Minutes of the January 9, 2008 Faculty Meeting

Present: Dean Shelley Broderick, Ann Richardson, Louise Howells, Christine Jones, Will McLain, Joe Tulman, Roy Balleste, Ed Allen, Stephanie Brown, Laurie Morin, Bill Robinson, Derek Alphrnan, Kevin Kelly, Joyce Batipps, Matt Fraidan.

Call to Order - The meeting was called to order by Dean Broderick, who extended Happy New Year wishes to everyone.

Approval of Agenda - The agenda was approved. There was a motion to approve and adopt the October minutes with corrections. It was so moved and adopted. It was noted that the November and December minutes would be considered at the next faculty meeting.

Dean's Report

The Dean reminded faculty members to greet Charlotte Brookings-Hudson who is a visiting professor for the Legislative Clinic for the spring semester while Professor Burgdorf is on sabbatical.

The Dean made the following observations and announcements:

The 2008 budget for the Law School has not yet been approved. The Dean noted that she would be meeting with the Vice President for Real Estate and Facilities on a weekly basis on the issue of a new law school building.

Special thanks were extended to faculty members for getting their grades in on time.

A new Advocate was recently published and was well received by friends of the school. A question was raised about changing the format of the publication. A new edition would be coming out soon updating student activities.

A memorial service for Hilda Mason was scheduled for 10:00 a.m. at the 19th Street Baptist Church. The Dean encouraged all faculty members to attend the service in recognition of her dedication to the school.

Several faculty members attended the AALS annual meeting in New York.

Professor Alphran brought up the conference on the Future of Legal education at Georgia State University this February, noting that Professor Tulman had sent an e-mail out encouraging attendance.

The Dean further reported that she has received a $5,000 check from the family members of the late Professor Jim Gray for the Gray Scholarship.
Committee Reports

Academic Standing- A matter is under review regarding an honor code violation. The faculty went into executive session to hear the committee’s report and disposition of the matter.

Admissions- Professor McLain noted that the committee was meeting and reviewing files.

Curriculum Committee- Professor Morin circulated a document pertaining to educational goals and objectives of the academic program based on Best Practices and the Carnegie Report on Legal Education. Subjects such as integration of clinics, doctrinal class sequencing, and globalization would be discussed in future meetings. The committee will meet the second and the fourth Thursday. Reading assignments will be distributed.

Clinical Affairs Committee- The committee had no report.

Faculty Affairs- The committee had no report.

Faculty Appointments- The committee reported that they are reviewing candidates from the AALS interviews. A position is now open, funded by a Bar Foundation housing grant.

Faculty Evaluation and Retention- The chair reported that the committee would meet the following week.

Library, Technology- The chair reported that the committee would be meeting soon and reviewing changes to the Collection Development policy.

Bar Passage Task Force- The chair reported that the bar skills essay class had commenced, and all funding issues had been resolved. The committee will meet soon looking at ways to offer assistance to alumni who were unsuccessful at passing the bar exam. Such programs have been offered in the past by Professors Morin and Gray.

Law Review- A symposium is planned by the law review staff on Katrina and the Law on February 29, 2008

Strategic Planning- A draft Strategic Plan was circulated. Two meetings for faculty, staff and administrators are scheduled to complete the plan.

Self Study- Dean Broderick noted that Professor Howells chairs the Self Study. The first meeting is scheduled and important assignments will be given shortly, and everyone is encouraged to contribute.
Respectfully Submitted,

Derek Alphran
Associate Professor
University of the District of Columbia
David A. Clarke School of Law
Minutes of the Faculty Meeting
February 13, 2008

In Attendance: Dean Shelley Broderick, Associate Dean Ann Richardson, Professors Alexander, Alphran, Ballesle, Batipps, Brown, Jones, Kelly, McLain, Morin, Robinson, Sutler, and Tulman.

I. Call to Order: Dean Broderick called the meeting to order at 12:25 p.m.

II. Approval of the Agenda: Upon motion and second, the faculty approved the meeting agenda.

III. Minutes of Previous Meetings: Following a motion and a second, the faculty approved minutes from the faculty meeting for December 12th and January 9th with technical amendments.

