

**American Association for Paralegal Education
22nd Annual Conference
October 15-18, 2003
Hyatt Regency St. Louis at Union Station
St. Louis, Missouri**



This year's conference — "Making a Difference in Paralegal Education" — brings AAFPE members cutting-edge sessions for both seasoned and new paralegal educators and program directors.

HIGHLIGHTS:

- Conference registration fees at **no increase**.
- Surprisingly affordable hotel room rates.
- 24 information-packed concurrent sessions with top-notch presenters.
- Back by popular demand—the AAFPE Information Exchange Room and an optional Dinner Cruise.
- Special airfares through American Airlines.

Making a Difference in Paralegal Education St. Louis—Gateway to the West

"The first structure in St. Louis was the 1796 landing built by French fur trapper Pierre Laclède. Forty years later on their way west, Lewis and Clark passed through the settlement that had grown up around the landing. Soon, thousands of men and women followed—all seeking a new life beyond the Mississippi. St. Louis had become not only a staging post for the pioneer but also the gateway to a new life.

Today, St. Louis is still a gateway city, being served by four interstate highways and looking equally to the East, West and Gulf coasts. It is the nation's second largest inland port and a leader in the aerospace and automobile industries.

AAfPE has selected the Hyatt Regency St. Louis at Union Station as the headquarters hotel. It is located right in the heart of a restored railroad terminal and historic landmark. The Grand Hall, with its memorable soaring arches, priceless Tiffany stained glass and intricate gold leaf designs, welcomes you to this member of the Historic Hotels of America. The bustling train concourse is now 11 acres of restaurants, boutiques, and entertainment centers under one roof.

The station, built in 1894 at a cost of \$6.5 million, was the largest single-level passenger rail terminal in the world and was a dramatic gateway to the West. Designed by Theodore Link, this historic landmark was an ornate example of Romanesque architecture. Renovated nearly 100 years later, Union Station remains one of the most impressive public structures in the Midwest.

*Join your AAFPE peers as we "Make a Difference."
I look forward to seeing you!*

*Kathryn Myers
Saint Mary-of-the-Woods College
Saint Mary of the Woods, Indiana
Conference Chair*

Two Old Favorites are Back by Popular Demand

OPTIONAL EVENT

A Dixieland Dinner Cruise On a Mississippi Riverboat!

Something Different! Something Fun!

AAfPE's own private party, Thursday night, October 16, is aboard one of the authentic replicas of the riverboats that plied the Mississippi in the days of Tom Sawyer and Becky Thatcher.

You'll be treated to a prime rib dinner and an evening of Dixieland music, complete with dancing if you're ready for it! There will be a cash bar on board. The attire is casual to dressy. (Jackets and ties not required. No tank tops or cut-offs!) These boats are operated by the National Park Service and offer you a unique way to enjoy St. Louis and a piece of history.

The evening includes dinner, dancing, the cruise and transportation to and from the docks all for the bargain price of \$49. Tickets must be purchased before **October 1**. There will be no refunds after that date and **tickets will not be available for sale after that date**. A minimum of 40 people is required for this event. If that number is not reached by October 1, the event will be cancelled and refunds will be issued.

Buses will depart the Hyatt Regency Market Street Entrance promptly at 6:30pm. (The Captain doesn't wait!) Boarding will be at 7:00pm and departure from the dock will be at 7:30pm. The cruise returns at 9:30pm and there will be transportation ready to get back to the hotel.

So, put a group together or just come and be part of a whole new collection of friends. Relax and/or do a little networking. This is one evening you won't forget for a long time!

AAfPE INFORMATION EXCHANGE ROOM

AAfPE is pleased to bring back the Information Exchange Room. We've allocated a special area in the exhibit hall to review the great ideas and materials contributed by members. To participate:

1. notify AAFPE that you will contribute to the information exchange;
2. send one set of your material to AAFPE headquarters, 407 Wekiva Springs Road, Suite 241, Longwood, FL, 32779;
3. bring 100 copies of the information you want to share to the conference, and;
4. place it in the literature racks provided in the Information Exchange Room.

