

Merritt College

2017-2018 Annual Program Update Template

---

# **PARALEGAL STUDIES**

## Merritt College Data Profile: Fall 2016 and Spring 2017

\*Note: Headcount is unduplicated number of students per term. Retention and Success is based on Enrollments, which are duplicated.

<i>Headcount by Gender</i>	<i>Fall 2016</i>		<i>Spring 2017</i>	
<i>Female</i>	4514	64%	4742	64%
<i>Male</i>	2396	34%	2485	34%
<i>Unknown/Unreported</i>	133	2%	132	2%
<i>Headcount by Race/Ethnicity</i>				
<i>American Indian</i>	29	0%	26	0%
<i>Asian</i>	1129	16%	1227	17%
<i>Black / African American</i>	1903	27%	1864	25%
<i>Hispanic / Latino</i>	2064	29%	2195	30%
<i>Pacific Islander</i>	47	1%	42	1%
<i>Two or More</i>	369	5%	384	5%
<i>Unknown / NR</i>	341	5%	381	5%
<i>White</i>	1161	16%	1240	17%
<i>Headcount by Age</i>				
<i>Under 16</i>	38	1%	100	1%
<i>16-18</i>	808	11%	764	10%
<i>19-24</i>	2430	35%	2552	35%
<i>25-29</i>	1186	17%	1255	17%
<i>30-34</i>	766	11%	775	11%
<i>35-54</i>	1296	18%	1401	19%
<i>55-64</i>	327	5%	315	4%
<i>65 &amp; Above</i>	192	3%	197	3%
<i>Total Headcount</i>	7043		7359	

	<i>Fall 2016</i>		<i>Spring 2017</i>	
<b>Gender</b>	Retention %	Success %	Retention %	Success %
<i>Female</i>	78%	66%	79%	70%
<i>Male</i>	78%	65%	79%	68%
<i>Unknown/Unreported</i>	83%	72%	82%	75%
<b>Race/Ethnicity</b>	Retention %	Success %	Retention %	Success %
<i>American Indian</i>	83%	77%	74%	60%
<i>Asian</i>	83%	76%	84%	78%
<i>Black / African American</i>	73%	57%	74%	60%
<i>Hispanic / Latino</i>	76%	65%	80%	70%
<i>Pacific Islander</i>	79%	69%	80%	74%
<i>Two or More</i>	77%	65%	78%	66%
<i>Unknown / NR</i>	82%	69%	83%	72%
<i>White</i>	85%	78%	85%	78%
<b>Age Range</b>	Retention %	Success %	Retention %	Success %
<i>Under 16</i>	82%	82%	94%	89%
<i>16-18</i>	78%	65%	82%	74%
<i>19-24</i>	75%	62%	76%	65%
<i>25-29</i>	77%	66%	79%	70%
<i>30-34</i>	82%	71%	81%	71%
<i>35-54</i>	81%	70%	82%	74%
<i>55-64</i>	83%	71%	85%	73%
<i>65 &amp; Above</i>	84%	78%	85%	72%

***Distance  
Education***

<b><i>Retention and Success by Distance Ed</i></b>	Fall 2016		Spring 2017	
	Retention %	Success %	Retention %	Success %
<i>100% online</i>	70%	62%	74%	59%
<i>Hybrid</i>	69%	53%	74%	61%
<i>Face to Face</i>	80%	69%	81%	72%

---

# I. Program Information

---

**Purpose:** This section will identify basic information about your program. 2015-2016 Program reviews and 2016-2017 APU can be found at:  
<http://www.merritt.edu/wp/institutional-research/program-review/>

**Program Name:** *Paralegal Studies Department*

**Date:** *November 4, 2017*

**Program Type** (circle or highlight one): **Instructional** Non-Instructional Student Services or Special Programs Administrative Unit

**College Mission Statement:** The mission of Merritt College is to enhance the quality of life in the communities we serve by helping students to attain knowledge, master skills, and develop the appreciation, attitudes and values needed to succeed and participate responsibly in a democratic society and a global economy.

## **Program Mission:**

The Paralegal Studies Program offers a Paralegal Certificate or AA in Paralegal Studies. The Paralegal Studies Program, previously known as Legal Assisting, was first offered at Merritt College in 1974. The Paralegal performs various legal tasks and provides staff support for attorneys in a law office or legal environment, including conducting research, drafting legal documents, preparing attorneys for trial/depositions and other legal tasks.

The mission of the Paralegal Studies program is to:

- Provide students with the education, skills, knowledge and training to enable the students to perform as top level Paralegals in the legal community
- Educate and train students to draft legal documents, conduct legal research and perform other legal tasks
- Prepare students for the law office work environment and how to effectively communicate and interact with attorneys
- Provide students with a basic understanding of law and the legal profession, the state and federal court structures and the justice system
- Educate students in areas of substantive law, including Family Law, Criminal Law, Tort Law, Estate Planning and Probate Procedure, Legal Research and Business Law

**Date of Last Comprehensive Program Review:**

**November 2015, and APU October 3, 2016**

**Date of Comprehensive Program Review Validation:**

**February 2015**

## II. Reporting Progress on Attainment of Program Goals

**Purpose:** In this section, you will look at your goals stated in the 2015-2016 program review and 2016-2017 APU, align the program goals with the District and College Goals, and report on the progress, revision, or completion of the program goals.

<p><b>Program Goal</b> *Copy the Goals Reported from Program Review Question 10 or Appendix B, or 16-17 APU Section II or input the new/revised goal. These are suggested categories of goals.</p>	<p><b>Which institutional goals will be advanced upon completion?</b> (PCCD and MC Goal Mapping)</p>	<p><b>Progress on Goal</b> (indicate date next to the appropriate status for the goal)</p>	<p><b>Goal Detail and Measurement – How did you/will you evaluate this Goal?</b> (If your goal was <b>completed</b>: How did you <b>evaluate</b> or determine the <b>outcome</b>? If your goal is <b>ongoing</b>: What is your <b>measure</b> and <b>target</b>? If your goal is <b>new or revised</b>: What is your <b>measure and target</b>?)</p>
<p><i>Assessment</i></p> <p><i>The goal is to continue to be up to date in assessment. As of Fall 2016, we are fully up to date on assessment for ALL paralegal courses. Goal is to continue this effort and not fall behind.</i></p>	<p>1. PCCD Goal: _____</p> <p>2. Merritt Goal _____</p>	<p>Completed: _____ (date)</p> <p>Revised/New: _____ (date)</p> <p>Ongoing: ___9/15/2017_____ (date)</p>	
<p><i>Curriculum (if applicable)</i></p> <p><i>See below items 2, 3, 6, 8, 9 below, and in Program Review Appendix B; See items B, C, F, I and J in Program Review Question 10</i></p>	<p>1. PCCD Goal: _____</p> <p>2. Merritt Goal _____</p>	<p>Completed: _____ (date)</p> <p>Revised/New: _____ (date)</p> <p>Ongoing: ___9/15/2017_____ (date)</p>	<p><i>See below items 2, 3, 6, 8, 9 below, and in Program Review Appendix B; See items B, C, F, I and J in Program Review Question 10</i></p>
<p><i>Instruction (if applicable)</i></p> <p><i>See below items 1-12 below and in Program Review Appendix B; See items A-K in Program Review Question 10</i></p>	<p>1. PCCD Goal: _____</p> <p>2. Merritt Goal _____</p>	<p>Completed: _____ (date)</p> <p>Revised/New: _____ (date)</p> <p>Ongoing: ___9/15/2017_____ (date)</p>	<p><i>See below items 1-11 below and in Program Review Appendix B; See items A-K in Program Review Question 10</i></p>

