#14

COMPLETE

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Page 1: I. Program Overview and Update

Q1 Department(s) Reviewed:

Paralegal Studies

Q2 Lead Author and Collaborators:

Mary Sessom, Pat Newman, Eddie Sturgeon, Jeff Bennion, Brandon Baker, Harold Rucker

Q3 Dean:

Larry McLemore

Q4 Program Update (Required): Please summarize the changes, additions, and achievements have occurred in your program since the last program review. To access last year's program review, visit the IPRPC Intranet Page, accessible here.

It has been a busy year for the program. Using IEPI funds, a portfolio project was rolled out to the students, after approval by the Advisory Committee and Faculty. A new E-Discovery online class was held in the summer and had 50 students enrolled. This is noteworthy as 1. the program does not offer summer classes due to very low enrollment and, 2. many students were professional paralegals or attorneys. I understand there were some great online networking opportunities for our PARA students.

Page 2: IIB. Student and Program Learning Outcomes

Q5 Do you have an assessment plan on file with SLOAC? If you have not already done so, you can submit your program's assessment plan to SLO Coordinator, Tania Jabour, at tania.jabour@gcccd.edu.   **Yes**

Q6 Please provide an analysis of your student learning outcomes (SLO) findings and what changes, if any, were made as a result.

TracDat results are only posted through Spring 2018. All of those outcomes are above the baseline 70% set by the department. The new E-Discovery course was not assessed. Plans are to take more courses online to remain competitive and meet student needs. We will monitor SLO results for these various modalities to be sure we maintain the same standards for online as for face-to-face.

Q7 Review your PLOs. Are the listed PLOs an accurate reflection of the program's current learning objectives?   **Yes**

Q8 Are the PLOs mapped onto the course SLOs?   **Yes**

Q9 Discuss your assessment plan for the PLOs.

All PARA course SLOs have been assessed, and are all mapped to the PARA PLOs. Previous SLO assessment plans were not as informative as they could be because we were so in the weeds of assessing SLOs that we didn't see the big picture or have enough meaningful discussions. Plans are to produce a new SLO/PLO assessment plan to do a deep dive on each course once or twice in a three-year period for continuous improvement, with the fourth year to analyze all data for the comprehensive program review. This schedule will be based on the new comprehensive Program Review schedule.

Page 3: IIB. Student Achievement

Q10 How has the program's success rate changed over the past year?

The current success rate for SP17 to SP18 is 78.2%. The success rate for FA15 to FA16 is 71.8%. At this point the program has already meet the college goal but it is incumbent on it to keep the numbers on an upward path.

Q11 The College has set a 2024 goal of reaching a 77% course success rate (students passing with a grade of A, B, C, or P out of those enrolled at census) for the College as a whole. Consider how your will program help the College reach its long-term goal of increasing the course success rate to 77%. This is intended to provide a goal for improvement only; programs will not be penalized for not meeting the goal. What is your program's one-year goal for success rate across all courses in the program?

Overall, the success rate for the program is very good. However, there are two courses that bring this rating down. One is PARA 100, Introduction to Paralegal Studies, and the other is PARA 130, Legal Research and Writing. PARA 100 is the "gate way" to the entire program. It is not the course a student will come to to find out if they will be a good lawyer or how to do their own divorce. It is a survey course and extremely rigorous both in terms of content and writing abilities. A successful student in this class will be successful in the balance of the program. PARA 130 requires good writing skills. Students are urged to make this their last class but many don't. The success rates of both PARA 100 and PARA 130 serves as a testament to the inadequate writing abilities of students entering the program over the last 2 years. The program had a recommended prerequisite of ENGL 109 prior to entry but that did not seem to help the over all success.

Q12 Which specific groups (by gender and ethnicity) have success rates lower than that of the program overall?

This is a career field that has been predominately female. It has been changing over the years. In a surprising turn, the male success rate for the period of this review is 81.7% compared to the female rate of 74.7%

The number of African American students enrolled in PARA is very small but their success rate is high 76.7%. The Hispanic students, with much larger numbers, succeed at the rate of 79%. The White students have a success rate of 81.3%. While there is a difference between all three groups, the percentage of success is not significant.