Members who contribute to the information exchange will have exclusive use of the room on Thursday, October 16th. Members who have not contributed material will have access to the room on Friday, October 17th.



REGISTRATION INFORMATION AND POLICIES

1. Friday, September 19, 2003, is the cut-off date to qualify for the "early bird" registration fees.

The conference registration form, including full payment, must be postmarked by this date.

2. Each attendee must complete an individual application form.

3. Registrations paid by credit card will be accepted by fax to 407-834-4747.

4. All fees must be payable to AAFPE, paid in U.S. funds, and drawn on a U.S. bank. No registration will be processed without receipt of payment.

5. Full registration includes tickets for the following food functions: The welcome reception on Wednesday night, the continental breakfasts on Thursday and Friday, the regional lunch on Thursday, the awards luncheon on Friday, and the Saturday brunch. The hotel staff will collect tickets for these events. Please treat your tickets as "cash" and help AAFPE control costs by presenting the tickets at the events. Note: Tickets may be purchased for guests not registered for the meeting. Advance purchases are encouraged.

6. All cancellations or requests for refunds must be received in writing by mail, e-mail or fax to association headquarters as follows:

a) Registrations cancelled on or before September 16, 2003, are eligible for a full refund.

b) Registrations cancelled after September 16, 2003, are non-refundable and cannot be applied as a "credit" to the following year.

c) Member substitutions may be made at any time upon payment of a \$25.00 administrative fee.

d) Attendees are responsible for making their own hotel reservation and cancellation.

7. Guest policies:

a) Please indicate the name of any guest(s) at the time of registration.

b) Guests who intend to accompany you to any food functions (welcome reception, continental breakfasts, luncheons and closing brunch) must purchase a ticket for that event. Availability of tickets is limited and advance purchase is encouraged.

c) Guests younger than 10 years are not permitted to attend annual conference events.

8. Attendees will receive registration confirmation by mail after receipt of payment either by check, credit card or purchase order. Please allow at least two weeks for receipt of your confirmation. Again, no registration request will be processed until payment is received.

For more information contact:

American Association for Paralegal Education
407 Wekiva Springs Road, Suite 241
Longwood, FL 32779, 407-834-6688
Fax: 407-834-4747
E-mail: info@aafpe.org

HOTEL RESERVATIONS

Each well-appointed guest room at the Hyatt Regency St. Louis at Union Station has the usual amenities (color TV with remote, direct dial phone with message alert, AM/FM clock radio, video check-out plus hair dryers, iron and ironing boards and telephones with data ports). Valet parking, soda, ice machine, an exercise room, and laundry service round out the amenities. The hotel is connected by MetroLink Lightrail to the Gateway Arch, Busch Stadium, Laclede's Landing and Lambert Field International Airport. Experience the hospitality of a bygone era as you stroll among rich tapestries, original sculptures, artwork and antiques.

AAfPE's guaranteed room rate is \$129.00 single or double (plus 14.966% applicable tax).

Make a reservation by calling 1-800-233-1234 or call the hotel direct at 314-231-1234. Please advise the reservation person that you are attending the American Association for Paralegal Education Conference (AAfPE) to qualify for the special rate. **Cut-off date is September 16, 2003.** Reservation requests require a guarantee by a major credit card for one night's deposit, which is not refundable if the reservation is canceled after 3:00pm the day prior to the guest's arrival.

AMERICAN AIRLINES DISCOUNTS

Special fares are available to participants in AAFPE's 22nd Annual Conference through American Airlines. Specific fares may be obtained only by calling AA at **1-800-433-1790** and, when asked, providing the **authorization number A98H3AF** to the agent. Generally, there is a 5% discount off the lowest published fare and 10% off all other fares. However, if you book and ticket 30 days or more in advance, the discount off the lowest fare will be 10% to 15% on American and American Eagle flights to and from St. Louis between October 8 and October 22. You are encouraged to make your travel plans early as seats may be limited.