<p><b>Program Goal</b> *Copy the Goals Reported from Program Review Question 10 or Appendix B, or 16-17 APU Section II or input the new/revised goal. These are suggested categories of goals.</p>	<p><b>Which institutional goals will be advanced upon completion?</b> (PCCD and MC Goal Mapping)</p>	<p><b>Progress on Goal</b> (indicate date next to the appropriate status for the goal)</p>	<p><b>Goal Detail and Measurement – How did you/will you evaluate this Goal?</b> (If your goal was <b>completed</b>: How did you <b>evaluate</b> or determine the <b>outcome</b>? If your goal is <b>ongoing</b>: What is your <b>measure</b> and <b>target</b>? If your goal is <b>new or revised</b>: What is your <b>measure and target</b>?)</p>
<p><i>Student Success and Student Equity</i></p> <p><i>See below items 1-12 below and in Program Review Appendix B; See items A-K in Program Review Question 10; Especially items</i></p>	<p>1. PCCD Goal: _____</p> <p>2. Merritt Goal _____</p>	<p>Completed: _____ (date)</p> <p>Revised/New: _____ (date)</p> <p>Ongoing: ___9/15/2017___ (date)</p>	<p><i>See below items 1-12 below and in Program Review Appendix B; See items A-K in Program Review Question 10</i></p>
<p><i>Professional Development, Institutional and Professional Engagement, and Partnerships</i></p> <p><i>See below items 1-12 below and in Program Review Appendix B; See items A-K in Program Review Question 10</i></p>	<p>1. PCCD Goal: _____</p> <p>2. Merritt Goal _____</p>	<p>Completed: _____ (date)</p> <p>Revised/New: _____ (date)</p> <p>Ongoing: ___9/15/2017___ (date)</p>	<p><i>See below items 1-12 below and in Program Review Appendix B; See items A-K in Program Review Question 10</i></p>
<p>Other Goals</p> <p><b>1. Reinstate/Recreate the former Paralegal Website</b></p>	<p>1. PCCD Goal: A, C, D, E</p> <p>2. Merritt Goal: 1, 3, 4, 5</p>	<p>Completed: _____ (date)</p> <p>Revised: _____ (date)</p> <p>Ongoing: ___10/3/17___ (date)</p> <p>New Goal _____ (current date)</p>	<p>Funding is needed to meet this goal. Marketing dollars to use a different website platform/to get this going. Strong workforce funds will hopefully be able to be used.</p> <p>Meetings were held with Susan May to determine if the new Merritt College website can be as functional as the old website, and it was determined that it is not as functional.</p> <p>Additional work will be done to try to set up the website using the current platform, and then if that is unsuccessful, additional funds will be requested to use the old interface.</p>



<p><b>Program Goal</b> *Copy the Goals Reported from Program Review Question 10 or Appendix B, or 16-17 APU Section II or input the new/revised goal. These are suggested categories of goals.</p>	<p><b>Which institutional goals will be advanced upon completion?</b> (PCCD and MC Goal Mapping)</p>	<p><b>Progress on Goal</b> (indicate date next to the appropriate status for the goal)</p>	<p><b>Goal Detail and Measurement – How did you/will you evaluate this Goal?</b> (If your goal was <b>completed</b>: How did you <b>evaluate</b> or determine the <b>outcome</b>? If your goal is <b>ongoing</b>: What is your <b>measure</b> and <b>target</b>? If your goal is <b>new or revised</b>: What is your <b>measure and target</b>?)</p>
<p>Other Goals</p> <p><b>2. Obtain ABA Approval/ Accreditation</b></p>	<p>1. PCCD Goal: A, B, C</p> <p>2. Merritt Goal: 1, 2, 3</p>	<p>Completed: _____ (date)</p> <p>Revised: _____ (date)</p> <p>Ongoing: <u>10/3/16</u> (date)</p> <p>New Goal _____ (current date)</p>	<p>The Application for ABA Approval was submitted in June 2016. The Application was denied in Fall 2016 because of Merritt’s Accreditation Status. Now that the Accreditation status is not “probation” for the College, we need to re-apply.</p> <p>Strong Workforce funds will hopefully be used.</p> <p>This goal is ongoing. Additional release time/funds are needed so that the application can continue to be updated and revised, and also so that the questions can be answered from the ABA, and to prepare for the site visit from the ABA site visit team.</p>
<p>Other Goals</p> <p><b>3. Revitalize/remodel P218 SmartClassroom Computer lab with furniture and rewiring</b></p>	<p>1. PCCD Goal: A, C, E</p> <p>2. Merritt Goal: 1, 3, 5</p>	<p>Completed: _____ (date)</p> <p>Revised: _____ (date)</p> <p>Ongoing: <u>10/3/16</u> (date)</p> <p>New Goal _____ (current date)</p>	<p>No progress has been made on this item, other than it being recognized as a priority in the Prioritization list regarding facilities. Approximately \$15,000 Strong Workforce funds were set aside for this purpose. Additional funds are needed to complete the entire project.</p> <p>The funding was previously set aside from Measure A and it is unclear at this time what happened to the funds needed to continue the revitalization/remodel of P218.</p> <p>About four years ago, the wiring was started (but not completed), the computers were replaced, but the furniture was never replaced and the classroom was never reconfigured to face forward etc.</p>

<p><b>Program Goal</b> *Copy the Goals Reported from Program Review Question 10 or Appendix B, or 16-17 APU Section II or input the new/revised goal. These are suggested categories of goals.</p>	<p><b>Which institutional goals will be advanced upon completion?</b> (PCCD and MC Goal Mapping)</p>	<p><b>Progress on Goal</b> (indicate date next to the appropriate status for the goal)</p>	<p><b>Goal Detail and Measurement – How did you/will you evaluate this Goal?</b> (If your goal was <b>completed</b>: How did you <b>evaluate</b> or determine the <b>outcome</b>? If your goal is <b>ongoing</b>: What is your <b>measure</b> and <b>target</b>? If your goal is <b>new or revised</b>: What is your <b>measure and target</b>?)</p>
<p><b>4. Change AA degree to an AA Transfer Degree in Legal Studies</b></p>	<p>1. PCCD Goal: A, B, C 2. Merritt Goal: 1, 2, 3</p>	<p>Completed: _____ (date) Revised: _____ (date) Ongoing: <u>10/3/16</u> (date) New Goal _____ (current date)</p>	<p>This goal is still being developed and discussed with Administration etc. With the new shift in Administration, conversations now need to be had as to the importance of this goal and how it will benefit the program and help align with the Pathway to Law School as well as the Paralegal Program.</p>
<p><b>5. Marketing Materials – better market the program through better website, brochures and other marketing methods</b></p>	<p>1. PCCD Goal: A, B, C, E 2. Merritt Goal: 1, 2, 3, 5</p>	<p>Completed: _____ (date) Revised: _____ (date) Ongoing: <u>10/3/16</u> (date) New Goal _____ (current date)</p>	<p>Funding is needed to fulfill this goal. Also see comments made in Goal #1 above.  Strong Workforce funds will hopefully be able to used for this purpose.</p>
<p><b>6. Provide monies for all Paralegal Professors to Attend Professional Development Conference – specifically the American Association for Paralegal Educators (AAfPE) national and/or regional conferences</b></p>	<p>1. PCCD Goal: A, B, C, D, E 2. Merritt Goal: 1, 2, 3, 4, 5</p>	<p>Completed: _____ (date) Revised: _____ (date) Ongoing: <u>10/3/16</u> (date) New Goal _____ (current date)</p>	<p>Funding is needed to fulfill this goal. No funding is available for the full time faculty member or the adjuncts to go this school term 2016-2017.  Strong Workforce funds will hopefully be able to be used for this purpose.</p>