Q13 What program (or institutional) factors may be contributing to these lower rates of success for these groups of students?

Respondent skipped this question

Q14 What specific steps will the program take to address these equity gaps in the 2019/20 academic year?

The program will share this information with the Advisory Committee and the faculty for information and insight into these differences. Overall, if the program can continue to improve, then all groups success rates should improve as well. In the last 3 semesters, the program had added recommended pre-requisite of ENG 109 and will modify that to reflect the deactivation of that course. The program has also increased its efforts to encourage students to use the services of the Writing and Tutoring center. Things are anecdotal, but these efforts seem to be paying off.

Q15 How do these activities align with the goals set forth in your last comprehensive program review?

Not in conflict.

Q16 OPTIONAL: If you would like to attach any charts or additional documentation (aside from the program review report prepared by the IESE Office), please upload it using the button below. You can upload PDF, Word, and image files.

Respondent skipped this question

Page 4: Distance Education

Q17 Does your program offer any courses via distance education (online)?

No

Page 5: Distance Education Course Success

Q18 Are there differences in success rates for distance education (online) versus in-person sections?

Respondent skipped this question

Q19 If there are differences in success rates for distance education (online) versus in person sections, what will the program do to address these disparities?

Respondent skipped this question

Page 6: IV. Previous Goals: Update (If Applicable)

Q20 Would you like to provide an update for your previous program review goal(s)?

Yes

Page 7: Previous Goal 1

Q21 Previous Goal 1:

RE-approval by ABA

Q22 Link to College Strategic Goal(s):

Guided Student   **,**
Pathways

Student Validation and   **,**
Engagement

Organizational Health

Q23 Goal Status

Completed

Q24 How was the goal evaluated? If the goal is "in progress," how will it be evaluated?

ABA granted Re-approval of the program

Q25 Please provide the rationale for this goal:

This goal will always be carried forward, as interim reports are due every 3 years between the 7 year period of Re-approval.

Q26 Please provide the goal action steps for the year (previously "Activities"):

The data collection has been updated. The last interim report was just turned in 1/15/2019. All is quiet on the surface for a while.

Q27 Do you have another goal to update?

No

Page 8: Previous Goal 2

Q28 Previous Goal 2:

Respondent skipped this question

Q29 Link to College Strategic Goal(s):

Respondent skipped this question

Q30 Goal Status

Respondent skipped this question

Q31 How was the goal evaluated? If the goal is "in progress," how will it be evaluated?

Respondent skipped this question

Q32 Please provide the rationale for this goal:

Respondent skipped this question

Q33 Please provide the goal action steps for the year (previously "Activities"):

Respondent skipped this question

Q34 Do you have another goal to update?

Respondent skipped this question

Page 9: Previous Goal 3

Q35 Previous Goal 3:

Respondent skipped this question

Q36 Link to College Strategic Goal(s):

Respondent skipped this question

Q37 Goal Status

Respondent skipped this question

Q38 How was the goal evaluated? If the goal is "in progress," how will it be evaluated?

Respondent skipped this question

Q39 Please provide the rationale for this goal:

Respondent skipped this question

Q40 Please provide the goal action steps for the year (previously "Activities"):

Respondent skipped this question

Q41 Do you have another goal to update?

Respondent skipped this question

Page 10: Previous Goal 4

Q42 Previous Goal 4:

Respondent skipped this question

Q43 Link to College Strategic Goal(s):

Respondent skipped this question

Q44 Goal Status

Respondent skipped this question

Q45 How was the goal evaluated? If the goal is "in progress," how will it be evaluated?

Respondent skipped this question

Q46 Please provide the rationale for this goal: **Respondent skipped this question**

Q47 Please provide the goal action steps for the year   **Respondent skipped this question**
(previously "Activities"):

Page 11: V. New Goals (If Applicable)

Q48 Would you like to propose any new goal(s)?   **Yes**

Page 12: New Goal 1

Q49 New Goal 1:

Create elective online classes organized around specialty tracks.