AIRPORT TRANSPORTATION TO AND FROM THE HYATT REGENCY ST. LOUIS AT UNION STATION

Taxi: Approximately \$25.00-\$30.00 one way

MetroLink: \$3.00 to the hotel; \$1.25 to the Airport

Current running times:

5:00am-Midnight (Monday-Saturday)

5:30am-11:00pm (Sunday)

Phone - 314-231-2345

This method of transportation is good for travelers with a small amount of luggage. Please check to be sure the running schedule has not changed.

TransExpress: \$11.00 one way; \$20.00 round trip.

Running time: From the Hyatt to the Airport:

5:30am-6:10pm (every 25 minutes)

TransExpress has two locations in the Main Terminal (lower level): The Main Desk is located between exits 11 and 12 at Baggage Claim, Carousel #2 and the other desk is between exits 17 and 18, Carousel #6.

Hotel Parking Options

Valet: Up to three hours: \$6.00 per car

Six to nine hours: \$9.00 per car

Over nine hours and up to 24 hours: \$16.00 per car

Self: First half hour: \$2.00; each additional half hour \$1.00 up to \$9.00 for 24 hours.

AAfPE SCHEDULE AT A GLANCE - CONFERENCE 2003

WEDNESDAY, OCTOBER 15, 2003				
10:00am	Registration Opens			
1:00pm	Exhibit Hall Opens			
3:00pm-4:00pm	ABA OPEN FORUM			
4:00pm-4:15pm	Refreshment Break in the Exhibit Hall			
4:15pm-5:30pm	1 First Time Attendees Meeting	2 Service Learning	3 Professional Development (R)	4 Intellectual Property
6:00pm	Registration and Exhibits Close			
6:00pm-7:30pm	Welcome Reception			
Evening	Dinner on your own			
THURSDAY, OCTOBER 16, 2003				
7:30am	Exhibit Hall Opens - Continental Breakfast Served 7:30-8:30am			
8:30am-9:45am	OPENING GENERAL SESSION - Meet the Candidates			
9:45am-10:00am	Refreshment Break in Exhibit Hall			
10:00am-11:15am	5 Teaching Competition	6 Aids to Teaching: Videos	7 Dealing With Difficult People (R)	8 Computer Courses for Paralegals (R)
11:30am-12:45pm	Lunch by Regions			
12:45pm-1:45pm	GENERAL SESSION: Ethics			
2:00pm-3:15pm	9 Computer Courses for Paralegals	10 Dealing With Difficult People	11 Inter-disciplinary Courses	12 LEX Chapters
3:15pm-3:30pm	Refreshment Break in Exhibit Hall			
3:30pm-4:45pm	13 Professional Development (R)	14 Regulation	15 Organizational Skills (N)	16 Pro-Bono Work for Paralegals
4:45pm-5:45pm	ABA Initial Approval	ABA Reapproval		
6:00pm-7:00pm	AAfPE "Gathering Place"			
6:30pm	Optional Activity - Dinner Cruise - Tickets must be ordered by October 1, 2003			
Friday, October 17, 2003				
7:30am	Exhibit Hall Opens			
7:30-8:30am	Five Committee Meetings			
8:30am-10:30am	AAfPE BUSINESS MEETING			
10:30am-11:45am	17 Assessment Electronic Surveys (R)	18 Interactive Teaching Techniques (R)	19 On-Line Course Delivery (R)	20 Employment: Tracking and Tips(N)
11:45pm-Noon	Break in Exhibit Hall			
Noon-2:00pm	AWARDS LUNCHEON			
1:00pm	Exhibits Close			
2:15pm- 3:30pm	21 Advisory Boards (N)	22 Interactive Teaching Techniques	23 Articulation	24 Practical Assignments Round Table
3:30pm- 3:45pm	Refreshment Break			
3:45pm- 4:45pm	Five Committee Meetings			
5:00pm-6:30pm	AAfPE "Gathering Place"			
SATURDAY, OCTOBER 18, 2003				
8:30am-9:45am	GENERAL SESSION - Testing and Grading			
10:00am	Registration Closes			
10:00am-11:15am	GENERAL SESSION - 50 Quick Tips			
11:30am-12:45pm	Brunch and Closing Session - See You Next Year - October 20-23, 2004, Hyatt Regency Hotel, Albuquerque, New Mexico			

SCHEDULE AT A GLANCE

AAPE CONFERENCE SCHEDULE AT A GLANCE

Schedule subject to change without notice

WEDNESDAY, OCTOBER 15, 2003

1:00pm-6:00pm **Exhibit Hall Open**

3:00pm-4:00pm **ABA Open Forum**

4:15pm-5:30pm **CONCURRENT SESSION I**

1. First Time Attendee Meeting

2. Spotlight on Service Learning

Find out how your students can use their practical legal knowledge for volunteer opportunities in the community. Program directors will share their experience in incorporating Service Learning into their curriculum.