<p><b>Program Goal</b> *Copy the Goals Reported from Program Review Question 10 or Appendix B, or 16-17 APU Section II or input the new/revised goal. These are suggested categories of goals.</p>	<p><b>Which institutional goals will be advanced upon completion?</b> (PCCD and MC Goal Mapping)</p>	<p><b>Progress on Goal</b> (indicate date next to the appropriate status for the goal)</p>	<p><b>Goal Detail and Measurement – How did you/will you evaluate this Goal?</b> (If your goal was <b>completed</b>: How did you <b>evaluate</b> or determine the <b>outcome</b>? If your goal is <b>ongoing</b>: What is your <b>measure</b> and <b>target</b>? If your goal is <b>new or revised</b>: What is your <b>measure and target</b>?)</p>
<p><b>7. Offer existing courses as hybrid/online courses</b></p>	<p>1. PCCD Goal: A, B, C, D, E  2. Merritt Goal: 1, 2, 3, 4, 5</p>	<p>Completed: _____                   9/22/16                   (date)  Revised: _____                   (date)  Ongoing: _____10/3/16_____                   (date)  New Goal _____ (current                   date)</p>	<p>The DE Addendums were approved at Curriculum Committee on 9/22/16 and online and hybrid courses were put into the Spring 2017 and Fall 2017 schedule for the first time.</p> <p>We will continue to get training for the Professors to ensure a smoother transition.</p> <p>There are 2 other courses that also will receive DE Addendums as well/that need to be approved.</p> <p>**Also, funding is needed as stated in #9 below for technical support/student tutor to assist the students with their online/hybrid courses etc.</p>
<p><b>8. Purchase law office technology programs for the students – calendaring, billing, timekeeping, case management software</b></p>	<p>1. PCCD Goal: A, B, C, D, E  2. Merritt Goal: 1, 2, 3, 4, 5</p>	<p>Completed: _____                   (date)  Revised: _____                   (date)  Ongoing: _____10/3/16_____                   (date)  New Goal _____ (current                   date)</p>	<p>Strong Workforce funds can hopefully be used for this purpose.</p>

<p><b>Program Goal</b> *Copy the Goals Reported from Program Review Question 10 or Appendix B, or 16-17 APU Section II or input the new/revised goal. These are suggested categories of goals.</p>	<p><b>Which institutional goals will be advanced upon completion?</b> (PCCD and MC Goal Mapping)</p>	<p><b>Progress on Goal</b> (indicate date next to the appropriate status for the goal)</p>	<p><b>Goal Detail and Measurement – How did you/will you evaluate this Goal?</b> (If your goal was <b>completed</b>: How did you <b>evaluate</b> or determine the <b>outcome</b>? If your goal is <b>ongoing</b>: What is your <b>measure</b> and <b>target</b>? If your goal is <b>new or revised</b>: What is your <b>measure and target</b>?)</p>
<p><b>9. Obtain permanent funds to hire student assistant/tutor to assist students with their research and writing assignments and also as an instructional aid to the faculty. And also to assist students with their online/hybrid courses now that courses will be offered online.</b></p>	<p>1. PCCD Goal: A, B, C, D, E  2. Merritt Goal: 1, 2, 3, 4, 5</p>	<p>Completed: _____ (date) Revised: <u>10/3/2016</u> (date) Ongoing: <u>10/3/16</u> (date) New Goal _____ (current date)</p>	<p>Funding is needed to hire the student assistant/tutor, especially now that classes will be online/hybrid beginning Spring 2017, Fall 2017 and continuing thereafter.</p> <p>This is an urgent priority.</p> <p>I was told at some point that we would be able to access SSSP Equity funds for this purpose, but have not seen that come to fruition.</p> <p>Perkins funds will be utilized for now, and possibly Strong Workforce funds. However, permanent funds need to be located.</p>

<p><b>Program Goal</b> *Copy the Goals Reported from Program Review Question 10 or Appendix B, or 16-17 APU Section II or input the new/revised goal. These are suggested categories of goals.</p>	<p><b>Which institutional goals will be advanced upon completion?</b> (PCCD and MC Goal Mapping)</p>	<p><b>Progress on Goal</b> (indicate date next to the appropriate status for the goal)</p>	<p><b>Goal Detail and Measurement – How did you/will you evaluate this Goal?</b> (If your goal was <b>completed</b>: How did you <b>evaluate</b> or determine the <b>outcome</b>? If your goal is <b>ongoing</b>: What is your <b>measure</b> and <b>target</b>? If your goal is <b>new or revised</b>: What is your <b>measure and target</b>?)</p>
<p><b>10. Curriculum Development of new courses for department and in alignment with Pathway to Law School Program and ABA Accreditation – Argumentation, Street Law, Debate Team/class, Service learning component, Paralegal Business Law class, Law Office Technology, etc. And recently an Entertainment Law class to align with Business</b></p>	<p>1. PCCD Goal: A, B, C, D, E 2. Merritt Goal: 1, 2, 3, 4, 5</p>	<p>Completed: _____ (date) Revised: <u>11/1/2017</u> (date) Ongoing: <u>10/3/16</u> (date) New Goal _____ (current date)</p>	<p>Funding is needed for release time to accomplish this goal.</p> <p>Separate funding is needed for development and alignment of the Pathway to Law School Program. The Chancellor has identified this as a priority, but Merritt College has yet to provide funding to back the development needed for this development.</p> <p>Funds/release time is also needed for curriculum development of these new courses.</p>
<p><b>11. Support and Develop the Pathway to Law School Program at Merritt College – marketing, course development, website, Pre-Law Club, debate team, etc.</b></p>	<p>1. PCCD Goal: A, B, C, D, E 2. Merritt Goal: 1, 2, 3, 4, 5</p>	<p>Completed: _____ (date) Revised: _____ (date) Ongoing: <u>10/3/16</u> (date) New Goal _____ (current date)</p>	<p>Funding is needed for release time to accomplish this goal.</p> <p>Separate funding is needed for development and alignment of the Pathway to Law School Program. The Chancellor has identified this as a priority, but Merritt College has yet to provide funding to back the development needed for this development.</p> <p>Funds/release time is needed for the marketing, course development, website, Pre Law Club, debate team, brochures etc.</p>

<p><b>Program Goal</b> *Copy the Goals Reported from Program Review Question 10 or Appendix B, or 16-17 APU Section II or input the new/revised goal. These are suggested categories of goals.</p>	<p><b>Which institutional goals will be advanced upon completion?</b> (PCCD and MC Goal Mapping)</p>	<p><b>Progress on Goal</b> (indicate date next to the appropriate status for the goal)</p>	<p><b>Goal Detail and Measurement – How did you/will you evaluate this Goal?</b> (If your goal was <b>completed</b>: How did you <b>evaluate</b> or determine the <b>outcome</b>? If your goal is <b>ongoing</b>: What is your <b>measure</b> and <b>target</b>? If your goal is <b>new or revised</b>: What is your <b>measure and target</b>?)</p>
<p><b>12. Continue to create partnerships with the high schools for the law pathway, through the Career Pathways Trust etc. so that high school students will take paralegal courses throughout their high school and either finish with a Paralegal Certificate or complete a significant portion of their requirements</b></p>	<p>1. PCCD Goal: A, B, C, D, E  2. Merritt Goal: 1, 2, 3, 4, 5</p>	<p>Completed: _____ (date) Revised: _____ (date) Ongoing: _____ (date) New Goal ____10/3/2016____ (current date)</p>	<p>This was listed in the Program Review under Question 10, Item K, but was not listed as a goal in Appendix B and should have been.</p> <p>We have been discussing certificate programs etc. with the high schools for years, through the Career Pathways Trust. We will continue to develop curriculum/a law pathway with the high schools.</p> <p>We currently are speaking with Fremont High school and placed a course in the schedule for Spring 2017 as a test run.</p>

# III. Data Trend Analysis

---

**Purpose:** In this section, you will report, review and reflect on your program data. You may copy and paste the tables that were provided to you in your data packet via email.

**Please review and reflect upon the data for your program that was sent via email or Dropbox. You will be asked to comment on significant changes in the data and/or achievement gaps. Focus upon the most recent academic year and/or the years since your last comprehensive program review. *\*If you have questions or concerns regarding your data, please contact Samantha Kessler, Research and Planning Officer: [skessler@peralta.edu](mailto:skessler@peralta.edu).***

**Student Enrollment Demographics: (Copy/paste enrollment tables from data file)**

Subject	PARLG
Enrollment Total	
Term	# Enrollments
Spring 2014	321
Fall 2014	263
Spring 2015	280
Fall 2015	244
Spring 2016	177
Fall 2016	186
Spring 2017	263

**1. What changes have occurred in enrollment since 2015-2016 program review (and 2016-2017 APU)?**

Overall, enrollment is up. Enrollment in the Fall 2016 decreased from Fall 2015. Enrollment in Spring 2017 increased significantly from Spring 2016.

