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DON'T MISS PORTLAND, OR
OCTOBER 28-31, 2009

The Sidebar

2009 AAFPE National Conference: A Diverse Conference in a Diverse City

*Nicholas W. Riggs, Sullivan University
National Conference Committee Member*

Portland, OR, the site of the 2009 AAFPE National Conference, has a lot in common with the conference itself — diversity. Demographically, Portland’s population is not diverse, but its attitude, culture, events and business climate spread across a broad spectrum. Therefore, it is only fitting that AAFPE’s 28th national conference be just as dynamic in scope. Take for example the fact that there will be nearly 60 conference sessions offering close to 24 clock hours of insightful information, useful materials, and new ideas — all packed into a little under 70 hours, from 3:15 p.m., Wednesday, October 28, to 12:30 p.m., Saturday, October 31, 2009. And these figures do not even include the pre-conference sessions, running from 8:00 a.m. to 3:00 p.m. on Wednesday, October 28th.

Most AAFPE members have seen the conference brochure. But to further whet your appetite to attend, here’s a recapitulation of the conference sessions listed by major topics showing the diversity of sessions you can choose from.

TEACHING & COURSE DEVELOPMENT

- Utilizing Service Learning to Provide Access to Justice
- Student Centered Teaching Across the Gender Divide

- Best Practices: Teaching Competition sponsored by Cengage
- Best Practices Teaching Competition: Online / Distance Learning sponsored by Pearson/Prentice Hall
- Diversity and Beyond: Embedding Cultural Education in the Curriculum
- Encouraging Student-Centered Learning with Student Response Systems
- Best Practices: Using Video in the Classroom
- Special Projects to Enhance Education
- Integrating the Core Curriculum with Paralegal Programs
- Tackling Online or Distance Learning Courses
- Use of Cooperative Learning and Classroom Assessment
- Ethics for the 21st Century Paralegal
- 21st Century Research: Manual Research Is Still Alive and Kicking
- The Aviary — Teaching Client Management to Paralegals
- Green Priorities: The Need for Environmental Training in Paralegal Education
- Plagiarism, Paralegals and Online Learning
- Legal Memos Made Easy
- Bankruptcy and the New Age

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ADVISING & MENTORING STUDENTS

- From Paralegal to Law School
- Best Practices for Engaging Students Outside the Classroom

PROGRAM ADMINISTRATION & MANAGEMENT

- Advisory Boards: Using Them to Your Advantage
- Developing and Implementing a Bachelor's Degree Program
- Multiple ABA Approval Sessions
- Measurable Goals and Objectives for ABA Reports
- ABA Open Forum
- How to Assess Goals and Close the Loop
- Recruitment and Retention — The Age Old Battle
- Working Together: Pre-, Post-, and Certification Exams
- The Americans with Disabilities Act as Amended: One Year Later

PLACEMENT

- Jobs From A to Z That You Didn't Think Fit A Paralegal
- 21st Century Paralegal: What Employers Need
- Paralegal Professionalism and Empowerment

TECHNOLOGY

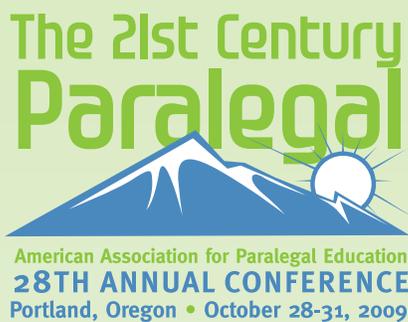
- Delmar Technology/Software Showcase
- Pearson Technology/Software Showcase
- Technology for Beginners: A Hands-On Guide to Teaching Litigation Software
- 21st Century Litigation Paralegals: Trial Support in the Electronic Courtroom
- Aspen / Summation Technology / Software Showcase — CT Summation Academics
- Quality Electronic Research on a Budget
- Learning / Teaching Case Management Software: Facing Your Fears Head-On
- Learning / Teaching Case Matters and Related Software: Facing Your Fears Head-On

SCHOLARSHIP & CAREER ADVANCEMENT

- Peer Research
- Tenure

AAFPE AFFAIRS

- General Session / Meet the Candidates
- Regional Meetings
- Annual Business Meeting / Election of Officers
- Annual Awards Luncheon
- Publications Committee Meeting
- National Conference Committee Meeting
- Regional Conference Committee Meeting
- Access to Justice Task Force Meeting



The sheer diversity of the Teaching & Course Development sessions alone should be enough to cause many to complete the conference registration form and make travel plans now! Add the other sessions and there's more than enough ammunition to convince the holders of the purse strings to let loose to provide funding to attend.

