



## **MEETING MINUTES**

[Business/Financial Services/Hospitality Management/Office and Paralegal Cluster]

**January 5, 2015**

**9AM-NOON**

**BA307**

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**ITEM 1. Rename** PLA2762 from Legal Office Systems to Law Office Management

**Approve** addition of co-requisites and pre-requisites as follows:

- ☐ PLA 1104 Legal Writing and Research 1: pre-requisite of ENC1101 English Composition 1 and co-requisite PLA 1003 Introduction to Paralegalism
- ☐ PLA 1273 Torts: co-requisite PLA 1003 Introduction to Paralegalism
- ☐ PLA 1949 Co-op Legal Assistant 1: pre-requisites: PLA 1003 Introduction to Paralegalism; PLA2209 Court Systems I, and PLA1104 Legal Writing and Research I and professor approval
- ☐ PLA 2209 Court Systems 1: co-requisite PLA 1003 Introduction to Paralegalism
- ☐ PLA 2465 Bankruptcy: co-requisite PLA 1003 Introduction to Paralegalism
- ☐ PLA 2483 Administrative Law: co-requisite PLA 1003 Introduction to Paralegalism
- ☐ PLA 2600 Administration of Estates: co-requisite PLA 1003 Introduction to Paralegalism
- ☐ PLA2611 Real Estate Law and Property Transactions: co-requisite PLA 1003 Introduction to Paralegalism
- ☐ PLA 2762 Law Office Management: co-requisite PLA 1003 Introduction to Paralegalism
- ☐ PLA 2800 Family Law: co-requisite PLA 1003 Introduction to Paralegalism
- ☐ PLA 2841 Immigration Law: co-requisite PLA 1003 Introduction to Paralegalism

**Approve** PLA2303 Criminal Litigation I as a new program course

Course description: Course includes examination of: 1. Offenses against persons, property, and habitation 2. Statutory provisions 3. Defenses 4. Parties to crime and jurisdiction 5. Florida rule of criminal procedure 6. Arrest, search warrant, and probable cause 7. Exceptions to the search warrant 8. Admissions and confessions 9. Stop and frisk 10. Pretrial identification procedures 11. Preparation

of a case for court 12. Discovery procedures 13. Motions 14. Post-trial motions and procedures 15. Preparing the record on appeal 16. Habeas corpus petitions

**Eliminate** CJL2100 Criminal Law as an elective course

Discussion: Take a look at wording for the catalog to make the pre-requisites easier to understand if possible. Changes necessary to better prepare the student's writing skills.

Data/data source: (where appropriate)

Action: All sub-items under item #1 were voted on and approved by the cluster.

**Attendance:**

**Debbie Beres,  
Dr. Jane Montonen  
Bill Paczowski,  
Bob Gillan  
Cary High,  
Karen Brown  
Lisa Mears,  
Danny Fontenot  
Juliett Tracey  
Ronald Capute  
Heidi Ladika-Cipolla**

Submitted by:

Danny Fontenot  
[name], Scribe

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