**Course Sections and Productivity: (Copy/paste tables from data file)**

Subject	PARLG													
	TERM													
Course	Spring 2014		Fall 2014		Spring 2015		Fall 2015		Spring 2016		Fall 2016		Spring 2017	
	# Sections	Prod.	# Sections	Prod.	# Sections	Prod.	# Sections	Prod.	# Sections	Prod.	# Sections	Prod.	# Sections	Prod.
1 LAW/LEGAL PROFESSION	2	11.75	2	10.75	1	20.50	2	13.34	1	13.00	1	15.50	2	13.75
10 FAMILY LAW A7			1	23.00			1	25.50			1	18.00		
11 ADV LEGAL RES/WRITNG	1	22.16	1	14.21	1	15.34	1	10.80	1	11.00			1	17.62
12 ESTATE PLANNING	1	27.00			1	21.00			1	18.00			1	11.50
15 CRIMINAL LAW			1	15.50			1	17.00			1	14.50		
16 SEMINAR/PARLG INTERNSHIP	1	12.99	1	7.50	1	9.49					1	9.36	1	11.99
4 LAW OFFICE MGMT	1	17.00	1	13.50	1	14.63	1	11.28			1	18.52	1	17.00
6 LEGAL RESEARCH	2	11.84	2	11.50	2	14.00	2	10.74	1	11.00	1	18.00	1	18.50
8 CIVIL PROCEDURE	1	16.00	1	15.00	1	11.00	1	11.00	1	14.50			1	15.00
9 INTRO TO TORT LAW	1	21.00			1	20.50			1	21.00			1	14.50
<b>Total Sections and Productivity by Subject and Term</b>	<b>10</b>	<b>16.84</b>	<b>10</b>	<b>13.77</b>	<b>9</b>	<b>16.11</b>	<b>9</b>	<b>13.67</b>	<b>6</b>	<b>14.38</b>	<b>6</b>	<b>16.29</b>	<b>9</b>	<b>15.14</b>

**1. Please comment on changes that have occurred in productivity since the 2015-2016 program review. (e.g. increase, decrease or no change)**

Productivity for the Fall 2016 has increased substantially from Fall 2015. Productivity for the Spring 2017 has also increased from Spring 2016.



**Student Success: (copy/paste the course retention and course (successful) completion tables)**

Subject	PARLG
---------	-------

Row Labels	Total Retention %
Spring 2014	75%
Fall 2014	75%
Spring 2015	80%
Fall 2015	82%
Spring 2016	89%
Fall 2016	72%
Spring 2017	86%
<b>Grand Total</b>	<b>80%</b>
Subject	PARLG

Row Labels	Total Success %
<i>Spring 2014</i>	63%
Fall 2014	66%
Spring 2015	63%
Fall 2015	66%
Spring 2016	69%
Fall 2016	53%
Spring 2017	61%
<b>Grand Total</b>	<b>63%</b>

**1. Describe the course retention and successful course completion rates and any changes since the 2015-2016 program review**

Retention and successful course completion rates dipped in Fall 2016. This needs to be analyzed (as to why this occurred). In Spring 2017 Retention rates went back up. Retention rates average 80% overall, which is great. Successful completion rates average 63%. This needs to be adjusted. We offered online classes for the first time in Spring 2017. Additional support needs to be provided to the online students, and training to the Professors.

2. **Describe any achievement gaps present in your disaggregated enrollment, retention and successful course completion data. (Your data is disaggregated by Gender, Race/Ethnicity, Age, and student populations: DSPS, Low Income, Foster Youth and Veterans)**

It fluctuates without any recognizable pattern.

**Student Success in Distance Education/Hybrid classes versus face-to-face classes: (copy/paste the Distance Ed retention and course completion data here.)**

Unable to locate this chart. Online and hybrid courses were offered for the first time in Spring 2017.

1. **Describe any difference in the Retention and Success of face-to-face and distance education courses.**

Unable to locate this chart/data. Online and hybrid courses were offered for the first time in Spring 2017. However, additional support is needed for the online students to increase retention, student success and provide student support.

**Other program specific data.** Other data could include: departmental research via survey or special projects that significantly supports the goals or future plans for the program.

# IV. Aligning Program Goals, Activities and Planning

---

**Purpose:** In this section, you will align your program, department or unit goals with the Educational Master Plan goals. You will also be asked to comment on how your department, unit or program is helping the College to achieve the targets set by the Equity, SSSP and Basic Skills Plans.

1. Educational Master Plan Alignment: Please use the following matrix to demonstrate how your program goals align with the 2015-2020 Educational Master Plan Goals.

## *2015-2020 EMP Goals*

### **Foundations:**

1. Assess students' strengths and needs thoroughly to accelerate completion of certificates, degrees and transfer readiness.
2. Support and develop programs, curriculum and services that increase completion of courses, certificates, degrees and transfer.
3. Establish an organizational structure that promotes coordination, innovation, and accountability, and which embeds basic skills development across the campus.

### **Career Technical Education:**

1. Develop opportunities for CTE students to engage in campus and community experiences that enhance learning and student success (program-level clubs/enterprises, activities that develop soft skills, etc.) by contextualizing and proactively engaging students.
2. Create a Merritt-wide infrastructure that streamlines and develops employer partnerships, including offering High quality internships, serving on advisory boards, and engaging in curriculum development.
3. Strengthen Merritt College's "on ramps" to our CTE pathways by enhancing distance education, dual enrollment, adult education, contract education, etc., and provide differentiated supports that ensure student success for targeted population.
4. Create proactive strategies to engage faculty, students, and employers to support program success and sustainability that increase student-level academic and career outcomes.

### **Transfer:**

1. Establish fully functioning transfer center.
2. Acquire more and better data (Higher granularity) on transfer rates. Collect transfer data to include UC, State, and Private institutions.
3. Augment and strengthen specific partnerships with academic departments in CSUs, UCs, and privates to develop transfer pipelines.
4. Augment and strengthen support services for transfer students campus-wide.
5. Augment and strengthen support for transfer students within academic programs.

Directions: 1) input your program and department goals. 2) Identify which area of the Ed Master Plan this Goal aligns to – Foundations, Transfer and/or CTE. Describe the activities your department or program will complete to meet the goal. 5) What standard or goal do you think the activities will help the college achieve as a measurable outcome (Completion rate, degree/cert completion, transfer, remedial rates). Place and X in the standard(s) and/or goal(s) your program activity will impact.

Program/ department or unit Goal	Foundations	Transfer	CTE	How does this goal or the program activities align with the Educational Master Plan Strategic Directions and/or Goals?	Measurable Outcomes: Institution Set Standards and IE Goals					
					Successful Course Completion Rate	Retention Rate (F to F Persistence)	Degree or Cert. Completion	Transfer	Remedial Rate Math (Basic Skill Success)	Remedial Rate English (Basic Skills Success)
<b>1. Reinstate/Recreate the former Paralegal Website</b>	Goals 2, 3		Goals 1, 2, 3, 4	The objective of this goal is to increase the number of students who are aware of the Paralegal Program at Merritt College, increase enrollment, and then also to provide the platform for current students to have continuous access to their assignments for all of their courses and a calendar for each class as well as the program etc.	X	X	X	X		
<b>2. Obtain ABA Approval/ Accreditation</b>	Goals 2, 3		Goals 1, 2, 3, 4	The objective of this goal is to increase the number of students who are aware of the Paralegal Program at Merritt College, to increase enrollment, and to increase the quality of the Paralegal Program to make it more marketable and competitive to the other Paralegal Programs in the bay area and throughout the country.	X	X	X	X		

