, for example, Wisconsin, and you find this awesome nationally accredited program to attend and be able to get that experience, she thinks it's brilliant. And to pay 10 grand for it, it's probably worth it.

Dr. Powers shared that we have a newly assigned recruiter from the College, Mr. Rivera, and he has been tasked with investigating this and providing a beautiful demonstrative that compares SPC in-state, then compares SPC to other colleges in the state of Florida, and then the entire country. Taking a look at both state institutions, proprietary private institutions that have the ABA veil, but also are noted as being very reputable. And he's going to produce a chart for us to preview. So that's definitely something that we have in the works. And when you look at the cost, it could be something very viable to someone in the state of Washington, or Maine or Wisconsin.

We do have some excellent opportunities here, and we've had so many students write us in the past 24 months, before COVID saying, they would love to attend SPC; they have heard about nationwide recognition, but cannot travel to campus. They want to know what their options are. We've actually been able to tell them we have the options, but I believe that if we actually launched this and grow it like we think we can, we will have no problem filling two versions of each of those eight courses, one Face-to-face, one LiveOnline.

Laura Marx added that you can absolutely market it online. If all the big universities have online schools where you can get your master's totally online, it's just where things are moving.

(A general discussion ensued regarding interaction with students, students missing going to class, checking in to see if they are doing well, and going above and beyond to make sure our students are cared for within our community of care. We even provide resources for counseling, placement, etc.)

Iryna Bandaryk said that the program is amazing. She thinks it's a great program. And if somebody has a Bachelor's degree and wants to become a paralegal this program is amazing. It gives enough to become a paralegal, to get enough knowledge to jump in and work. She asked, what you're saying is that the residents enrolled in this program will be doing Face-to-face; other students from other states will be doing LiveOnline, or will the Florida residents also be able to do LiveOnline?

Dr. Powers explained that the students, no matter where they are taking the classes, can choose the modality, so they could either take it Face-to-face or online once we're able to fully offer those options. But as of right now, the Certificate is completely LiveOnline for the eight classes. It could be a Florida resident, non-resident, anybody anywhere - the LiveOnline is when you are in front of the camera for that time. And if for some reason we had to run a class LiveOnline that was meant to be Face-to-face, we would still most likely secure a room that would be large enough to could have students come in and have Face-to-face instruction, while also having the camera present to record. So that is a current mission.

There are a lot of instructors working with how to teach a Face-to-face course that's being recorded LiveOnline without it giving everyone seasickness for moving constantly in front of the camera. She asked, how do we teach a Face-to-face course that is being broadcast live while standing still, using the whiteboard? It is a little bit of a challenge. At SPC, certain rooms on certain campuses are being equipped for that function specifically, and we're working with our IT department to make it look refined and professional.

Iryna Bandaryk thinks it is an excellent idea because people that participate in this program, already have a Bachelor's degree so they are most likely a bit older, they have a job; most have families. So for them, it's a great opportunity to enhance their degree and switch jobs they are potentially interested in.

Candi James added that this may also be a great way to bring in people who are newly unemployed. If you can market this Certificate as fully online and it can be done within a year, and if those classes are scheduled so that they could take one a night, that's a full schedule. But when you're unemployed, getting to the next step and having a Certificate to go to your next employer, that's a great marketing selling point. When you are scheduling those courses, you should try and schedule it so that people can compact that Certificate into a small amount of time. Then the money really won't matter as much when you can get that Certificate in a short amount of time with the SPC name behind it.

Dr. Powers agreed. She mentioned that we have had students start in spring, who said they wanted to do four for spring and summer for the Certificate. She tried to discourage them from taking

such a full load, but they were ready. We have a cohort of students who are completing four classes now in fall and will complete four in spring, and we want to hone in on those to make sure that the success rates are good. We're not only monitoring what happens when they are taking the heaviest load they possibly can to complete, but how they're doing on the back end.

There are students who say they want to complete the Certificate in two semesters, and we have it mapped out that way, Monday through Thursday for two semesters and no class conflicts will occur. So that's a good thing. We have two Intro classes right now. In any given semester we can see as many as three of Legal Research and Writing or Advanced Legal Research classes running. We imagine that over the semesters once this grows, Interview and Investigation, Civil Law and Procedure, Professional Responsibility and the Certificate Capstone will probably grow to two sections. We would be thrilled for that.

Dr. Powers announced that we're going to start to put together some marketing materials and would really value

everyone's input and perception. And if you are a student with a Bachelor's degree, or newly unemployed, or are looking to dive into something different, would this be an attractive flyer or marketing piece. So I really invite all of you to just give us the very candid, honest pieces of feedback you can when we start to create and launch this. We're going to be launching this to many, many schools in Florida. And then, of course, we will go Southeast and then Nationwide.