Q50 Link to College Strategic Goal(s):

Guided Student ,
Pathways

Student Validation and ,
Engagement

Organizational Health

Q51 Please provide the rationale for this goal:

Students will be provided with the opportunity to expand their legal knowledge in areas that either interest them or adds to their knowledge of a specialty area. Online allows greater flexibility for both the students and program to engage in more varied courses.

Q52 Please provide the goal action steps for the year (previously "Activities"):

Write curriculum for the current electives.

Q53 How will the goal be evaluated?

Enrollment and success in the new courses but this will be a long term project.

Q54 Do you have another new goal?   **No**

Page 13: New Goal 2

Q55 New Goal 2:   **Respondent skipped this question**

Q56 Link to College Strategic Goal(s):   **Respondent skipped this question**

Q57 Please provide the rationale for this goal: **Respondent skipped this question**

Q58 Please provide the goal action steps for the year (previously "Activities"):   **Respondent skipped this question**

Q59 How will the goal be evaluated?   **Respondent skipped this question**

Q60 Do you have another new goal?   **Respondent skipped this question**

Page 14: New Goal 3

Q61 New Goal 3:   **Respondent skipped this question**

Q62 Link to College Strategic Goal(s):   **Respondent skipped this question**

Q63 Please provide the rationale for this goal: **Respondent skipped this question**

Q64 Please provide the goal action steps for the year (previously "Activities"):   **Respondent skipped this question**

Q65 How will the goal be evaluated?   **Respondent skipped this question**

Q66 Do you have another new goal?   **Respondent skipped this question**

Page 15: New Goal 4

Q67 New Goal 4:   **Respondent skipped this question**

Q68 Link to College Strategic Goal(s):   **Respondent skipped this question**

Q69 Please provide the rationale for this goal: **Respondent skipped this question**

Q70 Please provide the goal action steps for the year (previously "Activities"):   **Respondent skipped this question**

Q71 How will the goal be evaluated? **Respondent skipped this question**

Page 16: VI. Resources Needed to Fully Achieve Goal(s)

Q72 Is the program requesting resources this year to achieve this goal? **Yes**

Page 17: V. Faculty Resource Needs

Q73 Are you requesting one or more faculty positions to achieve this goal? **No**

Page 18: Faculty Position Request(s)

Q74 Please remember to complete the Faculty Position Request Form (accessible here, under Staffing Request Information) for this position that you are requesting and upload it using the button below.The Faculty Position Request Form (In Word) can be located here (under Staffing Request Information).Brief Description of the Position Requested: **Respondent skipped this question**

Q75 Faculty Position Request 1 - Related Program Goal(s): **Respondent skipped this question**

Q76 Faculty Position Request Upload 1: Please upload the completed faculty request form for the above position using the button below. You can access the Word version of the Faculty Position Request Form here (under Staffing Request Information). **Respondent skipped this question**

Q77 Faculty Position Request 2 (if applicable): Please remember to complete the Faculty Position Request Form (accessible here, under Staffing Request Information) for this position that you are requesting and upload it using the button below.The Faculty Position Request Form (In Word) can be located here (under Staffing Request Information).Brief Description of Position Requested: **Respondent skipped this question**

Q78 Faculty Position Request 2 - Related Program Goal(s): **Respondent skipped this question**

Q79 Faculty Position Request Upload 2: Please upload the completed faculty request form for the above position using the button below. You can access the Word version of the Faculty Position Request Form here.

Respondent skipped this question

Page 19: VI. Classified Staff Resource Needs

Q80 Are you requesting one or more classified positions to achieve this goal?

No

Page 20: Classified Staff Position Request(s)

Q81 Classified Staff Position Request 1: Please remember to complete the Classified Staff Position Request Form (accessible here, under Staffing Request Information) for this position you are requesting.Brief Description of Position Requested:

Respondent skipped this question

Q82 Classified Staff Position 1 Related Program Goal(s):

Respondent skipped this question

Q83 Classified Staff Position 1 Request Upload: Please upload a completed Classified Position Request Form for this request using the button below. You can access the Word version of the Classified Position Request Form here.

Respondent skipped this question

Q84 ***OPTIONAL*** Please use the button below to upload the position classification description (obtained from HR).