<p><b>3. Revitalize/remodel P218 SmartClassroom Computer lab with furniture and rewiring</b></p>	<p>Goals 1, 2, 3</p>		<p>Goals 1, 2, 3, 4</p>	<p>The objective of this goal is to improve student learning in general and for the Paralegal students.</p> <p>P218 is the largest smartclassroom on campus, with over 70 computers, 3 projectors and an ENO board etc. The classroom was supposed to be revitalized and remodeled over 5 years ago when VPI Linda Berry was here. Funds were set aside from Measure A. At that point, the rewiring was done. The computers were replaced. Some of the rewiring was completed. But the remodel was never completed. The rewiring needs to be finished and the furniture and reconfiguration needs to be completed so that the student desks face forward and not to the side.</p> <p>This classroom is used in most all of the Paralegal courses. But also is used by CIS/Business, Cyber Security, for Assessment, by the Math Department and several other departments. The finalization of this classroom is important for the entire campus.</p>	<p>X</p>	<p>X</p>	<p>X</p>	<p>X</p>		
--------------------------------------------------------------------------------------------------	------------------------------	--	---------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	----------	----------	----------	----------	--	--

<b>4. Change AA degree to an AA Transfer Degree in Legal Studies</b>	<i>Goals</i> 2, 3		<i>Goals</i> 1, 2, 3, 4	<p>The objective of this goal is to increase enrollment in the Paralegal Program to include not just those interested in Paralegal studies, but also to include those who are interested in going to law school. Just by changing the name, it will better attract students interested in going to law school, so that the law classes are taken by those in the Pathway to Law School as well as Paralegal Studies. It will make the Program more marketable.</p>	X	X	X	X		
<b>5. Marketing Materials – better market the program through better website, brochures and other marketing methods</b>	<i>Goal</i> 2		<i>Goals</i> 1, 2, 3, 4	<p>The objective of this goal is to increase the number of students who are aware of the Paralegal Program at Merritt College, to increase enrollment, and to increase the quality of the Paralegal Program to make it more marketable and competitive to the other Paralegal Programs in the bay area and throughout the country.</p>	X	X	X	X		

<b>6. Provide monies for all Paralegal Professors to Attend Professional Development Conference – specifically the American Association for Paralegal Educators (AAfPE) national and/or regional conferences</b>	<i>Goals 2, 3</i>		<i>Goals 1, 2, 3, 4</i>	<p>The objective of this goal is to increase the level of teaching for all of the Paralegal Program instructors/faculty members, including the adjunct faculty, so that all instructors are teaching at a high level of teaching and are up to date on the most recent technology and teaching methods.</p>	X	X	X	X		
<b>7. Offer existing courses as hybrid/online courses</b>	<i>Goals 2, 3</i>		<i>Goals 1, 2, 3, 4</i>	<p>The objective of this goal is to increase access to Paralegal Program courses, allow persons in other cities/states to take our online paralegal courses, and to increase access to paralegal courses so that enrollment can increase.</p>	X	X	X	X		
<b>8. Purchase law office technology programs for the students – calendaring, billing, timekeeping, case management software</b>	<i>Goals 2, 3</i>		<i>Goals 1, 2, 3, 4</i>	<p>The objective of this goal is to improve student learning, and improve the knowledge and information and training to the Paralegal Program students, so they know how to use the software that they will be using in their law office environments and so they are prepared to handle calendaring, billing, timekeeping and case management software.</p>	X	X	X	X		

<b>9. Obtain permanent funds to hire student assistant/tutor to assist students with their research and writing assignments and also as an instructional aid to the faculty</b>	<i>Goals 2, 3</i>		<i>Goals 1, 2, 3, 4</i>	<p>The objective of this goal is to improve student learning and to have permanent funds available for a student assistant/tutor to assist the students with their research and writing assignments, and also to assist students with their hybrid/online courses now that classes will be offered online.</p>	X	X	X	X		
<b>10. Curriculum Development of new courses for department and in alignment with Pathway to Law School Program and ABA Accreditation – Argumentation, Street Law, Debate Team/class, Service learning component, Paralegal Business Law class, Law Office Technology, etc.</b>	<i>Goals 2, 3</i>		<i>Goals 1, 2, 3, 4</i>	<p>The objective of this goal is to increase enrollment and improve student learning, by developing new courses for the Paralegal Program for purposes of meeting the ABA Approval/Accreditation requirements, and also for purposes of meeting the Pathway to Law School Program requirements. Students are in need of these additional courses to improve their skills and abilities as Paralegals.</p>	X	X	X	X		



<p><b>11. Support and Develop the Pathway to Law School Program at Merritt College – marketing, course development, website, Pre-Law Club, debate team, etc.</b></p>	<p><i>Goals 2, 3</i></p>		<p><i>Goals 1, 2, 3, 4</i></p>	<p>The objective of this goal is to increase enrollment and improve student learning and to develop the Pathway to Law School program. Merritt College was selected as 1 of 24 colleges throughout the state to participate in this program. Students who successfully complete the program will be granted automatic enrollment in the participating law schools. It is extremely important for our students. Over 50% of the Paralegal students are interested in the Pathway to Law School Program.</p> <p>This is also a priority of our current Chancellor.</p> <p>*****The Program needs to get off the ground this academic year 2016-2017, or else I have been informed that Merritt College will be removed from the Pathway to Law School Program participant list.*****</p>	<p>X</p>	<p>X</p>	<p>X</p>	<p>X</p>		
----------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------	--	--------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	----------	----------	----------	----------	--	--

<p><b>12. Continue to create partnerships with the high schools for the law pathway, through the Career Pathways Trust etc. so that high school students will take paralegal courses throughout their high school and either finish with a Paralegal Certificate or complete a significant portion of their requirements</b></p>	<p><i>Goals 2, 3</i></p>		<p><i>Goals 1, 2, 3, 4</i></p>	<p>The objective of this goal is to increase enrollment, increase awareness of Merritt College as a whole to the community, and also increase awareness of the Merritt College Paralegal Program.</p>	<p>X</p>	<p>X</p>	<p>X</p>	<p>X</p>		
----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------	--	----------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	----------	----------	----------	----------	--	--

2. Student Equity, Student Success and Support Program (SSSP), and Basic Skills Target Groups: These plans analyzed student success outcomes and disproportionately impacted student populations. The chart below outlines the results of this analysis, and is a summary of the student populations and focused outcomes that the College indicated it would like to increase as a result of the Student Equity Plan (E), SSSP Plan (S), and Basic Skills Plan (B).
  - a. As a program, department or unit, review your data and describe any activities you are doing to address student equity gaps and special populations in the table below. Describe the target or focused student population, the problem/observation, the activity/intervention, and the intended outcome. How does your activity align with the College's Equity, SSSP and Basic Skills Goals (list the target group and indicator in the last box below)? In your description, please note if the activity or intervention was funded by one of these grants in the past academic year (15-16).

**Our program is significantly high in the disadvantaged populations and minority populations. We continue to provide a welcoming environment to minority and disadvantaged students and other targeted student populations. We provide additional support where needed, tutoring support, and faculty support. This aligns with the colleges' Equity, SSSP and Basic Skills goals.**

**2015-16 Student Equity Plan, Student Success and Support Program Plan (SSSP), and Basic Skills Goal Summary**

The <b>Student Equity Plan, SSSP Plan, and Basic Skills Plans</b> outlined goals and activities to increase the following indicators, with special focus on the student populations below:	Access (Headcount)	Successful Course Completion (All Subjects)	Basic Skills			BS Math Course Completion	BS English Course Completion	BS ESL Course Completion	Number of Degrees	Number of Certificates	Number of Transfers to UC and CSU
			Math Course Completion	English Course Completion	Fall to Spring Retention						
Males	E S	E	S								
African American	E S	E	E S	E	E			E	E S	E S	E S
Hispanic/Latino	E S	E			E			E	E	E S	E S
Native American								E	E S	E S	E
Hawaiian/Pacific Islander		E									
Foster Youth	E	E						E	E	E	E
Disabled	E										
Veterans	E										
Low Income		E									
All Students		S	B	B		E S B	E S B	S	S	S	

**\*S = SSSP, E=EQUITY, B=BASIC SKILLS**

*Directions: 1) Describe a challenge, achievement gap or observation you made in your program data. 2) Describe an activity or intervention your program does to address the data. 3) Note which student populations this activity or intervention targets. 4) describe the intended measurable outcome of the activity. Think about which indicator, from the summary chart below, this activity will help to impact. 5) Note which Plan and Goal this activity aligns to (SSSP, Equity, or Basic Skills)*