There are some technology items and some federal regulations that we're working on with our IT department to make sure that we are in compliance when we offer a Certificate across state lines. The ABA, since we're in an interim reporting period, has been very, very kind regarding what we're doing because they know the expectations and standards we have are so high with LiveOnline. We have each challenged ourselves as instructors to take it up a level. Zoom can be very easy and simple, but you can also take it to really great heights and to really make learning at home fun.

I definitely see that everybody seems to be on board with our Certificate going LiveOnline, not just in the state of Florida but potentially nationwide.

DISCUSSION/SUGGESTIONS:

Dr. Christy Powers, Chair

-Open floor to committee for suggestions

Dr. Powers then introduced Dean Demers to talk a little bit about technology skills required for our graduates

-Tech skills required for graduates and job applicants

Dean Demers indicated that we may need the committee to do a little brainstorming for us, but since it is late we may only just get started tonight. She mentioned that you can never leave a paralegal advisory committee meeting without an assignment. So here is the assignment and follow up.

Dean Demers, when she heard Caitlin talking about the requirements for how to use Zoom, she thought the first thing on our list should be how to use this kind of conferencing software.

She shared about her Adobe subscription and the tools that we really need, so it would be best to teach students how to maximize Adobe because you can do so much with it. In the old days, all you

needed was Adobe Reader and you were fine. You could read anything in a PDF, but that isn't so much true anymore.

Since people are going to have to pay, it seems like we should be spending some time sorting out what are the PDF tools that that we need. So if you would just think of maybe putting it in three buckets: What is the equipment that you think people should be familiar with - that's the first bucket.

Which tools should they be able to work with: USB mics, is it important that they know how to maximize cameras, and be able to do an add-on program so that you can have a sub program that controls the Zoom of your built-in camera – She said that the committee members would know whether or not that was important.

And then the next piece is – not really skills. She wants to know what the things are; what is the stuff they should be able to generate when they sit down in front of the computer.

To reiterate, the tech bucket, the software bucket, and then the either the skill or the product they should be able to come up with.

Kaila Glaros shared that if you have heard it from her not once, but a million times, that she feels strongly that we should be teaching e-filing.

Dean Demers agrees absolutely. It should fall under one of those buckets.

Kaila Glaros has been trying to teach it every semester, a mini e-filing seminar within her class. She thinks we should do a big one.

Dean Demers said let's do a big one, and let's find a date and make sure we can get a license that has at least 300 for that date and we'll take it from there. She thinks it's a great idea, and sooner rather than later is better.

Dean Demers also suggested having a discussion on the efficacy of electronic signatures and what the various tools are, and what the various requirements are within the state courts, the federal courts and within certain contracts. She gave an example of signatures for certain kinds of loans, that they will only take a certain kind of e-signature and not another. We'll need to follow up with that.

Candi James said that she would take an e-signature class in a heartbeat, and that we should consider branching this out to the entire legal community. If you get this going with students, you should reach out to your already graduated students or to partner law firms and offer this for a fee or as a free event. She said that's something that we are all struggling with right now. We're finding out how to do it but the really hard way. If you guys come up with some answers, that's a great service back to the community.

(Conversation ensued regarding DocuSign and other software, and the compatibility of participants' software and hardware, and the challenges of working around it.)

Kaila Glaros indicated that she'll help get this information out to the different paralegal associations in Florida and the FRP committee.

Dean Demers thought we were all in the same place with this so we need to dig in and see what we can come up with. She indicated that the committee members all have their assignments and what we will do is follow up. She asked Jason Nicholson to give his input on how we're going to do this. We want it to be curricular but extracurricular as well. Students in business classes need some of this information as well. Let's do the first test and take it from there.

Jason Nicholson said he was happy to help, they just need content experts and then they can execute from there.

CLOSING REMARKS:

Dean Susan Demers, Dr. Christy Powers, Chair

Dean Demers thanked everyone and, appreciated everyone for being on the call tonight. She thought we got a whole lot done. She asked Dr. Powers if she had anything else for the group.

Dr. Powers asked the group to take stock in the fact that all the items that have been tasked to everyone, will be sent in one email articulating some of the items that we would love your feedback on. She thanked everyone for being present. She needed to put a lot of topics forward, but really appreciates the feedback.

Dean Demers especially thanked them for help with the Mission Statement

Dr. Powers asked the committee members to look for a follow-up email this week, and we will see everyone in Spring. She encouraged everyone to reach out and contact us. We are happy to hear any constructive criticism, points of concern, assistance – anything. She said we are striving to be the leader, not a follower in Paralegal Studies LiveOnline education. We are really challenging our full-time and adjunct instructors so if you see anything that you think might be included for our classes in an assignment or a task or research, please don't hesitate to reach out and let us know. Let us know what is currently happening in practice right now.

Dr. Powers again thanked everyone and wished them a lovely evening.

Whereupon, the Advisory Committee Meeting was adjourned.