Respondent skipped this question

Q85 Classified Staff Position Request 2: Please remember to complete the Classified Staff Position Request Form (accessible here, under Staffing Request Information) for each position you are requesting.Brief Description of Position Requested:

Respondent skipped this question

Q86 Classified Staff Position 2 Related Program Goal(s):

Respondent skipped this question

Q87 Classified Staff Position Request 2 Upload: Please upload a completed Classified Position Request Form for this request using the button below. You can access the Word version of the Classified Position Request Form here (under Staffing Request Information).

Respondent skipped this question

Q88 ***OPTIONAL*** Please use the button below to upload the position classification description (obtained from HR).

Respondent skipped this question

Page 21: VII. Technology Resource Needs

Q89 Are you requesting technology resources to achieve this goal?

No

Page 22: Technology Request(s)

Q90 Technology Request 1: Please remember to complete a Technology Request Form for each request you are submitting. You can access the online Technology Request Form here: Technology Request Form

Respondent skipped this question

Q91 Technology Request 2: Please remember to complete a Technology Request Form for each request you are submitting. You can access the online Technology Request Form here: Technology Request Form

Respondent skipped this question

Page 23: VIII. Perkins and Strong Workforce Resource Needs

Q92 Are you requesting Perkins and/or Strong Workforce resources to achieve this goal?

Yes

Page 24: Perkins Request and Strong Workforce

Q93 Perkins Request and Strong Workforce 1: Please remember to complete the Perkins Request Form and submit it via the annual Perkins/Strong Workforce request process/cycle.

Description: **curriculum writing**

Amount Requested $:   **$20,000 already budgeted**

Related Program Review Goal(s):   **Goal 1**

Q94 Perkins Request and Strong Workforce 2: Please remember to complete the Perkins Request Form and submit it via the annual Perkins/Strong Workforce request process/cycle.

Respondent skipped this question

Page 25: IX. Supplies/Equipment Resource Needs

Q95 Are you requesting supplies and/or equipment resources to achieve this goal?

No

Page 26: Supplies/Equipment Request(s)

Q96 Supplies/Equipment Request 1: In the boxes below please provide information on your request. Supplies/Equipment requests will be considered on a one-time funding basis.

Respondent skipped this question

Q97 Supplies/Equipment Documentation 1: Please upload any supplies/equipment quotes or additional documentation for this request.

Respondent skipped this question

Q98 Supplies/Equipment Request 2: In the boxes below please provide information on your request. Supplies/Equipment requests will be considered on a one-time funding basis.

Respondent skipped this question

Q99 Supplies/Equipment Documentation 2 : Please upload any supplies/equipment quotes or additional documentation for this request.

Respondent skipped this question

Page 27: X. Facilities Resource Needs

Q100 Are you requesting facilities resources to achieve this goal?

No

Page 28: Facilities Request

Q101 Facilities Request 1: Please provide the information below and remember to complete a Facilities Request Form accessible here: Facilities Request Form

Respondent skipped this question

Q102 Facilities Request 2: Please provide the information below and remember to complete a Facilities Request Form, accessible here:Facilities Request Form

Respondent skipped this question

Page 29: XI. Professional Development Resource Needs

Q103 Are you requesting professional development resources to achieve this goal?

No

Page 30: Professional Development Request

Q104 Professional Development Request 1: Please provide the information identified below and follow the process for requesting professional development funds, outlined here.

Respondent skipped this question

Q105 Professional Development Request 2: Please provide the information identified below and follow the process for requesting professional development funds, outlined here.

Respondent skipped this question

Page 31: XII. Other Resource Needs

Q106 Are you requesting any other resources to achieve this goal?

No

Page 32: Other Resource Requests

Q107 Other Resource Requests 1: Other resource requests will be considered on a one-time funding basis. Please fill in the information below.

Respondent skipped this question

Q108 Other Resource Requests 2: Other resource requests will be considered on a one-time funding basis. Please fill in the information below.

Respondent skipped this question

Page 33

Q109 Are you ready to submit your program review? If you click "No," you will be redirected to the start of the program review module.

Respondent skipped this question