

Annual Program Review Update Form - Spring 2010

I. General Information

Date: 4-Jun-10

Program/Department:

Paralegal Studies

Authors of Report:

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II. Status Since Previous Program Review

What significant changes have occurred since the last complete program review? Were those changes based on SLO assessments? How have these changes affected your program? You may also address how these changes affect the following: strategic initiatives, "main areas for improvement", mission statements, or physical/organizational restructuring.

Significant budget cuts have severely impacted our program across the board, including a loss of course offerings. As stated below, the SLO assessments have not been completed, and therefore have had no impact.

III. SLO Information

	Total courses offered 2010 to Spring 2011	SLOs Written	Committed to assess in '09-'10	Committed to assess in '10-'11	SLOAC Completed for at least one SLO	SLOAC Cycle Completed for all SLOs
Courses in Program	17	18	6	13	0	0
<i>Percent</i>		106%	35%	76%	0%	0%
		Total (head ct)	Participated in writing SLOs	Assessed or planning to assess in '09-'10	Planning to assess in '10-'11	Participated in a SLO Reflection & Enhancement Discussion
Full-time Faculty in Program	1	1	1	1	0	
<i>Percent</i>		0%	0%	0%	0%	
Part-time Faculty in Program	14	1	3	5	0	
<i>Percent</i>		7%	0%	36%	0%	

SLOAC means: a complete SLO Assessment Cycle includes writing an SLO, assessing the SLO and the assessment reflection and enhancement phase.

SLOAC Discussion and Analysis: Summarize the discussions and analyses of your program/departments' SLOAC results. The discussions and analyses need not be limited to the information shown in Sections I and II above.

Most of the instructors in the paralegal program are part-time, and as of right now, they are not being paid to perform the SLOACs. All but one of the part-time instructors were just apprised of the SLOAC process and assigned their classes and given their SLOs (drafted for them by the full-time instructor and one part-time instructor) for the next school year. We plan to meet and discuss our data, findings, trends, experiences and progress in early Fall, and plan to complete all SLOACs on schedule - by June 2011. Additionally, 2 more SLOs will be drafted and SLOAC during 2010-2011.

Suggestions for the SLOAC Discussion & Analysis:

Detailed data supporting some or all of the statistics shown above.

Patterns that emerge or are confirmed when SLO data are viewed, either alone or in combination with other data (such as student ESL placement test results) at the program level.

What your goals were for any of the percentages above, and whether you achieved that goal.

Evidence of value derived from the SLOAC process within your program.

Some of the challenges your faculty continue to face in attempting to hit your program goals with respect to SLOs.

If enhancements/improvements to your program can be implemented within the division's currently existing structures and allocated resources, then consider this update form complete and submit to your division dean. If enhancements/improvements are identified that require ADDITIONAL resources through the Instructional Planning and Budgeting process, then complete Section IV. (see next page).

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IV. Resource Requests: (Use this section ONLY if you have a NEW resource request)

Program/Department:

Paralegal Studies

Please submit your top three (or less) choices below in ranked order:

Item Name:	Cost estimate
Stipend for part-time instructors who prepare SLOACs.	\$2,000
More course offerings	\$45,000.00
Library retention	\$17,000.00

What SLO Assessment findings, if any, support and guide the resource request?	N/A
How will the resource allocation specifically enhance your program's services, activities, processes, etc. to improve student learning and achievement?	Stipends for part-time instructors will compensate and encourage them to actively participate in the ongoing SLOAC program. Additional course offerings will allow our students to fulfill their certificate requirements at a more acceptable rate, allow flexibility for those students who are working, and overall, service the needs of the growing student body in the paralegal program which has been hampered by overcrowded rooms and a shortage of course offerings due to budget cuts. Finally, legal periodicals are a critical component of a paralegal's education, and need to be maintained and kept up to date. Next year, the budget cuts have forced the library to abandon the upkeep of the legal library. Additionally, an up to date library is a requirement for our program's ABA accreditation.
How will the resource enhance your program with respect to the College mission or Strategic initiatives and/or your program's goals for improvement as stated in your last program review?	More courses will lead to better class room management, student attention from the instructors and better student learning outcomes. Payment for the additional time and efforts required of our part-time staff will facilitate the SLOAC process and yield better results/enhancements and participation. And an up to date legal library, as stated earlier, is critical to the continuing viability of the paralegal program and ABA accreditation.

<p>Other information that may be important to support your request?</p>	<p>The paralegal field is a growing market, requires the additional training of a paralegal program for employment in field, and is therefore, a program which will continue to grow in the short and long foreseeable future. It is worth investing in, improving upon and supporting. Our reputation, which is currently excellent in the community and state, is worth protecting - and expanding.</p>
<p>If applicable, please describe why you do not have enough funding within your current budget allocation for this request.</p>	<p>Because all of our funds are being utilized for the basic and necessary expensed required to run the program.</p>