IV. Dean’s Report: Dean Broderick began her report by congratulating Professors Tulman, Kelly, Batipps and Fraidin for their success in their respective grant proposals. The Dean asked Professor McLain to share thoughts on his participation on an event relating to genetics testing.

• The Dean reported on the 32 students Dean’s Fellows’ luncheon and their passion for public interest work.

• The ABA Council approved a new interpretation of its accreditation standard 301, adopting a benchmark “that for students who graduated from the law school within the five most recently completed calendar years, 75% or more of these graduates who sat for the bar passed a bar examination, or in at least three of these calendar years, 75% of the students in those years and sitting for the bar have passed a bar examination....” UDC-DCSL is in full compliance with this interpretation.

• Dean Broderick announced that the new UDC administration is pleased with the School of Law and there are signs of future support. At the recent budget call, the law school administration team received good reviews.

• Judges from the Office of Administrative Hearings met at UDC to consider the issue of clients without representation.
• The Dean reminded the faculty that Vernon Jordan will deliver the Rauh Lecture on Monday, April 14.

V. Committee Reports

**Academic Standards (Professor Brown)** – Professor Brown informed the faculty that the committee had one matter under consideration.

**Admissions (Professor McLain)** – Professor McLain provided the following snapshot of the current year’s recruiting:

- 54 applicants
- 88 offers of admission
- 2 seats deposit received
- 49 female
- 39 male

**Curriculum (Professor Morin)** – Professor Morin reported that the Committee is making good progress on the program assessment and that a curriculum map is being developed which will summarize both coverage and gaps in the curriculum.

**Clinical Affairs (Professor Tulman)** – Professor Tulman will participate in a nationwide videoconferencing meeting that will address support for recent graduates in solo practice and pro bono work support.

**Faculty Affairs (Professor Howells)** – No report.

**Faculty Appointments Committee (Professor Tulman)** – A matter was brought to the attention of the faculty during this meeting. (See new business).

**Faculty Evaluation and Retention Committee (Professor Tulman)** – The committee reviewed the faculty status reports, and revised its work plan to complete its report for the year.

**Library, Technology, and Facilities Committee (Professor Balleste)** – The committee continues to work on the strategic goals and milestones. It is also conducting a review of the Collection Development Policy. The Law Library staff had a very successful meeting with the Law School Senior Administration.

**Bar Passage Task Force (Professor Alphran)** – Professor Alphran announced a Bar Alumni panel for February 28th.

**Law Review Task Force (Professor McLain)** – Professor McLain informed the faculty about the preparations for the Symposium scheduled for February 29th.
**Faculty Salaries Committee** – Dean Broderick met with the University President and CFO to devise a plan to implement a new pay schedule and step increases. UDC now has a 10-step salary system approved by the city Council.

**Internal Strategic Planning Facilitation Team (Professor Morin)** – Professor Morin stated that the team met to work on the goals along with the self-study milestones. It discussed the revision of the self-study chapters.

**Self-Study (Professor Howells)** – see IFT above.

**VII. New Business**

**Faculty Appointments Committee (Professor Tulman and Robinson)**

**Executive Session:**

The committee brought to the faculty and discussed the recommendation regarding the tenure-track faculty position available upon Professor Batipps' retirement in May. After lengthy discussion, the faculty passed the following motion:

Moved and seconded that the recommendation of the Faculty Appointments Committee be moved to a special faculty meeting along with the consideration of two pending student matters.

The date and time will be announced.

The meeting was adjourned at 2:10 PM.

Respectfully submitted,
Professor Roy Balleste.
Minutes of the March 19, 2008 Faculty Meeting


Call to Order-The meeting was called to order by Dean Broderick at 12:27 p.m.

Approval of Agenda – Upon motion and second the agenda for the March 19th faculty meeting was approved.

Approval of Prior Meeting Minutes: Upon motion and second, the faculty approved the minutes for the February 13, 2008 faculty meeting.