**Is your program planning for changes, improvements or initiatives that align with Student Equity, SSSP or Basic Skills Initiative? Please report on the *PLANNING* for 2017-2018.**

<b><u>Problem, Achievement Gap or Observation (data)</u></b>	<b><u>Activity/Intervention</u></b>	<b><u>Target Student Population</u></b>	<b><u>Outcome (or intended outcome from the list of indicators above: access, course completion, retention, BS course completion, degree, cert. transfers)</u></b>	<b><u>Relevant College Equity/SSSP/BS Goal</u></b>
<p><b>Additional tutors are needed to assist students with research and writing assignments/to provide additional support to the disadvantaged population students especially, and to assist students with their online/hybrid courses</b></p>	<p><i>Requests have been made for funding for a student assistant/tutor</i></p>	<p>African American, Hispanic/Latinos, Asian American and other minority populations, as well as those who are economically disadvantaged and those receiving funding through EOP and other disadvantaged populations</p>	<p><i>Improve student learning</i></p> <p><i>Increase headcount/enrollment of these populations</i></p>	<p><i>Meets each of the SSSP and Equity goals</i></p>

b. Are additional resources required to facilitate the activities or interventions related to this area? If yes, make sure to discuss with your Dean.

**Yes. Additional funding needed for a tutor/student assistant, permanent funding is needed in the long term, and SSSP/Equity funds are needed now.**

3. Student Equity, Student Success and Support Program (SSSP), and Basic Skills Funding: In addition to identifying focused student populations and targets for improving student outcomes, these plans outlined activities the College would engage in to improve the indicators above. **Did your program receive funding from any of the sources below in 2016-2017? What was the outcome of this funding?**

**NO. Strong Workforce funds were just allocated for 2017-2018. Report will be made in the next APU.**

<b><u>Please report on the outcomes from 2016-2017 funding.</u></b>				
<b><u>Plan</u></b>	<b><u>What was funded?</u></b>	<b><u>Was this part of a larger activity or initiative?</u></b>	<b><u>What need did this address?</u></b>	<b><u>What measurable outcome resulted in this funding?</u></b>
<b><u>Student Equity Plan</u></b>				
<b><u>SSSP Plan</u></b>				
<b><u>Basic Skills Plan</u></b>				
<b><u>Strong Workforce</u></b>				

# V. Curriculum and Assessment Status

**Purpose:** In this section, you will plan for curriculum review and discuss assessment plans and findings. If your Program, Department or Unit does not have a curriculum component, please put N/A. You should reference the *CurricUNET META*, and *Taskstream*.

## Curriculum Review Plan

In preparation for the implementation of structured curriculum review in the 2018-2019 academic year, departments and programs are being asked this year to submit curriculum review plans, indicating when all courses and programs shall be reviewed. One-third of non-CTE curriculum should be reviewed each year, resulting in all non-CTE courses and programs being reviewed within the three-year program review cycle. Half of CTE curriculum should be reviewed each year, resulting in all CTE courses and programs being reviewed every two years in conjunction with the program review/annual program update cycle.

### Directions

All department chairs, program directors, and full-time faculty members should have access to CurricUNET META to view the active curriculum inventory. If you don't have access, contact LaShaune Fitch, Curriculum Specialist, at [lfitch@peralta.edu](mailto:lfitch@peralta.edu).

- List all active courses, certificates, and degrees.
- Indicate which year each course, certificate, or degree shall be reviewed (including deactivations and reactivations).
- Add more rows to each table as needed.

Course Number	Course Name	2018-2019	2019-2020	2020-2021
PARLG 1	Introduction to Law & Legal Profession	X		
PARLG 6	Legal Research	X		
PARLG 4	Law Office Management	X		
PARLG 8	Civil Procedure and Litigation	X		
PARLG 9	Introduction to Tort Law	X		
PARLG 10	Family Law	X		
PARLG 11	Advance Legal Research and Writing	X		
PARLG 12	Estate Planning & Probate Procedure	X		
PARLG 15	Criminal Law	X		
PARLG 16	Seminar in Paralegal Internship	X		
		X		

\*\*\*\*\*All Paralegal courses were reviewed and cleaned up in 2016-2017\*\*\*\*\*

Program Type	Program Name	2018-2019	2019-2020	2020-2021
<b>Certificate</b>	<b>Paralegal Studies</b>	<b>X</b>		
<b>AA</b>	<b>Paralegal Studies</b>	<b>X</b>		



# Student Learning Outcomes Assessment

Use the following table to document the results of the student learning outcomes assessment completed in 2016-2017. Please discuss which courses and PLO's were assessed, the results, changes that were made or plan to be made.

Learning Outcomes Assessed in 2016-2017		Results	Changes Made (or to be made)	Status (Completed or planned date)
Course/Program	Learning Outcome Assessed			
Parlg 1	Outcomes 1, 2, 3, 4	<p><b>POSITIVES</b></p> <p>The students overall did a really great job in their legal analysis and in communicating that legal analysis. For the most part the papers were well written, thorough, thoughtful and organized. For the most part the presentations were also insightful and thorough and helpful. By providing these assignments, it was good to see that our departmental meetings to coordinate with each other more on assignments in our courses and to help each other out is working. For example, we have been coordinating our assignments in the introduction courses ( Parlg 1 and Parlg 6) so that the assignments are consistent even with different teachers and to improve student learning of the same concepts. We have also been coordinating with the advanced courses (Parlg 8 and 11) such that those assignments are consistent with different teachers and to improve student learning of the same concepts. And lastly, we make sure their are introductory skills that are built in the introduction courses that they continue to develop in the advanced courses. By learning from these assessment methods, we continue to improve student learning in all of these courses.</p> <p><b>AREAS OF IMPROVEMENT</b></p> <p>Even though 70% or more of the students met the criteria for success established in the rubric and in general did a good job, the goal is for</p>	<p><b>Action Plan for Parlg 1</b></p> <p><b>Action details and description (including justification for budget request):</b></p> <ol style="list-style-type: none"> <li>1. Provide rubric to students before assignments are submitted</li> <li>2. Continue to coordinate amongst paralegal faculty and courses, and coordinate assignments and teaching methods etc.</li> <li>3. Obtain ABA Approval</li> </ol> <p><b>Implementation Plan (timeline):</b> Fall 2017 through Spring 2019</p> <p><b>Key/Responsible Personnel:</b> Linnea Willis, Asha Wilkerson, Jerry Skomer</p> <p><b>Expected outcome of this action:</b> Improved student learning</p>	<p><b>Fall 2017 – Spring 2019</b></p>

		<p>more students to do even better.</p> <p>The following are some observations:</p> <p>1) The students could have benefitted from clearer instructions regarding the written paper, and the expectations expected of them. Also, the rubric should be provided in advance along with the assignment.</p> <p>2) The students could have also benefitted from clearer instructions regarding the oral presentations and the expectations expected of them. Also the rubric should have been provided in advance along with that assignment.</p> <p>3) The ultimate goal is to use better teaching methods so the students can perform better legal analysis. Additional assignments will be given in the future leading up to this project, so that they get even better at legal analysis. Since legal analysis is so important to the legal profession.</p>	<p><b>Budget request amount:</b> \$12,500.00</p> <p><b>Priority:</b> High</p>	
<b>Parlg 4</b>	<b>Outcomes 1, 2, 3, 4</b>	<p><b>POSITIVES</b></p> <p>The students overall did a really great job in effectively communicating their final project and also their oral presentation. For the most part the papers were well written, thorough, thoughtful and organized. For the most part the presentations were also insightful and thorough and helpful. By providing these assignments, it was good to see that our departmental meetings to coordinate with each other more on assignments in our courses and to help each other out is working. For example, we have been coordinating our assignments in the introduction courses ( Parlg 1 and Parlg 6) so that the assignments are consistent even with different teachers and to improve student learning of the same concepts. We have also been coordinating with the advanced courses (Parlg 8 and 11) such that those assignments are consistent with different teachers and to improve student learning of the same concepts. And lastly, we make sure their are introductory skills that are built in the introduction</p>	<p><b><i>Additional Assignments drafting legal documents &amp; Purchase Computer Software Technology</i></b></p> <p><b>Action details and description (including justification for budget request):</b></p> <p>1. Significant amount of written assignments already provided in this class, but more legal assignments to be given.</p> <p>2. Need to purchase computer software technology for calendaring/billing/timekeeping and also for drafting legal documents</p>	<p><b><i>Fall 2017 – Spring 2019</i></b></p>

