



**CLUSTER MINUTES**  
**Business, Financial Services, Hospitality Management, Office and Paralegal**  
**August 19, 2016**  
**10:45 – 12:00 p.m.**  
**BA307**

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**ITEM 1.      Revision of contact hours for RMI0092 – *Life, Health and Variable Annuities* (PSAV)**

Discussion:    RMI0092 has changed from 40 contact hours to 60 contact hours

Data/data source:

Action:        Motion by D. Fontenot to approve change in contact hours - seconded by D. Beres.  
Motion approved unanimously. RMI0092 changed from 40 to 60 contact hours.

**ITEM 2.      Course title revision for RMI0635 to “Accredited Claims Adjuster Designation Courses (ACA)” (PSAV)**

Discussion:    Course title revision needed to match the State of Florida’s official state title for the course.

Data/data source: Palm Beach State College, Florida Department of Education  
Florida Department of Financial Services  
<http://www.myfloridacfo.com/division/agents/licensure/general/docs/6-series.htm>

Action:        Motion by D. Beres - seconded by H. Ladika-Cipolla. Motion approved unanimously.  
RMI0635 renamed to “Accredited Claims Adjuster Designation Courses (ACA)”.

**ITEM 3.      Adoption of specific courses for 18 credit Paralegal Advanced Technical Certificate (A.T.C.)**

Discussion:    The certificate will be available to students who enter Palm Beach State College’s Paralegal Program with a bachelor’s degree and desire to take the NALA (CP) certification exam without obtaining the A.S. degree in Paralegal.

The courses that must be completed to obtain a Paralegal A.T.C. include:

Course ID	Title	Credits
PLA1003	Introduction to Paralegalism	3
PLA1103	Legal Writing and Research I	3
PLA2114	Legal Writing and Research II	3
PLA2209	Court System: Procedures and Pleadings I	3
PLA2229	Court System: Procedures and Pleadings II	3
BUL2241 <b>or</b> BUL2242	Business Law I <b>or</b> Business Law II	3
	<b>Total</b>	<b>18</b>

Data/data source: American Bar Association, Florida Department of Education, Florida Administrative Code

Action: B. Paczkowski suggested clarifying the course catalog to indicate that BUL2241 is not a prerequisite for BUL2242. Either course can be taken for credit toward the A.T.C. B. Scheffer questioned why there were two Legal Writing and Research courses in lieu of offering one Legal Writing and Research course with an elective course. C. High explained the rationale was to best prepare students for the CP examination, and a career as a paralegal, by requiring a minimum of one year of legal writing and research coursework.

Motion by D. Beres to approve to courses for Paralegal A.T.C. - seconded by D. Fontenot. Motion approved unanimously. The aforementioned courses will comprise the Paralegal A.T.C.

**Meeting Adjourned at 11:35 a.m.**

**Attendance:**

D. Fontenot  
H. Ladika-Cipolla  
B. Paczkowski  
M. Friedman  
R. Capute  
J. Robinette  
D. Beres  
J. Montonen  
B. Gillan  
J. Tracey  
B. Scheffer  
K. Allen  
J. Posada  
C. High

Submitted by:

s/Cary A. High  
Cary A. High, Scribe

c. Minutes Distribution List