Dean’s Report:

The Dean began her report by welcoming the new Dean of Students, Annamaria Steward, “our students’ champion”. The Dean commented that many respected friends of the Law School have acknowledged the wisdom in hiring Annamaria, including the new UDC Board Member, Kim Keenan. Dean Broderick shared some of Dean Steward’s employment background and accomplishments, some of which are listed below:

- Former Associate with Jack Olender’s law firm
- Clerk for former Chief Judge Annice Wagner, D.C. Court of Appeals
- Awarded ‘Young Lawyer of the Year’ by the D.C. Bar.
- She assumed a primary role in the fight to persuade the D.C. Bar to apologize for maintaining a segregated bar into the ‘50s.

Dean Broderick also recognized and congratulated the following faculty members for services rendered, conference participation and acknowledgments received:

- Professors McLain and Fraidin for their leadership, hard work and commitment with teaching and supervising students in New Orleans.
- Professor Laurie Morin’s and Professor Alice Thomas’ participation in the SALT Conference in Berkeley, California.
- Professor Joe Tulman was recognized at the UDC Board meeting on 3-18-08 for his work related to “stop the pipeline” from juvenile justice to the adult criminal system.
- Professors Derek Alphran’s and Laurie Morin’s participation in the Carnegie program on Future Legal Education held at Georgia State University in February.
Dean Broderick shared information regarding a number of financial-related matters and collaborative events and possibilities.

- D.C. Council member Kwame Brown offered legislation with 10 co-sponsors to provide UDC with 50 million dollars for campus modernization. Included in the plan is a stand-alone Law School.

- Consideration is being given to co-locating with Legal Services in downtown D.C. Jonathan Smith of Legal Aid met with UDC’s Acting President, Stanley Jackson, and the law school’s interests are understood and represented well by Co-chair of the Access for Justice Commission, the Honorable Inez Reid.

- Title III funding is now available to use toward build outs including such things as expanding the moot courtroom and improving bathrooms. This multi-year funding will be applied to improve Bar passage efforts and programs including, increasing the number of conditional admits and expanding the summer MEPAS program, and increasing efforts to reach out to Alumni who did not pass the bar.

- Access to the Title III money will also free up funds for purchases for the library, development of an integrated technological system that includes setting up a website and providing online registration. Dean Broderick encouraged faculty to submit wish lists for materials and/or supplies no later than 3-23-08.

The Dean announced a number of up-coming events sponsored by and taking place at the law school.

- The law school and ACLU will co-sponsor Army Captain James Yee as a guest speaker at the law school on 3-19-08. Captain Yee is the West point graduate who was the Muslim Chaplain at Guantanamo’s detention camp accused of espionage. Eight months after arresting Chaplain Yee, all criminal charges were dropped.

- The Mary Hynes and Beth Goodman Lecture will take place on 3-20-08. The honoree is Judge David S. Tatel, U.S. Court of Appeals for the D.C. Circuit. The speaker is Richard Nyankori, Ph.D., Special Assistant to the Chancellor for D.C.Public Schools

- The Barrister’s Ball will take place in Friday, 3-21-08.
The Dean invited other announcements.

- Professor Tulman announced a one-day conference being held at American University's law school to discuss first-year curriculum. He commented that it was unfortunate no one was contacted or included in the program to discuss and share the Antioch Law School experience and lessons learned regarding this law school's 1st year clinic program.

Committee Reports

Academic Standards.- A matter is under review regarding an honor code violation. The faculty went into executive session to hear the committee's report and disposition of the matter.

Admissions- Professor McLain noted that nationwide applicants to law schools are down 18% and many schools are extending application deadline dates. Currently, UDC-DCSL is not experiencing a reduction in applicants. The committee is on target for the 2008-2009 AY. The committee will meet to continue its work on 3-20-08.

Curriculum Committee- Professor Morin reported the committee continues with curriculum mapping. She requested faculty to complete the survey circulated by May. The committee is also focusing on how to enhance and improve the 1st year orientation program.