		<p>courses that they continue to develop in the advanced courses. We also incorporate these same techniques and coordinate in the elective courses (Parlg 4, 9, 10, 12, 15, 16 etc.). By learning from these assessment methods, we continue to improve student learning in all of these courses.</p> <p><b>AREAS OF IMPROVEMENT</b> Even though 82% of the students met the criteria for success established in the rubric and in general did a good job, the goal is for more students to do even better.</p> <p>The following are some observations:</p> <ol style="list-style-type: none"> <li>1) The students could have benefitted from clearer instructions regarding the written paper, and the expectations expected of them. Also, the rubric should be provided in advance along with the assignment.</li> <li>2) The students could have also benefitted from clearer instructions regarding the oral presentations and the expectations expected of them. Also the rubric should have been provided in advance along with that assignment.</li> <li>3) The ultimate goal is to use better teaching methods so the students can communicate more effectively. Additional assignments will be given in the future leading up to this project, so that they get even better at effective oral and written communication. Since effective communication is so important to the legal profession.</li> <li>4) Additional assignments should also be given leading up to the oral presentation on oral communication so the students will communicate effectively with their attorneys, clients, court staff and other persons.</li> </ol>	<ol style="list-style-type: none"> <li>3. Need to provide students with rubrics prior to submitting assignments/along with the assignment</li> <li>4. Give more oral presentations</li> <li>5. Obtain ABA Approval</li> </ol> <p><b>Implementation Plan (timeline):</b> Fall 2017-Spring 2019</p> <p><b>Key/Responsible Personnel:</b> Linnea N. Willis, Jerry Skomer, Asha Wilkerson</p> <p><b>Expected outcome of this action:</b> Student learning will improve and students will be better at drafting legal documents and using computer software</p> <p><b>Budget request amount:</b> \$25,000.00</p> <p><b>Priority:</b> High</p>	
--	--	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--

<p><b>Parlg 6</b></p>	<p><b>Outcomes 1, 2, 3, 4</b></p>	<p><b>POSITIVES</b>  The students overall did a really great job in their final projects and in communicating effectively in their final project and the legal analysis portions of their final project. For the most part the projects were well written, thorough, thoughtful and organized. For the most part the presentations were also insightful and thorough and helpful. By providing these assignments, it was good to see that our departmental meetings to coordinate with each other more on assignments in our courses and to help each other out is working. For example, we have been coordinating our assignments in the introduction courses ( Parlg 1 and Parlg 6) so that the assignments are consistent even with different teachers and to improve student learning of the same concepts. We have also been coordinating with the advanced courses (Parlg 8 and 11) such that those assignments are consistent with different teachers and to improve student learning of the same concepts. And lastly, we make sure their are introductory skills that are built in the introduction courses that they continue to develop in the advanced courses. By learning from these assessment methods, we continue to improve student learning in all of these courses.</p> <p><b>AREAS OF IMPROVEMENT</b>  Even though 70% or more of the students met the criteria for success established in the rubric and in general did a good job, the goal is for more students to do even better.</p> <p>The following are some observations:</p> <p>1) The students could have benefitted from clearer instructions regarding the written paper, and the expectations expected of them. Also, the rubric should be provided in advance along with the assignment.</p> <p>2) The students could have also benefitted from clearer instructions regarding the oral presentations and the expectations expected of</p>	<p><b>Action Plan for Parlg 6</b></p> <p><b>Action details and description (including justification for budget request):</b></p> <ol style="list-style-type: none"> <li>1. Provide rubric to students along with projects/assignments</li> <li>2. Purchase additional legal research tools/software</li> <li>3. Provide more oral communication assignments</li> <li>4. Provide more legal analysis assignments</li> <li>5. Obtain ABA Approval</li> </ol> <p><b>Implementation Plan (timeline):</b>  Fall 2017=Spring 2019</p> <p><b>Key/Responsible Personnel:</b>  Linnea Willis, Asha Wilkerson, Jerry Skomer</p> <p><b>Expected outcome of this action:</b>  Improved student learning, improved program</p> <p><b>Budget request amount:</b>  \$25,000.00</p> <p><b>Priority:</b>  High</p>	<p><b>Fall 2017 – Spring 2019</b></p>
-----------------------	-----------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------

		<p>them. Also the rubric should have been provided in advance along with that assignment.</p> <p>3) The ultimate goal is to use better teaching methods so the students can communicate effectively and perform better legal analysis. Additional assignments will be given in the future leading up to this project, so that they get even better at legal analysis. Since legal analysis is so important to the legal profession.</p> <p>4) More focus will be spent in the future on oral communication, and not just written communication. So that the attorneys can better learn how to communicate with attorneys.</p>		
<b>Parlg 8</b>	<b>Outcomes 1, 2, 3, 4, 5, 6</b>	<p><b>POSITIVES</b></p> <p>The students overall did a really great job in effectively communicating their final project assignments and also their oral presentation. For the most part the legal documents and motions drafted were well written, thorough, thoughtful and organized. For the most part the presentations were also insightful and thorough and helpful. By providing these assignments, it was good to see that our departmental meetings to coordinate with each other more on assignments in our courses and to help each other out is working. For example, we have been coordinating our assignments in the introduction courses ( Parlg 1 and Parlg 6) so that the assignments are consistent even with different teachers and to improve student learning of the same concepts. We have also been coordinating with the advanced courses (Parlg 8 and 11) such that those assignments are consistent with different teachers and to improve student learning of the same concepts. And lastly, we make sure their are introductory skills that are built in the introduction courses that they continue to develop in the advanced courses. We also incorporate these same techniques and coordinate in the elective courses (Parlg 4, 9, 10, 12, 15, 16 etc.). By learning from these assessment methods, we continue to improve student learning in all of these courses.</p> <p><b>AREAS OF IMPROVEMENT</b></p>	<p><b>Action: Action Plan for Parlg 8</b></p> <p><b>Action details and description (including justification for budget request):</b></p> <ol style="list-style-type: none"> <li>1. Provide students with a rubric and further details regarding what is expected to perform effective legal analysis, including written instructions/expectations.</li> <li>2. Purchase additional computer software and CD's and computer programming to allow the students to use specialized computer software to complete assignments.</li> <li>3. Obtain ABA Approval</li> <li>4. Continue cross communication amongst faculty regarding assignment instructions etc.</li> </ol> <p><b>Implementation Plan (timeline):</b></p>	<b>Fall 2017 – Spring 2019</b>

		<p>Even though 83% of the students met the criteria for success established in the rubric and in general did a good job, the goal is for more students to do even better.</p> <p>The following are some observations:</p> <ol style="list-style-type: none"> <li>1) The students could have benefitted from clearer instructions regarding the written paper, and the expectations expected of them. Also, the rubric should be provided in advance along with the assignment.</li> <li>2) The students could have also benefitted from clearer instructions regarding the oral presentations and the expectations expected of them. Also the rubric should have been provided in advance along with that assignment.</li> <li>3) The ultimate goal is to use better teaching methods so the students can communicate more effectively. Additional assignments will be given in the future leading up to this project, so that they get even better at effective oral and written communication. Since effective communication is so important to the legal profession.</li> <li>4) Additional assignments should also be given leading up to the oral presentation on oral communication so the students will communicate effectively with their attorneys, clients, court staff and other persons.</li> </ol>	<p>Fall 2017 - Spring 2019</p> <p><b>Key/Responsible Personnel:</b> Linnea N. Willis, Jerry Skomer, Asha Wilkerson</p> <p><b>Expected outcome of this action:</b> Improved student learning, increased student population</p> <p><b>Budget request amount:</b> \$25,000.00</p> <p><b>Priority:</b> High</p>	
Parlg 9	Outcomes 1, 2, 3, 4	<p>POSITIVES</p> <p>The students overall did a really great job in effectively communicating their final project and also their oral presentation. For the most part the papers were well written, thorough, thoughtful and organized. For the most part the presentations were also insightful and thorough and helpful. By providing these assignments, it was good to see that our departmental meetings to coordinate with each other more on assignments in our courses and to help each other out is working. For example, we have been coordinating our assignments in the introduction courses ( Parlg 1 and Parlg 6) so that the</p>	<p><i>Action Plan for Parlg 9</i></p> <p><b>Action details and description (including justification for budget request):</b></p> <ol style="list-style-type: none"> <li>1. Provide rubric along with assignments to show what is expected of students.</li> <li>2. Purchase additional computer software for assignments and</li> </ol>	<p><b>Fall 2017 – Spring 2019</b></p>