Now back to Portland, the city. Its diversity can be measured by its various nicknames, "The City of Roses," "Stumptown," "Bridgetown," "Rip City," and "Little Beirut." Portland got its name on a coin toss; it could now be known as "Boston, OR" if the coin had flipped the other way. With diversity come some oddities or differences — such as Portland is in a state that has no sales tax (good!), but you can't pump your own gas when filling up your car (bad!). Portland has an "urban growth boundary," which makes it possible to drive a few miles west of Portland and end up in almost undeveloped countryside (great!).

The city also has a wealth of eclectic things to do. More information will be forthcoming in mailings, on the AAFPE website, or at the conference, but in the meantime, here are a few sites to check out:

<http://www.portlandbridges.com>

<http://www.portlandwalkingtours.com> — For those who will be in the Halloween spirit, consider this tour: "*Beyond Bizarre* — *If you want a bone-chilling good time, then you've come to the right place! Unexplained mysteries, ghostly adventures and spooky stories fill our "Beyond Bizarre" evening tour. If you like the paranormal, weird, or wacky, let us guide you on a dark evening. Believer or not — people of all faiths and backgrounds, including skeptics, are welcomed.*"

http://portlandor.about.com/od/artsentertainment/tp/Free_Things.htm

<http://www.10best.com/Portland,OR/> — *This site lists the 10 best eating establishments in Portland.*

Portland has to be a great place to visit, because the AAFPE conference will not be the only law-related event in town. The Oregon Paralegal Association is hosting the National Federation of Paralegal Associations' 2009 Annual Convention from October 29th through November 1st. Since AAFPE and NFPA will both be in town, the two organizations are planning an optional Friday night, October 30th, joint activity. Stay tuned for more details.

With all this and more, the national conference committee, under the leadership of Kathryn Myers, is very pleased with the diverse nature and scope of the conference and the many activities the Portland area has to offer. Please come and join us!

Top 10 Reasons to Attend the Annual Conference

10. Portland, Oregon is a jewel of the northwest with scenic mountains (Mt. Adams and Mt Hood), the Willamette river (our hotel is perched above the river), accessible stores, restaurants, river walks, and art museums. The city has night life with lots to do within walking distance of our hotel.
9. Powell's City of Books, occupying an entire city block, is the world's largest independent bookstore. People come to Portland just to spend days in the bookstore.
8. The Portland Saturday market is the largest continuously operating open-air arts crafts market in the United States. You can walk there from our hotel.
7. Portland is the beer capital of the world with 32 breweries inside the city limits, more than any other city in the world.
6. There is no sales tax in Oregon.
5. Portland is the hometown of Matt Groening, Simpson creator, and many of the characters in The Simpsons are named after streets and locations in Portland.
4. The AAfPE Information Exchange! We will be offering this to attendees both online and at the conference (for those who are able to bring 30 copies)

And most important...

3. Network with colleagues. Share experiences, knowledge and war stories
2. Acquire useful, practical knowledge through conference sessions
1. Become a better director/instructor and improve your program



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Flying Cheap

Thinking of coming to Portland? There are some excellent prices on flights from all over the country. There's no real shortcut to finding cheap airfare. As with any purchase, you need to shop around to get the best deal — by trying different booking sites, altering your dates, and waiting until just the right time to purchase. But if you're willing to put in a little time and effort, you could save big on your flight to Portland. Get the system to work in your favor with the following insider guidelines to cheap airfare.

Fly during the slowest days of the week

- Tuesday and Wednesday are the slowest flying days of the week for business travel so demand is low, and so are the fares
- The Monday and Friday flights are more expensive as many business travelers depart on Monday morning and return Friday afternoon
- The best deals are usually found on mid-week mid-day departures

Buy during the cheapest times of the day

- Airfares change three times a day as airlines periodically lower prices to fill up flights
- It's a good idea to check airfares up to 3 times per day (you might also want to clear your cookies to make sure you're getting new results)
- Saturday and Wednesday mornings are often good times to check airfare prices. The airlines tend to release new fares around these times as they aggressively try to fill seats

Be flexible, if possible, with your airports

- Flying to or from a nearby or secondary airport can save money. Different airport combinations can yield very different prices

