

Advisory Committee Meeting Record

| | | |
|-----------------------------------|-----------------------|--|
| CHAIRPERSON: Cheryl Jones | | |
| MEETING DATE: 28 November 2023 | MEETING TIME: 3:30 PM | MEETING PLACE: Zoom |
| RECORDER: Cheryl Jones | | PREVIOUS MEETING: 16 November 2023 (Workshop) |

MEMBERS: (P=PRESENT) Add nonmembers present to bottom of table with heading "Others Present" (OP)

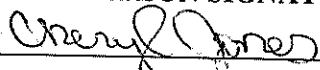
| (P/OP?) | Name and Title (List all members) Email Address and Ph # | Business Affiliation | Name and Title |
|---------|---|--|--|
| | Paul Motz, Judge paulmotz@gmail.com | County Court at Law #1, Bell County Texas | Paul Motz, Judge |
| | Cheyenne Minick, JD, Attorney Cheyenne@Centexlawyers.net | Harris Law Office | Cheyenne Minick, JD, Attorney |
| P | Amanda Mahlstedt, Office Manager / Sr. Paralegal Amanda@SilverblattLaw.com | Silverblatt Law Office | Amanda Mahlstedt, Office Manager / Sr. Paralegal |
| P | Heather Farran, Paralegal Help@SilverblattLaw.com | | Heather Farran, Paralegal |
| | Joshua Tisdale, Attorney at Law joshua@thetisdalelawfirm.com | Tisdale Law Firm, LLC | Joshua Tisdale, JD, Attorney at Law |
| | Lisa Griffin, Chief Operating Officer LGriffin@carlsonattorneys.com | Carlson Law Firm, PC | Lisa Griffin, Chief Operating Officer |
| P | Naomi Krug, Paralegal nkrug@stu.ctcd.edu | Hollwarth Law | Naomi Krug, Paralegal |
| | Ashley Clapper, Attorney Ashley.Clapper@Corbinlegalteam.com | Corbin, Stapler, Clapper | Ashley Clapper, JD, Attorney at Law |
| | Caryl Smith, Officer Manager Caryl@TedSmithLawGroup.com | Ted Smith, PC | Caryl Smith, Officer Manager |
| P | Elizabeth Hubbard, Paralegal lizh@hillcountrylegal.com Tyler Rockafellow, Attorney at Law tyler@hillcountrylegal.com | Rockafellow Law | Elizabeth Hubbard, Paralegal Tyler Rockafellow, JD, Attorney at Law |
| P | LaShell Bartholow, Senior Paralegal LaShell@txconstructionlaw.com | Sanderford & Carroll, PC | LaShell Bartholow, Senior Paralegal |
| OP | Tina Ady, Les Ledger, Kelli Kelley, Celina Alvarado, Alexis Green, Veronica Martin, Lesley McGough, Melanie Bank | Central Texas College | |

AGENDA

| Agenda Item | Action, Discussion, Information | Responsibility |
|-----------------------------------|---|-----------------------|
| Approve Minutes from Last Meeting | Approved in workshop | Dr. Silverblatt |
| Old Business: | See Advisory Committee Required Functions below | |
| | | |
| New Business: | Artificial Intelligence and the need for changed teaching methods and necessary skills. | Dr. Silverblatt |
| | | |
| Curriculum Decisions: | None at this time | Dr. Silverblatt |
| | | |
| Other: | | |

MINUTES

| Key Discussion Points | Discussion |
|------------------------------|--|
| Old Business: | <p>Workshop: Evaluated the goals and objectives of the program curriculum in workshop</p> <p>Workshop: Reviewed workplace competencies for the program occupations</p> <p>Workshop: Considered program revisions as needed</p> <p>Workshop: Evaluated the adequacy of existing college facilities and equipment</p> <p>Workshop: Identified local business/industry leaders who will provide students with external learning experiences, employment, and placement opportunities</p> <p>Workshop: Discussed promoting and publicizing the program to the community and to business and industry</p> <p>Workshop: Discussed any needs of students from special populations</p> |
| New Business: | <p>Discussion of strategies to deal with Artificial Intelligence by students in the paralegal courses.</p> <p>Discussion of the role of Artificial Intelligence in the delivery of legal services and necessary job skill development in the Paralegal Program</p> |
| Curriculum Decisions: | No changes at present. |
| Other: | |

| | | |
|--|----------------------------|-----------------------------------|
| CHAIRPERSON SIGNATURE (or designee):  | DATE: 11/29/2023 | NEXT MEETING: 4/14/2023 |
|--|----------------------------|-----------------------------------|

Advisory Committee Required Functions

| GIPWE Required Functions | <p align="center">How/when did the Committee address this function? At this meeting or a prior meeting?</p> <p align="center">Please add to "ACTION ITEMS" below if necessary to show that this function is or will be addressed.</p> |
|---|--|
| Evaluating the goals and objectives of the program curriculum | Reviewed survey taken of board representatives of the service area and analyzed at committee workshop. No issues. |
| Establishing workplace competencies for the program occupation(s) | Reviewed prior survey taken of board representatives of the service area and analyzed at committee workshop |
| Suggesting program revisions as needed | Open discussion at workshop meeting. See above. |
| Evaluating the adequacy of existing college facilities and equipment | Open discussion at workshop meeting. No issues. |
| Advising college personnel on the selection and acquisition of new equipment | Open discussion at workshop meeting. No issues. |
| Identifying local business/industry leaders who will provide students with external learning experiences, employment, and placement opportunities | Survey taken of board representatives of the service area and analyzed at workshop meeting. |
| Assisting in promoting and publicizing the program to the community and to business and industry | Open discussion at workshop meeting. No issues. |
| Representing the needs of students from special populations | Open discussion at workshop meeting. No issues. |

Action Items

| Description | Assigned To | Progress | Completion Date |
|--|--|----------|-----------------|
| Course development of special topic on remote and virtual law firms. | Dr. Gene Silverblatt and Mrs. Cheryl Jones | On-going | April 14, 2023 |