Clinical Affairs Committee- The committee had no report but Professor Tulman indicated the need to refine the definition for a public interest clinical director. Additionally, clinicians were reminded to complete midterms.

Faculty Affairs- The committee had no report. Professor Howells noted that the committee would soon meet to continue working on its agenda.

Faculty Appointments- Professor Robinson welcomed Professor Matt Fraidin to the tenure track faculty. The committee reported they continue to receive applications for visitorships. Currently there are no vacancies but applications are kept on file. During this report Dean Broderick indicated that a grant funded position in the HIV Clinic is open.

Faculty Evaluation and Retention- The chair, Professor Robinson reported that the committee continues to visit and prepare annual reports on faculty members and would meet in the next few days to discuss pending matters. The faculty was reminded and strongly urged to submit overdue Annual Statements which are used by the committee to review and evaluate faculty for purposes of promotion and tenure.
Library, Technology. The chair, Professor Balleste reported that the committee has developed a 1st draft of strategic goals for the library. Currently the library staff is working on updating the “collection development” policy. The chair shared that Professor Jones will be the first to experiment with letting students use computers to take final exams at the end of the spring '08 semester. Professor Jones reported she and the students are excited.

Bar Passage Task Force- The chair, Professor Alphran reported that the bar passage classes continue. The work plan includes a variety of programs and approaches listed below.

- PMBR will conduct a 3-day session starting 4-4-08.
- Regarding the bar skills class, the practice MPT will be graded.
- The Bar Alumni panel is rescheduled for Friday, 3-28-08
- Launching a mentor program pairing faculty and 3L students. This includes on-going e-mail contact with students during early summer months. Professor Alexander is assisting.
- Consider use of a 6 month rather than a 3 month bar prep approach.
- The chair and Professor Terzano will schedule training session(s) to discuss differences between the D.C. and Maryland bars.
- Awaiting receipt and review of proposals from programs to assist unsuccessful bar takers. The deadline for proposals is 3-21-08.

During this report Dean Richardson commented that in its discussions on revising bar passage standards, the ABA is considering allowing students to take bar classes for credit that would count toward graduation requirements. Dean Richardson suggested the Curriculum Committee consider and discuss this possibility and related issues.

Law Review-. Dean Broderick thanked and congratulated Professors McLain and Fraidin and the law review staff for the February 29, 2008 Symposium on Katrina and the Law which was informative and a success. Professor McLain reported that the Law Review was initially scheduled to come out on the same date as the Symposium, but due to last minute publishing problems there is a delay. The latest edition should be out soon. Professor Fraidin acknowledged Professor Morin’s input and contribution to the Symposium. Additionally, the committee is addressing the Editor-in-Chief’s concerns about grades regarding credit given for law review.

Strategic Planning- Professor Morin reported progress on finalizing the Strategic Plan. During this report Dean Broderick acknowledged and thanked Dean Vivian Canty and Professors Morin and Alphran for their work on the Strategic Plan.

Self Study- Professor Howells requested reports from persons working on assigned chapters of the self-study and strategic plans be submitted to her within a week. Once
drafts are received, the committee will share them with the faculty for input. Dean Broderick added that an ABA team has not been assigned but will be very soon.

Respectfully Submitted,

Suji Sutler
Associate Professor
Present: Dean Ann Richardson presided. Professors Allen, Alphran, Balleste, Batipps, Fraidin, Jones, Kelly, McLain, Morin, Robinson, Sutler, and Waysdorf. (Dean of Students, AnnaMaria Steward, also attended the meeting.)

Dean Richardson called the meeting to order at 12:15. She advised that Dean Broderick would not be present because she had to attend a meeting of the UDC Presidential Search Committee. The faculty approved the agenda but voted to address New Business first.

1. New Business

A. After taking nominations, the Faculty elected Professors Robinson, Waysdorf, Morin, and Jones to serve on the Faculty Affairs Committee (FAC) for Academic year 2008-09.

B. After receiving a report from the Registrar, the Faculty voted to confer Juris Doctor degrees upon all students who had met the law school’s requirements for graduation. The faculty also voted to confer the J.D. degree upon an additional four students whose graduation requirements would be met by May 20, 2008. (See attached list of students.)

