

# Instructional Faculty Consortium Committee Meeting (IFCC)

## MINUTES

MARCH 2, 2018 10 A.M.

ATLANTA TECHNICAL COLLEGE

<b>PROGRAM</b>	Paralegal Studies
<b>FACILITATOR</b>	Karen Howard
<b>SECRETARY</b>	Celia Murray
<b>ATTENDEES</b>	Debra Geiger, Savannah Technical College Adam Grubbs, Southern Crescent Technical College Patricia Smith, Athens Technical College Keisha Hudson, Atlanta Technical College Hoganne Walton, Central Georgia Technical College Jackie Hightower, Central Georgia Technical College Kye Haymore, Georgia Piedmont Technical College Celia Murray, Georgia Piedmont Technical College Tony Jones, Sothern Regional Technical College (by phone) Joe Pride, Augusta Technical College (by phone) Caroline Angelo, VP of Student and Academic Affairs, Atlanta Technical College Karen Howard, TCSG

## Agenda Topics

<b>WELCOME</b>			KEISHA HUDSON
<b>DISCUSSION</b>	Keisha Hudson, the IFCC president, called the meeting to order and welcomed all to Atlanta Technical College. Introductions were made all around and new members welcomed.		
<b>CONCLUSIONS</b>			
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>	

<b>APPROVAL OF MINUTES</b>			CELIA MURRAY
<b>DISCUSSION</b>	Keisha Hudson asked if everyone had read the minutes of our last meeting. Jackie Hightower made a motion to approve the minutes of the last meeting. The motion was seconded by Kye Haymore.		
<b>CONCLUSIONS</b>	Minutes of the last IFCC Paralegal Studies Program meeting were approved unanimously.		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>	

<b>TCSG UPDATES</b>			KAREN HOWARD
<b>DISCUSSION</b>	TCSG has a new commissioner. There has been a little staff turnoever at TCSG and additional re-alignment is anticipated.  Karen explained that her role is to work with faculty in specific programs regarding program development, curriculum development, and faculty development. Karen anticipates that she may be re-aligned and a new TCSG paralegal studies liason may be named.		
<b>CONCLUSIONS</b>			
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>	

<b>COLLEGE UPDATES</b>			EVERYONE
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**DISCUSSION**

Atlanta Tech - Keisha Hudson has co-authored with Antoinette Harris a journal article to be published in April. She reports that the ATC program is strong after attaining ABA approval. Keisha also encouraged all members to make better use of the listserv for sharing best practices, accomplishments we are proud of, etc.

Athens Tech - Patricia Smith advises she has been named as the new paralegal studies program chair with Diane Hess continuing in her role as faculty member.

Georgia Piedmont Tech - Kye Haymore advises that Virgil Costley is retiring in June; Kye was selected as GPTC's Rick Perkins award winner and will represent the college in the state competition; GPTC submitted its report for ABA re-approval in October and awaits the site visit; Kye currently serves as president of the American Association for Paralegal Education.

Kye Haymore also updated members on the trend in AAFPE (American Association for Paralegal Education) of abandoning the ABA approval process because of the expense and record keeping requirements.

Savannah Tech - Debra Geiger states her program held a successful professional development event last month giving students an opportunity to participate in mock interviews with attorneys and human resources professionals.

Central Georgia Tech - Jackie Hightower is based on the Warner Robins campus. She received a mini-grant for law day and planned a CLE event to raise funds to pay for students to take certification exams. Hoggane Walton is based on the Macon campus and is currently participating in leadership Georgia. She has started the American Bar Association self-study as the first step towards approval. Hoggane also said she has been using blend-flex to record lectures so students can "come to class" on their own schedule.

Southern Crescent Tech - Adam Grubbs started at the college in August and has been struggling with faculty continuity issues but sees things improving.

Southern Regional Tech - Tony Jones reports things are going well at SRTC

Augusta Tech - Joe Pride reports things are going well at Augusta Tech but he has decided against pursuing ABA approval due the market requirements in his area.

Atlanta Tech VP Caroline Angelo discussed Banner Attendance and the manner in which Pell grants are distributed to students, saying that each college sets its own policy with regard to attendance. She also discussed the anticipated integration of Blackboard and Banner. Kye Haymore expressed concern with the multiple CRNs for courses and an inability to merge them in Blackboard.