Explore online booking engines

- Discount travel search engines such as Orbitz, Travelocity, Expedia, etc. offer no booking or cancellation fees
- Travelers can also check to see if the same flight is offered on the airline's own website
- There is no single best website every time due to the sheer number of variables involved: specific airlines, availability, specials, times of day, time of day data is fed to the site, booking date, travel date, time of day, arrival airport, departure airport, connecting flight availability, etc.
- Often the best deals are offered directly by airline websites. In some cases you sign-up with the airline and they notify you via email of cheap specials

Portland International Airport is Washington's major airport. Currently 17 passenger airlines serve Portland, with 50 non-stop destinations. The Marriott Hotel (meeting venue) is about a 30 minute taxi ride from the airport. In addition to general taxi service, the MAX Light Rail system provides service between the airport and downtown Portland. Trains run every 5-15 minutes between 5 a.m. and midnight.

2009 AAFPE NATIONAL CONFERENCE

Information Exchange: Where members meet, share, and exchange!

Did you present at your regional conference and you have some great materials to share with all of us? Were you inspired to try something new and different in your classroom or program and you have some new handouts, rubrics or assignments? Let's share your ideas at the national conference Information Exchange!

The Information Exchange will be back by popular demand at the 2009 AAFPE national conference in Portland, Oregon. We need you to make it meaningful and interesting. Do you have:

- 1) an assignment that students reported was actually fun;
- 2) A service learning project that served the community and met learning objectives;
- 3) A "game" that had the students engaged and learning at the same time;
- 4) A new way of assessing student learning;
- 5) An exciting project for your advisory committee;
- 6) Anything new or old, that works well in your program and you want to share with others?

It's not too late to send your best practices. **Submit electronic copies to Headquarters at info@aafpe.org by September 28, 2009.** Include a brief description and a title you think best represents the content. Plan to bring hard-copies to the conference so that your materials can immediately be showcased in the actual exchange room. Yes, we will still have a dedicated space to meet, greet, and share.

For more information or questions, contact Joy Smucker, AAFPE secretary and Information Exchange Coordinator (206) 878-3710 ext. 3856

Send best practices by
September 28, 2009

Excellence in Teaching Award Could Be Yours **Win \$500!**

Cengage Learning is again sponsoring the Excellence in Teaching Award at our annual conference in Portland. Enter! The winner receives \$500 and the applause from your colleagues. Applicants must submit a proposal of no more than 300 words to Mary Kubichek (kubichek@caspercollege.edu) by **September 15, 2009**. This year's Teaching Competition is Thursday, October 29, 2009 from 9:45-11:00 a.m.

Applicants will be notified by the end of September if they have been selected to compete. Your presentation should be one that your audience can copy and use in their classrooms. Former winners are the judges, the entire audience provides feedback.

If you have competed before and did not win, please try again. Also, remember to pretend that your audience members are paralegal students, not your peers.

Contestants are responsible for their own handouts and other presentation aids. Please see the accompanying rules of competition and judging rubric. If you have questions or need your arm "twisted" to enter, contact Mary Kubichek, 307-268-2618. She will provide guidance and TLC. Please enter. We promise to clap loudly.

2009 CENGAGE TEACHING COMPETITION RULES FOR COMPETITION

- Develop a 10 minute presentation on a topic that would be appropriate for paralegal students.
- You must follow the rubric.
- Submit the topic and outline by the designated date.
- The first five who meet the above criteria will compete.
- Competitors must bring their own handouts and arrange for their own presentation equipment.
- Your audience will be your peers, but the topic must be for paralegal students.
- You will be judged on your presentation, not audience participation.
- Audience participants will provide feedback on the attached rubric.
- Former winners will determine the winner.
- The winner earns \$500 and becomes a judge in the future.