C. The Faculty voted to approve the new Library Collection Development Policy. The Faculty expressed appreciation to Roy Balleste, Director of the Law Library, for presenting the law school with a “great policy.”

D. The Faculty Affairs Committee advised that it was not prepared to report on the issue of grant-funded clinical slots and that FAC will address the issue next year.

E. The Faculty voted to approve the ABA-required Spring 2008 Report on the Internship Program submitted by Professor Robinson and Career Service Director Dena Bauman. (See attached Faculty Report/Article for the Advocate).

F. Professor Morin presented a proposal to add a one-credit Practicum component to the Immigration Law Course. The proposal calls for up to six students to complete fifty hours of immigration service at the Center for Immigration Law & Practice, where the students would assist in the Center’s three practice areas: asylum, family reunification, and permanent residence and citizenship. The Faculty approved the proposal. (See attached Proposal for UDC-DCSL Practicum at the Center for Immigration Law & Practice).
2. **Reports From Standing and Ad Hoc Committees**

**Academic Standards Committee (Allen):** The Committee reported it has met to consider some matters, but it did not offer any specifics on those matters.

**Admission, Retention, and Financial Aid Committee (McLain):** We have received 1158 applications, an 8% drop from last year. However, the number of D.C. residents admitted is up from last year. As reported previously, the downturn in applications is consistent with a nationwide trend. We have made 239 offers and received 66 seat deposits. Dean Richardson commended the Admissions Committee for its work this year.

**Curriculum Committee (Morin):** The Committee reported that it had engaged in a thorough review of the curriculum over the course of this academic year and had not discovered any noteworthy gaps in the program of study. Next year, the Committee will focus upon examination writing and effective curriculum delivery. The Committee described this year’s work as “background” activity that will yield specific recommendations next year.

**Clinical Affairs Committee (Tulman):** The Committee has discussed openings for Tax and HIV Clinics, but it has not undertaken any concrete action. These matters have been referred to the Appointments Committee.

**Faculty Affairs Committee:** The Faculty elected FAC representatives for the next academic year, in lieu of receiving a report from the Committee.

**Faculty Appointments Committee (Tulman):** The Committee reported on hiring needs for various clinical openings. Two instructor positions are expected to be available for the HIV Clinic, with funding for the two positions likely coming from two separate sources: the Court and the Family Ties Project. Pending grant applications to the D.C. Bar Foundation have also been made to expand the Tax and Housing Clinics. Finally, the Committee is contemplating alternatives for filling the Tax Clinic, including possibly hiring Members of the Committee observed teaching as a guest lecturer to the Tax Clinic. The full Committee intends to evaluate the feasibility of adding as an instructor in the fall to share in the teaching with Professor Kelly. The Committee reiterated its commitment to follow all faculty bylaws and procedures in filling any openings.

**Faculty Evaluation and Retention Committee (Robinson):** The Committee has
considered Subcommittee reports and taken action of some of those reports. Other reports are still outstanding. Professor Robinson reported the Committee has had a busy, productive year.

**Library, Technology and Facilities Committee (Balleste):** Professor Balleste reported that new attorney resources will be available over the summer. Once the website is completed, electronic filing will be possible.

**Bar Passage Task Force (Alphran):** Professor Alphran reported that 52 students have completed the Spring bar program. These students faithfully and enthusiastically attended the program. Congratulations are due for a guest lecturer, Prof. Tanya Washington. Professor Alphran announced the launch of our new program for repeat bar takers. The weekend program will be open only to alumni and will focus on essay writing as well as multistate questions. It is designed to be tutorial, i.e., supplemental to whatever study students are undertaking on their own, through commercial bar study courses, for example. Prof. Alphran considered four proposals for this new program, before settling upon the proposal submitted by adjunct Professor Barbara Smith. Prof. Alphran also urged members of the faculty to stay in touch with their assigned bar mentees.

**Law Review Task Force (McLain):** Professor McLain recommends that anyone with a strong interest in symposia topics for next year contact Julie Akeman on the Law Review.