**CONCLUSIONS**

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

**STUDENT LEARNING OUTCOMES REVISION**

EVERYONE

<p><b>DISCUSSION</b></p>	<p>While all agree that progress has been made in revising student learning outcomes for paralegal courses, all acknowledge the pace has been too slow. Kye Haymore suggested that the process used at the last IFCC meeting was extremely difficult with both in person and phone comments. All course competencies and student learning outcomes for all paralegal courses are now in a Google document which permits "track change" editing. Responsibility for proposing changes to courses was reviewed in light of changing IFCC members with volunteers as follows:                  PARA 1100 - Debra Geiger                  PARA 1105 - Jackie Hightower                  PARA 1110 - Jackie Hightower                  PARA 1115 - Hoganne Walton                  PARA 1120 - Diane Hess                  PARA 1125 - Tony Jones                  PARA 1130 - Celia Murray                  PARA 1135 - Adam Grubbs                  PARA 1140 - Keisha Hudson                  PARA 1145 - Joe Pride                  PARA 1150 - Celia Murray                  PARA 1200 - Celia Murray                  PARA 1205 - Debra Geiger                  PARA 1210 - Kye Haymore                  PARA 1215 - Hoganne Walton                  PARA 1220 - Kye Haymore                  PARA 2205 - Jackie Hightower                  PARA 2210 - Kye Haymore                  PARA 2215 - Kye Haymore</p> <p>In order to facilitate revision, Kye Haymore suggested the creation of a taskforce to review all suggested edits to the SLOs prior to the next IFCC meeting and report to the members whether there is consensus on changes or what concerns might exist. Jackie Hightower, Kye Haymore, Celia Murray and Keisha Hudson volunteered to serve on the taskforce.</p>	
<p><b>CONCLUSIONS</b></p>	<p>A deadline of May 15, 2018, for proposing changes to SLOs is necessary in order to allow time for all members to review prior to the next IFCC meeting.                  After that date, the taskforce will schedule a meeting to review.</p>	
<p><b>ACTION ITEMS</b></p>	<p><b>PERSON RESPONSIBLE</b></p>	<p><b>DEADLINE</b></p>
<p>Submit proposed student learning outcome revisions to all members through the Google doc.</p>	<p>Faculty members as listed above</p>	<p>May 15, 2018</p>

**NEW BUSINESS**

EVERYONE

<b>DISCUSSION</b>	<p>Kye Haymore expressed desire for consideration of modifying PARA 2210 to allow students to complete an internship by completing the Society for Legal Technology certificate online. Such a change would accomplish the following two purposes: (1) to provide an opportunity for students who work full-time jobs outside of the field to complete an internship and (2) increase technology skills for students.</p> <p>Atlanta Tech VP Caroline Angelo suggested the IFCC look at the criminal justice internship course competencies and student learning outcomes which are written very generically. She stated that allowing the instructor or program director to set parameters for the course helps students who have trouble completing an internship due to work or other issues do so. This also helps with retention.</p> <p>Karen Howard suggested that this could be accomplished by creating PARA 2200 (a new course) as an "or" (alternative) internship in KMS. This would not require a probe. The pre-req and hours would be the same as for 2210.</p> <p>Celia Murray suggested that another probe would soon be in order as some course competencies were also in need of revision. Kye Haymore suggested that the taskforce created to facilitate SLO revisions could make a preliminary report to the IFCC regarding concerns with course competencies and recommendation for a probe.</p>	
<b>CONCLUSIONS</b>	<p>Karen Howard and Kye Haymore will confer regarding course competency and student learning outcomes for a new course, PARA 2200. Kye will then present the new course for approval at GPTC.</p>	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
Establish the propose new course, PARA 2200, as an "or" to PARA 2210.	Kye Haymore and Karen Howard	June 1, 2018

**NEXT MEETING**

<b>DISCUSSION</b>	<p>All members agreed that our next meeting should be in a different part of the state. Debra Geiger volunteered to host and suggested the conference room at the State Bar of Georgia headquarters in Savannah. Kye Haymore suggested that Brunswick could be a good location and suggested coordinating the meeting with the Urgent Legal Matters CLE conference and asking Kelly Lanier to host.</p> <p>Meeting dates proposed are August 30 or a date tbd in September.</p>	
<b>CONCLUSIONS</b>	<p>Members with preferences should communicate via the listserv.</p>	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
Set next IFCC meeting date and location	Keisha Hudson	August 1, 2018