PROPOSAL DEADLINE:
September 15, 2009

TEACHING COMPETITION:
October 29, 2009

Cengage Learning Excellence in Teaching Competition Rubric 2009

Circle the appropriate points. Ten (10) is the best. 100 Points is the maximum.		
		POINTS
Introduction	<ul style="list-style-type: none"> • Introduce yourself to establish credibility • Introduce topic 	1 2 3 4 5 6 7 8 9 10
Application	<ul style="list-style-type: none"> • Explain why the topic is necessary for paralegal students • Application to paralegal skills, knowledge or job competencies 	1 2 3 4 5 6 7 8 9 10
Topic	<ul style="list-style-type: none"> • Topic development and explanation • Clarity • Sequential explanation 	1 2 3 4 5 6 7 8 9 10
Organizational Skills	<ul style="list-style-type: none"> • Attention step, internal summaries, smooth transitions, conclusion 	1 2 3 4 5 6 7 8 9 10
Support Materials	<ul style="list-style-type: none"> • Effective use of handouts, technology, examples, references, etc. 	1 2 3 4 5 6 7 8 9 10
Preparation	<ul style="list-style-type: none"> • Level of preparation by presenter • Conforms to time limit — shows that contestant has practiced to conform to 10 minutes 	1 2 3 4 5 6 7 8 9 10
Assessment	<ul style="list-style-type: none"> • Reference to rubrics • Reference to samples • Reference to assessment to be used at a later time 	1 2 3 4 5 6 7 8 9 10
Pedagogy	<ul style="list-style-type: none"> • Clear statement of lesson plan objectives • Ties lesson plan to program objectives • Links students' prior knowledge and skills to new knowledge and skills 	1 2 3 4 5 6 7 8 9 10
Advanced Thinking	<ul style="list-style-type: none"> • Encourages independent thinking and understanding rather than rote learning of facts • Encourages independent thinking and Stimulates student interest • Encourages independent thinking and Provides challenging material 	1 2 3 4 5 6 7 8 9 10
Verbal Delivery and Nonverbal Delivery	<ul style="list-style-type: none"> • Clear and appropriate language • Extemporaneous delivery • Appropriate humor • Enthusiasm • Appropriate use of notes/outline • Appropriate eye contact, facial expressions, posture, movement, gestures, and vocal variety 	1 2 3 4 5 6 7 8 9 10

Cyber Educator Idol: AAfPE Distance Education Competition

Audition! Audition! Audition! Now that we have your attention, you need to know that auditions are being held in the Cyber-Educator Idol Distance Education Competition sponsored by Pearson/Prentice Hall during the AAfPE Conference in Portland. Instead of going to L.A. and singing your heart out, you can win \$500 by presenting your best distance education practices. Show us how you make distance learning fun and educational!

The Cyber-Ed Competition will be at 11:30 am on Thursday, October 29. The presentation will be judged by a panel of judges who are members of the AAfPE Alternative Delivery Task Force, including the co-chairs of this committee, Donna Schoebel, Capital University Law School and Doris Rachles, South University; along with Deborah Walsh, Middlesex Community College; Loretta Calvert, Volunteer State Community College; and Susan Jaworowski, Kapi'olani Community College.

The best part is that the audience will also be judges just like in the show which inspired us. As many of our paralegal programs are turning to some distance education, it is important that we set standards of quality that we can share with each other. So, AAfPE needs you! Presenters, show us what you've got in the cutting edge world of distance education. AAfPE members, join us for an exciting, interactive audience participation show. You never know what you can expect when the judges mix it up with the audience.

So, how does this work? Pick a week in the life of your course. Please do not submit an entire course. Your submission should be placed on a CD and should include:

- A short summary about the course
- Course objectives
- Course syllabus
- The online lecture for the week you will be presenting
- A discussion thread assignment with student input (We suggest you get your students' permission or redact any names due to privacy concerns)
- A grading template for the discussion assignment

Please submit all of the above on CD by September 18, 2009, so the judges will have access to your course before the competition to allow them time for reviewing. The judges will load your presentations onto the laptop that will be available to you. At the competition we will provide access to your materials so we can see the week in the life of your best on-line course. We suggest, however, that you bring a jump drive with your presentation as a "just in case" measure. If you have any hand-outs, please bring them along and have them available for the audience. You will have anywhere from 15 to 30 minutes (depending upon the number of competitors) to present a tour of your best practices of a one week snapshot in your cyber course. Do not hesitate to enter even if your class does not have all the technological bells and whistles of a canned course. You could win the much coveted Rising Star Award if you have a cyber-class showing lots of effort and plenty of heart.

CDs can be sent to:

Donna J. Schoebel

Executive Director,

Graduate Law & Paralegal Programs

Capital University Law School

303 E. Broad Street

Columbus, OH 43215

614-236-6444

We look forward to seeing your course and you in L.A. — oops we mean Portland!

Summary of AAFPE Board of Directors Meeting June 2009

Mission: To provide greater access to legal services by promoting quality paralegal education.

