



**MEETING MINUTES OF THE PRE-LAW & PARALEGAL STUDIES**  
**SPRING 2016 MEETING**

Date: March 15, 2016

Present: Monica Williams, Alumnus of Program  
Millicent Rubin, Alumnus of Program  
Tammy McBride, Alumnus of Program  
Shirley Snyder, Coordinator, Pre-law/Paralegal Studies & Criminal Justice  
Programs & Associate Professor

Absent:

I. ***Review of Minutes*** for corrections and revisions.

Minutes from the December, 2015 meeting of the Pre-law/Paralegal Studies Advisory Council were accepted without revision.

II. ***Review of current status of the program.***

- a. Contact information for members was confirmed and/or updated.
- b. Current status of program.
  1. Report on program numbers status-Snyder.
    - o Program numbers are holding current with last report.
  2. Recruitment report-Snyder/McBride.
    1. Snyder reported emailing recruiter who knew nothing of the program.
      - a. Was invited to a meeting of all recruiters to speak of program.
      - b. Arrived at the designated time and place and was seated outside the meeting, but was never invited in.
      - c. The person at the front desk said that the President was meeting with them.
      - d. Waited for 30 minutes and saw no one; decided to reschedule.
      - e. Emailed to reschedule; have heard nothing to date.
      - f. Emailed again and rescheduled for March 24, at 8:30 a.m.
    2. McBride report tabled until next meeting.
- c. Major in PLPS Studies.
  1. McBride presented her research on programs available for paralegal studies in Louisiana. The group will review that research and further discuss in next meeting.
    - a. ABA Program Approval: Monica will research what is required for ABA approval of paralegal studies programs.
    - b. CLA-further work McBride will check out further the requirements for Category I, last criteria, for taking the Louisiana CLA exam.

- i. “. . . or a paralegal program that consists of a minimum of 60 semester hours of which at least 15 hours are substantive legal courses”.
2. McBride and Snyder will discuss so Snyder can complete (iii) below.
  - i. CLA-further work: Snyder will review hours for minor/concentration and ponder how to meet the criteria set out, for the CLA.
  - ii. Publicity of program: Snyder will send out student messenger emails at beginning of each semester, during semester, and before registration, publicizing the PLPS program.
    - i. Done for spring 2016 on Wed., March 16, 2016.
    - ii. Email goes to every student’s university email address.
    - iii. See Attachment A-handout.
3. Discussion of council research done and to be done.
  - a. Major in PLPS. Discussion and reports on research.

Programs offered in Louisiana that might conflict with a pre-law major at NSU. Snyder reported finding no programs in Louisiana (or elsewhere for pre-law studies, by Internet research).

    - i. Tabled for fall 2016 meeting: Brainstorm what to offer in this degree to make it the “premiere pre-law/paralegal program” in Louisiana. “Honors Degree in Pre-law” with an ethics requirement.

## II. **Work for Next Council Meeting.**

- McBride report on recruitment.
- Monica will research what is required for ABA approval of paralegal studies programs.
- McBride will check out further the requirements for Category I, last criteria, for taking the Louisiana CLA exam.
- Snyder will review hours for minor/concentration and ponder how to meet the criteria set out, for the CLA.
- Snyder will report on meeting with recruiters.
- Snyder will report on research on the Louisiana School and the Honors College.

III. Next Meeting Date: Fall 2016. Will plan a lunch meeting at same location if group agrees.

IV. Adjourn Meeting.