

Instructional Faculty Consortium Committee Meeting (IFCC)

MINUTES

MARCH 10, 2017 10AM

STATE BAR OF GEORGIA SAVANNAH OFFICE
HOSTED BY STC AND CPTC

PROGRAM	Paralegal Studies
FACILITATOR	Debra Geiger, State Chair
SECRETARY	Kye W. Haymore
ATTENDEES	Karen Howard, TCSG Debra Geiger, Savannah Technical College Kye Haymore, Georgia Piedmont Technical College Celia Murray, Georgia Piedmont Technical College Hoganne Walton, Central Georgia Technical College (On the phone) Dianne Hess, Athens Technical College (On the phone) Keisha Hudson, Atlanta Technical College Kelly Lanier, Coastal Pines Technical College Joe Pride, Augusta Technical College Virgil Costley, Georgia Piedmont Technical College (On the phone) Christopher Cunningham (On the phone)

Agenda Topics

UPDATES	60 MINUTES	DEBRA GEIGER
DISCUSSION	<p>Debra Geiger, IFCC State Chair, called the meeting to order. Everyone introduced themselves to the group. Debra asked if everyone had read the minutes to our last meeting and asked for a motion to approve the minutes. Celia Murray made a motion to approve the minutes, and Kelly Lanier seconded the motion. The minutes were then approved unanimously.</p> <p>Karen Howard updated the group on what is going on at TCSG. Both of the main issues that TCSG is discussing with the different IFCC groups are topics that our group has already discussed and addressed. They are the prior learning initiatives and apprenticeships. She also presented us the numbers from KMS for the number of students and graduates in Paralegal Studies from each institution. Several of the members question the validity of those numbers. Karen indicated that the numbers are pulled from KMS which is populated with the information that comes from each of the colleges. Karen is going to check on the procedures from collecting the information.</p> <p>Debra then asked each program to provide an update on what was going on with their college and their program.</p> <p>Celia Murray reported on behalf of Georgia Piedmont Technical College. She announced that Kye Haymore won her election as the President Elect of the American Association for Paralegal Education (AAfPE). She also stated that nothing has happened with regard to the establishment of a Faculty Senate at GPTC since our last meeting.</p> <p>Kelly Lanier reported that she now has 5 students in her new program. She has also had her first advisory board meeting where she received wonderful support from her legal community. She thanked everyone for their help in getting her started.</p> <p>Joe Pride has been working on Internship and PAR efforts at Augusta Technical College.</p> <p>Before the group moved on to the next college update, we discussed the issue of course loads. There was discussion about whether or not we should conduct a survey addressing this question. There was no resolution as to the issues.</p> <p>Hoganne Walton from Central Georgia Tech communicated that Central Georgia has been approved from membership in AAfPE. She asked us to continue to please pray for Jana Bruner who has had back surgery and is still out on medical leave. CGTC has hired a new adjunct but Hoganne is currently a team of one. Hogan missed Karen's presentation regarding the graduation rates discussed earlier. The group filled her in on the earlier conversation.</p>	

DISCUSSION (CONT'D)	<p>Keisha Hudson of Atlanta Tech communicated that she her ABA Site Visit in January and the program is being recommended for approval at the August Board of Directors meeting. It has been a three year process, and she was the first program to complete the ABA's new online application. She is presenting at the AAFPE national conference this October on Generational Diversity. She also has an article that will be published nationally in April of 2018.</p> <p>Dianne Hess from Athens Technical College stated that she had no comment.</p> <p>Christopher Cunningham of Columbus Tech stated that they just had the 2nd Annual Scholarship for Paralegal Studies awarded. The local bar funds this scholarship. They have held their 4th LEX Honor Society induction. Christopher is also working with AAFPE to create survey for AAFPE members.</p> <p>Debra Geiger of Savannah Tech stated that her program just held their 2nd Speed Mock Interview event and that it was a great success. A scholarship was secured out of this event. The program's LEX induction is coming up.</p>	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

NEW BUSINESS		20 MINUTES	DEBRA GEIGER
DISCUSSION	A lot of new business was discussed during the individual college updates. Celia Murray did bring forward an idea of creating a study abroad program for our Paralegal Studies students. The group agreed that is a great idea, and Celia is going to begin collecting information.		
CONCLUSIONS			
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	

OLD BUSINESS: STUDENT LEARNING OUTCOMES		30 MINUTES	DEBRA GEIGER
DISCUSSION	<p>The IFCC had previously decided to review the learning outcomes for each of our courses because the entire group felt that many of the courses have too many learning outcomes. Kye has compiled a Word document that outlines all of the SLOs in one place. Many of the members have completed proposed updates, but several have still not completed their assigned courses. As we are still in the process of working on the courses, it was decided that this topic would not be discussed further at this meeting and that the members would post their proposals for changes to the learning outcomes to the listserv no later than July 21, 2017. Course assignments were adjusted due to workloads. Kelly and Kye will work on the Legal Research and Writing SLOs, and Kye will work on the Internship SLOs based on Howard Sokol's email suggestions. Debra will then compile all recommendations into one document that will go out at least two weeks prior to the next IFCC meeting. All members are charged with reviewing the entire document and coming to the next meeting prepared to approve or reject the recommended changes.</p>		
CONCLUSIONS	This is a ongoing project. Please review the April 2015 minutes for the specific assignments with the exception of adding PARA 1205 to Celia's responsibilities.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	
IFCC members will post their specific course recommendations to the listserv.	All members	July 21, 2017	

ADJOURNMENT		DEBRA GEIGER	
DISCUSSION	It was decided that we would hold our next meeting September 29, 2017 at Georgia Piedmont Technical College's Covington campus. Debra Geiger adjourned the meeting.		
CONCLUSIONS			
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	
MEETING ADJOURNED			
MINUTES SUBMITTED BY:	Kye Haymore, Georgia Piedmont Technical College		