The meeting of the Board of Directors of the American Association for Paralegal Educators took place June 5-7, 2009 at the Marriott Hotel in St. Louis, Missouri. The location was chosen as a central place that was cost effective. TMG was able to leverage no cost for the meeting rooms and no food and drink minimum.

Despite the economic downturn our membership is slightly up.

The Board heard reports from the President, President-Elect, Secretary, Treasurer, Executive Director and Meeting Manager. Despite the economic downturn our membership is slightly up and all of the regional conferences made some money, although attendance was down at most of the regionals.

The Board discussed the 28th Annual Conference to be held in Portland, Oregon, October 28-31, 2009. The Board discussed strategies for getting the word out about all that Portland has to offer, including updating membership on inexpensive flights, and a good room rate. The location is excellent and should appeal to members in many ways.

The Board will be putting out an RFP for its' management services. Marisa Campbell, past president, was appointed to oversee this process. Secretary, Joy Smucker, will assist Marisa with preparing a timeline for this process. The Board expects to interview prospective management services at the February 2010 board meeting and have a decision by mid April 2010.

The Board reviewed the budget and had some questions re: conference fees and costs. Executive Director will review and get back to the Board on these issues. The budget was conditionally approved subject to follow up information.

The Board discussed new revenue streams with LEX, including providing stoles for inductees; there will be more on this at the October conference.

The Board discussed a new service through the Education committee. Diane Pevar and Laurel Vietzen are heading up this endeavor. It will be an online resource for model syllabi, assignments, and related best practices.

The Board heard or reviewed reports and updates from committee and task force chairs for Technology, Publications, LEX, Membership and the Access to Justice Committee. The Board discussed the bylaws and policy regarding Committee structure, Board liaison, committee reports and activity.

Respectfully submitted,
Joy K. Smucker
AAfPE Secretary

AAfPE Calendar of Events 2009

September 15
Teaching Competition Proposals due

September 18
Cyber Educator Proposals due

September 28
Information Exchange Samples due

October 27
Board of Directors Meeting Portland, OR

October 28-31
28th Annual Conference Portland, OR

November 1
Educator Articles due to Editor for Winter issue

ABA Reference Manual

The ABA Standing Committee is in the process of preparing a Reference Manual to assist programs with the ABA approval and reapproval process, including the preparation of interim reports. While still in the planning stage, the Standing Committee would like your input in order to make the reference manual as useful as possible.

Please email suggestions to:
Peggy Wallace,
ABA Staff Counsel, at
WallaceP@staff.abanet.org

Announcing Electronic Library Project

Diane Pevar, Manor College

As AAFPE's Education Chair, I'm pleased to announce a new initiative from AAFPE's Board of Directors. It has always been part of AAFPE's mission to provide paralegal educators with resources that will assist you in program direction, including development of curriculum and pedagogy. Once upon a time this support was in the form of paper model syllabi. In 2001, AAFPE began publishing its CD library that allowed us to provide you not only with model syllabi, but with other educational resources such as exit assessment tools, classroom projects, and the Virtual Law Office.

Beginning this Fall, AAFPE will unveil our newest innovation: an electronic library devoted to educational resources including all of our current and future model syllabi, assessment tools, model projects, the Virtual Law Office, selected conference materials, and much more. Accessible through the AAFPE website, the Resource Library will be password protected and available to you, in its entirety, anytime and anywhere for an additional, reasonable annual charge.

We are very excited about this project and while we have already amassed a great many tools and materials to store in the Library, I would like to hear from you regarding what information, materials, aids, and resources you would like AAFPE to place onto the site.

Please respond either to the general list or to me directly to let me know what the AAFPE Educational Resource Library should contain.

As the project progresses this summer, both Laurel Vietzen, chair, Model Syllabi/Core Competencies, and I will continue to be in contact with the listserv to update you on the Library and its contents, which will be officially unveiled at the national conference in Portland.

I look forward to hearing from you.

Please contact Diane Pevar at dpevar@manor.edu or Laurel Vietzen at lvietzen@elgin.edu with your suggestions and contributions.

Professional Pursuits

Congratulations to **Marci Johns**, Legal Studies Director, Faulkner University (Montgomery, AL), for receiving Faulkner University's Outstanding Educator award for 2008-2009.

Elizabeth Mann, Department Head, Paralegal Program, Greenville Technical College (South Carolina), for being named Assistant Dean for Public Service programs.

