

Advisory Committee Meeting Record

CHAIRPERSON: Amanda Mahlstedt		
MEETING DATE: 29 November 2024	MEETING TIME: 3:30 PM	MEETING PLACE: On-Line
RECORDER: Gene Silverblatt		PREVIOUS MEETING: 16 November 2023

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
	Caryl Ciccone, Office Administrator Caryl@tedsmithlawgroup.com	Ted Smith Law Group	Office Administrator
P	Staci Johnson, Attorney Staci@prater-ridleylaw.com	Prater & Ridley Law	Staci Johnson, JD. Attorney at Law
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
P	Erika Hairgrove, Paralegal EHairgrove@namanhowell.com	Naman, Howell Smith & Lee, LLC	Erika Hairgrove, Paralegal
P	Naomi Krug, Paralegal nkrug@stu.ctcd.edu	Hollwarth Law	Naomi Krug, Paralegal
P	Veronica Flores, Deputy Clerk vf7122170@gmail.com	Marble Falls Municipal Court	Veronica Flores, Deputy Clerk
P	LaShell Bartholow, Senior Paralegal LaShell@txconstructionlaw.com	Sanderford & Carroll, PC	LaShell Bartholow, Senior Paralegal
P	Elizabeth Hubbard, Paralegal lizh@hillcountrylegal.com	Rockafellow Law	Elizabeth Hubbard, Paralegal
OP	Gene Silverblatt, Attorney Gene.Silverblatt@ctcd.edu	CTC Paralegal Program	Gene Silverblatt, JD Paralegal Program Coordinator

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	Dr. Silverblatt
New Business:	Market changes and the need for remote document drafting staff	Dr. Silverblatt
Curriculum Decisions:	Develop potential certificates for Remote Document Drafting Technicians	Dr. Silverblatt
Other:		

MINUTES

Key Discussion Points	Discussion
Old Business:	<p>Evaluated the goals and objectives of the program curriculum and reviewed workplace competencies for the program occupations. Considered program revisions as needed, including new certificate plans.</p> <p>Evaluated the adequacy of existing college facilities and equipment, given a very limited budget.</p> <p>Identified local business/industry leaders who will provide students with external learning experiences, employment, and placement opportunities.</p> <p>Discussed promoting and publicizing the program to the community and to business and industry.</p> <p>Discussed how we meet the needs of students from special populations, including home bound, non-working and working students.</p>
New Business:	Discussed strategies to deal with legal document technicians as a segway to the AAS Degree for paralegals.
Curriculum Decisions:	Develop potential certificates for Remote Document Drafting Technicians
Other:	

CHAIRPERSON SIGNATURE (or designee): <i>Amanda Mahstedt</i>	DATE: 12/4/2024	NEXT MEETING: 6/14/2025
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Advisory Committee Required Functions

GIPWE Required Functions	How/when did the Committee address this function? At this meeting or a prior meeting? Please add to “ACTION ITEMS” below if necessary to show that this function is or will be addressed.
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
Development of legal document technician certificate plans	Dr. Gene Silverblatt	On-going	April 14, 2025