*Facilitator: **Vitonio San Juan**, University of La Verne, La Verne, CA*

*Panelists: **Vicki Joseph**, Elms College, Chicopee, MA; **Joy Smucker**, Highline Community College, Des Moines, WA; **Margaret Lovig**, Coastline Community College, Fountain Valley, CA*

3. From the Courthouse to the Classroom: Professional Development for Faculty

(Repeated Thursday 3:30 - 4:45)

Get some ideas on topics for mini-seminars that can be presented at faculty meetings to help instructors improve their teaching techniques and effectiveness in the classroom.

*Facilitator and panelist: **Lynne Dahlborg**, Suffolk University, Boston, MA*

*Panelists: **Thomas P. Higgins**, Illinois Central College, Peoria, IL; **Alvin L. McDonald**, NMSU-Alamogordo, Alamogordo, NM*

4. Incorporating Intellectual Property into the Curriculum

Learn how to successfully develop the curriculum for an intellectual property course that can be used as an elective or continuing education program. Find out about employment opportunities for graduates in this growing field.

*Facilitator and panelist: **Bob Diotalevi**, Florida Gulf Coast University, Fort Myers, FL*

*Panelists: **Carol Giles-Straight**, PTDL Representative, St. Louis Public Library, St. Louis, MO; **Robert Reeser**, Patent Attorney, Armstrong Teasdale, St. Louis, MO*

6:00pm-7:30pm **Welcome Reception**

Evening **Dinner on Your Own**

THURSDAY, OCTOBER 16, 2003

7:30am-4:00pm **Exhibit Hall Open**

8:30am-9:45am **OPENING GENERAL SESSION - Meet the Candidates**

10:00am-11:15am **CONCURRENT SESSION II**

5. Teaching Competition

*Facilitator: **Diane Tallarita**, Lehigh Carbon Community College, Schnecksville, PA*

6. Lights, Camera, Action: Videos in the Classroom

Videos can be an effective teaching tool if used properly. Get suggestions on how to effectively use this medium and an inventory of videos available to paralegal educators.

*Facilitator and panelist: **Janis L. Walter**, University of Cincinnati, Cincinnati, OH*

*Panelists: **Patricia Adongo**, University of La Verne, La Verne, CA; **Lisa Newcity**, Roger Williams University, Bristol, RI*

7. Handling Headaches: Dealing with Difficult People

(repeated at 2:00pm-3:15pm)

Students, faculty, administrators and co-workers present challenges for us as each new school year begins. Come get some tips and encouragement on handling situations that we all face in our positions as directors and faculty.

*Facilitator: **Flora Hessling**, Wesley College, Dover, DE*

*Panelists: **Christine Lissitzyn**, Hartford College for Women, Hartford, CT; **Carolyn Smoot**, Southern Illinois University, Carbondale, IL; **Sharon Pope**, Hartford College for Women, Hartford, CT*

8. Creating Computer Literate Paralegals

(repeated at 2:00pm-3:15pm)

What is the best way to ensure that our graduates have all the technology skills they need to compete in the job market? Find out how other program directors are creating standalone courses or incorporating specific computer tasks into their courses.

*Facilitator and panelist: **Camille Chapman**, Greenville Technical College, Greenville, SC*

*Panelists: **Thomas F. Goldman**, Bucks County Community College, Newtown, PA*

11:30am-12:45pm **Lunch by Regions**

12:45pm-1:45pm **GENERAL SESSION**

Elevators Have Ears: The Importance of Ethics

Explore the different ways of teaching ethics to paralegals including the "across the curriculum" and individual course methods. What resources are available including books and videos? See sample syllabi and sample scenarios that are effectively used in courses and programs.