Annie Laurie Meyers, a tenured Professor in the Paralegal program at Northampton Community College (Bethlehem, PA), has been promoted to Professor. Annie Laurie is a previous recipient of the college's Club Adviser of the Year Award and the Christensen Award for Excellence in Teaching and Outstanding Service to Students.

Robert Mongue, Associate Professor in the University of Mississippi's Legal Studies Department, reports his book *The Empowered Paralegal* is scheduled to appear in print July 15th. ISBN: 978-1-59460-685-4. It is published by Carolina Academic Press. The webpage link is <http://www.cap-press.com/books/1962>

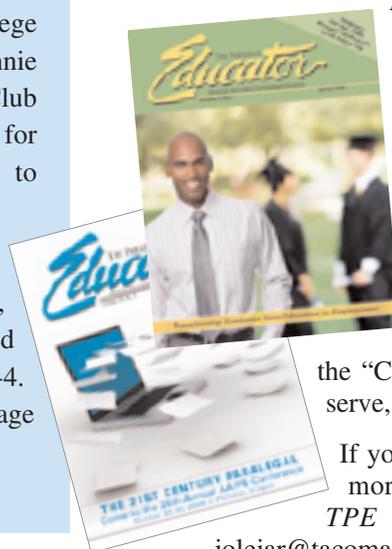
Writing for *The Paralegal Educator*

Would you like to impress your boss, your colleagues, your students? Do you have a teaching experience, knowledge relevant to the paralegal profession, or a solution to a problem that you would like to share?

If you are thinking "yes" to any part of these questions, then it is time to put your ideas on paper and write an article for AAFPE's national magazine—*The Paralegal Educator (TPE)*.

TPE is published in the fall, winter, and spring of each year. Articles of approximately 750 words can be submitted at any time; the deadlines for the three issues are July 1, November 1, and March 1. A broad theme is assigned to each issue to focus on trends and concerns within paralegal education and the paralegal profession. Watch for the "Call for Articles" on the AAFPE listserv, which will provide this information.

If you have any questions or would like more information, please contact *TPE* Editor-in-Chief Janet Olejar at jolejar@tacomacc.edu or (253) 566-5053.



Why Doesn't Everyone Have a LEX Chapter?



There are 346 Institutional members of AAFPE. There are 130 Institutional Members who have LEX Chapters and 216 Institutional Members who do not.

Since it is so easy to have one, why are there so many members without a LEX Chapter?

The purpose of LEX is to recognize students who have demonstrated superior academic performance in an established program of paralegal/legal assistant studies offered at an institution that is an AAFPE Institutional Member in good standing. All it takes to form a chapter is completion of the application and a one-time payment of \$100.

A student is eligible for induction into LEX if the student:

- Has completed not less than two-thirds of the program requirements to complete such program as determined by the institution; and
- Has demonstrated superior academic performance by achieving an overall grade point average of 3.5 or higher.

The institution may establish any other additional criteria necessary to qualify for their Chapter so long as the above criteria are met. These may include, but are not limited to:

- 3.5 or higher grade point average in paralegal/legal assistant program specialty courses
- Evidence of community service
- Writing an Essay

The student to be inducted must demonstrate “superior academic performance” to make membership in LEX a true and meaningful academic honor within the institution and a recognizable indication of superior academic achievement to members of the legal profession in the geographical area served by the institution.

An institution may induct students into LEX at any time or times during the year.

The institution remits the sum of \$30 for each student the institution wishes to induct into its LEX Chapter (which can be paid by the student). A portion of the fees collected are used to fund three \$500 annual AAFPE scholarships. An institution may choose to induct one honorary inductee each year. An honorary inductee is someone who has been of service to the paralegal program at their institution (e.g., advisory board member, judge, or faculty).

Upon receipt of the list of applicants for membership, the LEX Advisory Committee Chair reviews the application for compliance. If the applicants qualify, Headquarters prepares and sends to the program director for distribution to students a certificate of membership and a LEX pin.

There is no requirement to form a club or have officers and/or conduct meetings and activities; this is left to the discretion of the individual institution and chapter.

All necessary forms and contact information can be found on the members only side of the AAFPE website (www.aafpe.org), and Headquarters staff is available to answer any of your questions (856-423-2829).

Isn't it time your paralegal program had a LEX Chapter?

Congratulations to the 2009 LEX Scholarship Winners

Anne Hewett - Roosevelt University

Rebecca Hotaling - The University of Toledo

Denise Mahoney - Roosevelt University

Karen Marsh - Kankakee Community College

Rachel Westra - Davenport University