**Internal Strategic Planning Facilitation Team (Morin):** Dean Broderick would like to see a merger between the work of this group and the Self-Study group.

**Self-Study Committee (Howells):** Professor Howells would like to see completed Chapters now, so that the document can be finalized this summer.

**Faculty Salaries Committee (Batipps, Robinson, Waysdorf):** The Committee did not offer a report.

Dean Richardson reminded everyone that this faculty meeting would be the final faculty meeting that Professor Joyce Batipps would attend, in view of her pending retirement. The Dean and members of the faculty expressed heartfelt appreciation for Professor Batipps' immeasurable contributions to the Law School, and for her status as a generous and extraordinary friend, mentor and colleague. For all of this and more, we will miss her.

The meeting adjourned at 1:20 p.m.

Respectfully submitted,

Christine L. Jones
UNIVERSITY OF THE DISTRICT OF COLUMBIA
DAVID A. CLARKE SCHOOL OF LAW
Faculty Meeting
September 3, 2008

I. The meeting was called to order by Dean Broderick at 12:28.

II. The faculty approved the agenda.

III. The minutes of the May 2008 meeting were approved.

IV. Dean's Report

Dean Broderick announced that Professor Susan Sutler is retiring effective September 30, 2008. She welcomed Professor Wilhelmina Reuben-Cooke; Director of Development Jay Lopez; and Ms. Nateka Wilson, who is working with Deans Washington.

The Board of Trustees hired a new president, Allen Sessoms, Ph.D., most recently president of Delaware State University. Dean Broderick encouraged everyone to attend the University barbecue welcoming him. She also urged the faculty to attend the reception welcoming the new class at the Rayburn House Office Building with Eleanor Holmes Norton. The Dean will present a special gift to Delegate Norton to thank her for having the law school classified as an Historically Black institution making it eligible for its own Title III funding.

The Dean expressed special thanks to Professor Morin who did the final editing of the Strategic Plan approved by the faculty in June. During the summer, members of the faculty and administration also worked hard on developing an application to the ABA for a part-time Division.

An issue of the Advocate was published this summer, and the first two issues of the new alumni magazine will be published in early fall.

The Dean offered congratulations to those who published scholarly articles this summer: Christine Jones, Roy Balleste, Robert Burgdorf, Susan Waysdorf, and Laurie Morin.

The Dean is working on the reallocation of our 2009 budget and the request for 2010. Faculty salary increases are not part of this process, as they must be approved by the D.C. Council. Discussion was tabled until the October meeting. The Dean will invite Dr. Sessoms to attend.
V. Standing Committees Reports

Academic Standards—The committee will be meeting in short order to address pending matters.

Admissions—A profile of the new class was provided and a written report will be circulated regarding the class of 2011.

Curriculum and Clinical Affairs—The Committee is in the second year of a 2-year process of curriculum assessment and development. This year the committee will focus on goal setting and assessment. The combined Curriculum and Clinical Affairs Committee will be meeting shortly to discuss the proposed part-time division curriculum.

Faculty Affairs—The Committee is developing a work plan that will be presented at the October meeting.

Faculty appointments—The Committee will be meeting in the next two weeks to address pending matters.

Faculty Evaluation and Retention (FERC) has several members on leave and sabbatical. A meeting will be scheduled soon.

Library, Technology and Facilities—The first meeting of the year will be held next week to address the work plan and to approve the library chapter for the ABA Self Study report.

Bar Passage Task Force—Adjunct Professor Barbara Smith will report soon to the committee on the summer’s work with alumni preparing to take the July bar examination. The Committee will meet tomorrow to discuss its work plan.

Law Review Task Force—The Task Force is making progress on planning the upcoming symposium. The Task Force plans to assess current grading policies and practices and consider suggestions for improvement.

VI. New Business

The Summer 2008 Internship Report was accepted with gratitude and approved by acclamation.

The meeting adjourned at 1:53.

Respectfully submitted,

Robin C. Alexander
Associate Professor