*Facilitator: **Robert LeClair**, Kapi'olani Community College, Honolulu, HI*

*Panelists: **Teri Cannon**, Benicia, CA; **Deborah Orlik**, La Canada, CA*

2:00pm-3:15pm

CONCURRENT SESSION III

9. Creating Computer Literate Paralegals

(repeated from 10:00am)

What is the best way to ensure that our graduates have all the technology skills they need to compete in the job market? Find out how other program directors are creating standalone courses or incorporating specific computer tasks into their courses.

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11. Merging Disciplines and Departments

How do you develop courses with other departments and disciplines to combine the best of the legal field and traditional college courses?

*Facilitator and panelist: **Diane Juettner**, Mercy College, Dobbs Ferry, NY*

*Panelists: **Kathryn Myers**, Saint-Mary-of-the-Woods College, Saint Mary of the Woods, IN; **Wendy Edson**, Hilbert College, Hamburg, NY; **Catherine Dunn Whittinghill**, College of Saint Mary, Omaha, NE*

12. Rewards and Recognition: Creating a LEX Chapter

Get information on starting and sustaining a LEX chapter. Chapter advisors will give you ideas for initiations and activities.

*Facilitator: **Joan Marler**, Gainesville College, Gainesville, GA*

*Panelists: **Ann Dobbmeyer**, Bay Path College, Longmeadow, MA; **Jean Volk**, Middlesex Community College, Edison, NJ; **Barry Puett**, Manatee Community College, Bradenton, FL*

3:30pm-4:45pm

CONCURRENT SESSION IV

13. From the Courthouse to the Classroom: Professional Development for Faculty

(Repeated from Wednesday)

Get some ideas on topics for mini-seminars that can be presented at faculty meetings to help instructors improve their teaching techniques and effectiveness in the classroom.

*Facilitator and panelist: **Lynne Dahlborg**, Suffolk University, Boston, MA*

*Panelists: **Thomas P. Higgins**, Illinois Central College, Peoria, IL; **Alvin L. McDonald**, NMSU-Alamogordo, Alamogordo, NM*

14. Catching Up on Regulation

Find out the latest on what is happening nationally on regulation and licensing that may affect your students and graduates.

*Facilitator: **Ted Maloney**, Skagit Valley College, Mount Vernon, WA*

*Panelists: **Daniel Ray**, Eastern Michigan University, Ypsilanti, MI; **Marisa Campbell**, Meredith College, Raleigh, NC; **Ruth Harrison**, Yavapai College, Prescott, AZ; **Jennifer Crisp**, Husch & Eppenberger, Kansas City, MO; **Pat Lyons**, NFPA Representative, Rhode Island*

15. The Top Ten Secrets of Organized Program Directors

(Recommended for New Program Directors) Designed for new directors or first-time attendees, this session will focus on hints for organizing and managing paralegal programs.

*Facilitator: **Jean Hellman**, Loyola University Chicago, Chicago, IL*

*Panelist: **Edwin Miller**, Peirce College, Philadelphia, PA*

16. Connecting to the Community: Pro-Bono Opportunities for Students

This session will focus on why paralegal educators should use pro-bono work in legal education and how it can successfully be incorporated in the curriculum.

*Facilitator: **Susan Howery**, Yavapai College, Prescott, AZ*

*Panelists: **David W. Tushaus**, Missouri Western State College, Saint Joseph, MO; **Joanne Katz**, Missouri-Western State College, Saint Joseph, MO*

4:45pm-5:45pm

Concurrent Session V

ABA Initial Approval

ABA Reapproval

6:00pm-7:00pm

AAfPE "Gathering Place"

6:30pm

Optional Event

Leave hotel for Dixieland Dinner Cruise

(Tickets must be purchased by October 1, 2003)

FRIDAY, OCTOBER 17, 2003

7:30am-Noon **Exhibits Open**

7:30am-8:30am **AAfPE Committee Meetings**

8:30am-10:30am **AAfPE Business Meeting**

10:30am-11:45am **CONCURRENT SESSION VI**

17. You've Got Mail: Using Electronic Surveys to Assess Your Program

What are the latest trends in developing electronic surveys for graduates, students, and employers? How do you use this information as an assessment tool?

