



BUSINESS PARTNERSHIP COUNCIL

PALM BEACH GARDENS CAMPUS

MINUTES APRIL 11, 2016

MEETING CALLED BY: Cary High – Paralegal Department Chair
NOTE TAKER: Eric Lynch
IN ATTENDANCE: Jennifer V. Beck, Eric Lynch, Barbara Scheffer, Karen M. Brown, Tom Baker, Suzanne Prior, Bob Van DerVelde, Patricia C. DeRamus, Kenthia White, Cary A. High, Jen Beck, Dave Wells

I. CALL TO ORDER/APPROVAL OF MINUTES:

A. Cary A. High called the meeting to order at 6:03 P.M.

B. A motion was made, seconded, and unanimously voted in favor of approval of the minutes from the January 11, 2016, meeting.

II. INTRODUCTION AND PRESENTATION:

A. Welcomed new BPC member and guest:

- a. Kenthia White, Assistant to the City Clerk of Palm Beach Gardens
- b. Suzanne Prior, Career Development Advisor
- c. David Wells, QEP Manager

Mr. Wells provided a thorough explanation of the QEP and its role at PBSC

III. OLD BUSINESS:

A. Real Estate Law Curriculum review (con't from 1.11.16 meeting):

- i. After review of course materials the BPC agreed to maintain the current status of the real estate courses (PLA2611 and 2630) finding that the current presentation of substantive real property for PLA2611 (3 credits) and real estate closing document preparation PLA2630 (3 credits)
- ii. BPC may again review the curriculum at a future date

B. Chair advised the Paralegal ATC Approved by academic cluster and being submitted to the curriculum committee in the fall

C. Renewed call for BPC members in the following areas: Personal Injury, Commercial Litigation, Real Estate Law as well as law office administrators and PBSC Paralegal Program Alums

D. Chair advised that ABA approval is a man priority over the next 12 – 18 months. Focus groups will be scheduled for the fall 2016 or spring of 2017 for both practicing paralegals, graduates of PBSC's Paralegal Program, and employers of

paralegals in the local legal community. A committee member inquired if active students will be attending the focus groups. Chair advised that the ABA standards for external assessment require input from the local legal community's employers, practicing paralegals, and graduates only. The current students provide input for internal assessment through college course evaluations.

IV. NEW BUSINESS:

- A. Dr. Van Der Velde explained college administration at the district-level had given a green light to begin the creation of a concentration in law under the current B.A.S. in supervision and management currently offered at PBSC. Dr. Scheffer and the chair will be coordinating with Dr. Van Der Velde over the next few months to submit a proposal for the new concentration in law.

V. ANNOUNCEMENTS:

Congratulations to Dr. Brown on her retirement

There being no further business motion to adjourn was made at 7:15 pm and the meeting was adjourned.