Facilitator: Ruth Harrison, Yavapai College, Prescott, AZ

Panelists: Daniel Ray, Eastern Michigan University, Ypsilanti, MI; Georganna Taggart, College of Mount St. Joseph, Cincinnati, OH

18. Beyond the Socratic Method: Innovative Teaching Techniques

(Repeated at 2:15pm)

This session is designed for faculty who want to go beyond the traditional lecture mode to develop new teaching styles and interactive methods of classroom learning.

Facilitator: Anita Tebbe, Johnson County Community College, Overland Park, KS

Panelists: William Goren, Northwestern Business College, Naperville, IL; Mary Kubichek, Casper College, Casper, WY

19. Downloading the Professor: The Pros and Cons of Course Management Software

Tips on using Blackboard and WebCT. Find out how other programs are using these technological advances to deliver information to students.

Facilitator and panelist: Katherine Currier, Elms College, Chicopee, MA

Panelist: Maria DeFelipis, Raritan Valley Community College, Somerville, NJ

20. Maps and Compasses: The Road to Successful Placement and Tracking

(Recommended for New Program Directors)

How do you encourage your students to develop successful job searches? What tools are available for the graduates? What systems can you use to keep track of their progress?

Facilitator: Sue Sullivan, University of San Diego, San Diego, CA

Panelist: Joyce Becker, Villa Julie College, Stevenson, MD

Noon-2:00pm **Awards Luncheon**

2:15pm-3:30pm **CONCURRENT SESSION VII**

21. Advisory Boards

(Recommended for New Program Directors)

Where do Advisory Boards come from? What do they do? Listen to tips from experts who have created excellent working boards.

Facilitator and Panelist: Jill Martin, Quinnipiac University, Hamden, CT

Panelist: Ronald Goldfarb, Middlesex County College, Edison, NJ

22. Beyond the Socratic Method: Innovative Teaching Techniques

(Repeated from 10:30am)

This session is designed for faculty who want to go beyond the traditional lecture mode to develop new teaching styles and interactive methods of classroom learning.

Facilitator: Anita Tebbe, Johnson County Community College, Overland Park, KS

Panelists: William Goren, Northwestern Business College, Naperville, IL; Mary Kubichek, Casper College, Casper, WY

23. The Art of Articulation

This panel will present information on the formation and content of articulation agreements among colleges. Get information from four year, two year and proprietary institution directors on their experiences with this ongoing challenge and process.

Facilitator: William Mulkeen, Essex County Community College, Newark, NJ

Panelists: Elizabeth Jeane Dibble, Southwestern Illinois College, Belleville, IL; Gene Silverblatt, Central Texas College, Killeen, TX

24. Hit the Ground Running: Practical Assignments that Prepare Graduates for Jobs

This roundtable discussion will focus on examples of practical assignments for the most frequently offered paralegal courses. Bring 30 copies of your own assignments to share and bring home copies of other assignments.

Facilitator: Diane Pevar, Manor College, Jenkintown, PA

3:45pm-4:45pm **Committee Meetings**

SATURDAY, OCTOBER 18, 2003

8:30am-9:45am **GENERAL SESSION**
Do We Need to Know This? Tests and Grading

Find out the finer points of developing good tests and how to fairly evaluate and grade them. The panel will explore the feasibility of true and false, multiple choice, short answer, essay, and take-home tests.

Facilitator: Vitonio San Juan, University of La Verne, La Verne, CA

Panelist: Matt Cornick, Clayton College and State University, Morrow, GA

10:00am-11:15am **GENERAL SESSION - 50 Quick Tips**

Come join us for an interactive session to share and get ideas on handling the everyday dilemmas of the wonderful world of paralegal directors. Come with suggestions for and questions about surviving the school year. There will be not so expensive prizes for the most creative solutions to the most common problems.

Facilitator: Joan Viesta, Long Island University, Brookville, NY

11:30am-12:45pm **Brunch and Closing Session**