		<p>assignments are consistent even with different teachers and to improve student learning of the same concepts. We have also been coordinating with the advanced courses (Parlg 8 and 11) such that those assignments are consistent with different teachers and to improve student learning of the same concepts. And lastly, we make sure their are introductory skills that are built in the introduction courses that they continue to develop in the advanced courses. We also incorporate these same techniques and coordinate in the elective courses (Parlg 4, 9, 10, 12, 15, 16 etc.). By learning from these assessment methods, we continue to improve student learning in all of these courses.</p> <p><b>AREAS OF IMPROVEMENT</b> Even though 86% of the students met the criteria for success established in the rubric and in general did a good job, the goal is for more students to do even better.</p> <p>The following are some observations:</p> <ol style="list-style-type: none"> <li>1) The students could have benefitted from clearer instructions regarding the written paper, and the expectations expected of them. Also, the rubric should be provided in advance along with the assignment.</li> <li>2) The students could have also benefitted from clearer instructions regarding the oral presentations and the expectations expected of them. Also the rubric should have been provided in advance along with that assignment.</li> <li>3) The ultimate goal is to use better teaching methods so the students can communicate more effectively. Additional assignments will be given in the future leading up to this project, so that they get even better at effective oral and written communication. Since effective communication is so important to the legal profession.</li> <li>4) Additional assignments should also be given leading up to the oral presentation on oral communication so the students will</li> </ol>	<p>creative learning 3. Obtain ABA Approval 4. Continue cross-communication among paralegal professors</p> <p><b>Implementation Plan (timeline):</b> Fall 2017-Spring 2019</p> <p><b>Key/Responsible Personnel:</b> Jerry Skomer, Linnea Willis and Asha Wilkerson</p> <p><b>Expected outcome of this action:</b> improved student learning, increase in number of students etc.</p> <p><b>Budget request amount:</b> \$23,000.00</p> <p><b>Priority:</b> High</p>	
--	--	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--

		communicate effectively with their attorneys, clients, court staff and other persons.		
<b>Parlg 10</b>	<b>Outcomes 1, 2, 3, 4</b>	<p><b>POSITIVES</b>  The students overall did a really great job in effectively communicating their final project and also their oral presentation. For the most part the papers were well written, thorough, thoughtful and organized. For the most part the presentations were also insightful and thorough and helpful. By providing these assignments, it was good to see that our departmental meetings to coordinate with each other more on assignments in our courses and to help each other out is working. For example, we have been coordinating our assignments in the introduction courses ( Parlg 1 and Parlg 6) so that the assignments are consistent even with different teachers and to improve student learning of the same concepts. We have also been coordinating with the advanced courses (Parlg 8 and 11) such that those assignments are consistent with different teachers and to improve student learning of the same concepts. And lastly, we make sure their are introductory skills that are built in the introduction courses that they continue to develop in the advanced courses. We also incorporate these same techniques and coordinate in the elective courses (Parlg 4, 9, 10, 12, 15, 16 etc.). By learning from these assessment methods, we continue to improve student learning in all of these courses.</p> <p><b>AREAS OF IMPROVEMENT</b>  Even though 88% of the students met the criteria for success established in the rubric and in general did a good job, the goal is for more students to do even better.</p> <p>The following are some observations:</p> <p>1) The students could have benefitted from clearer instructions regarding the written paper, and the expectations expected of them.</p>	<p><b>Action Plan for Parlg 10</b></p> <p><b>Action details and description (including justification for budget request):</b></p> <ol style="list-style-type: none"> <li>1. Provide additional Assignments for drafting various Family Law Forms and documents.</li> <li>2. Purchase computer software specific to Family Law for drafting additional legal documents and assignments.</li> <li>3. Provide rubric to students along with assignment instructions</li> <li>4. Continue cross communication between faculty regarding course assignments and instructions etc.</li> <li>5. Obtain ABA Approval</li> </ol> <p><b>Implementation Plan (timeline):</b>  Fall 2017 - Spring 2019</p> <p><b>Key/Responsible Personnel:</b>  Asha Wilkerson, Linnea Willis and Jerry Skomer</p> <p><b>Expected outcome of this action:</b>  improved student learning and increase in student enrollment</p> <p><b>Budget request amount:</b>  \$23,000.00</p>	<p><b>Fall 2017 – Spring 2019</b></p>



		<p>Also, the rubric should be provided in advance along with the assignment.</p> <p>2) The students could have also benefitted from clearer instructions regarding the oral presentations and the expectations expected of them. Also the rubric should have been provided in advance along with that assignment.</p> <p>3) The ultimate goal is to use better teaching methods so the students can communicate more effectively. Additional assignments will be given in the future leading up to this project, so that they get even better at effective oral and written communication. Since effective communication is so important to the legal profession.</p> <p>4) Additional assignments should also be given leading up to the oral presentation on oral communication so the students will communicate effectively with their attorneys, clients, court staff and other persons. POSITIVES</p> <p>The students overall did a really great job in effectively communicating their final project and also their oral presentation. For the most part the papers were well written, thorough, thoughtful and organized. For the most part the presentations were also insightful and thorough and helpful. By providing these assignments, it was good to see that our departmental meetings to coordinate with each other more on assignments in our courses and to help each other out is working. For example, we have been coordinating our assignments in the introduction courses ( Parlg 1 and Parlg 6) so that the assignments are consistent even with different teachers and to improve student learning of the same concepts. We have also been coordinating with the advanced courses (Parlg 8 and 11) such that those assignments are consistent with different teachers and to improve student learning of the same concepts. And lastly, we make sure their are introductory skills that are built in the introduction courses that they continue to develop in the advanced courses. We also incorporate these same techniques and coordinate in the elective courses (Parlg 4, 9, 10, 12, 15, 16 etc.). By learning from these assessment methods, we continue to improve student learning in all</p>	<p><b>Priority:</b> High</p>	
--	--	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	----------------------------------	--

		<p>of these courses.</p> <p>AREAS OF IMPROVEMENT</p> <p>Even though 88% of the students met the criteria for success established in the rubric and in general did a good job, the goal is for more students to do even better.</p> <p>The following are some observations:</p> <ol style="list-style-type: none"> <li>1) The students could have benefitted from clearer instructions regarding the written paper, and the expectations expected of them. Also, the rubric should be provided in advance along with the assignment.</li> <li>2) The students could have also benefitted from clearer instructions regarding the oral presentations and the expectations expected of them. Also the rubric should have been provided in advance along with that assignment.</li> <li>3) The ultimate goal is to use better teaching methods so the students can communicate more effectively. Additional assignments will be given in the future leading up to this project, so that they get even better at effective oral and written communication. Since effective communication is so important to the legal profession.</li> <li>4) Additional assignments should also be given leading up to the oral presentation on oral communication so the students will communicate effectively with their attorneys, clients, court staff and other persons.</li> </ol>		
<b>Parlg 11</b>	<b>Outcomes 1, 2, 3, 4</b>	<p>POSITIVES</p> <p>The students overall did a really great job in effectively communicating their final project assignments and also their oral presentation. For the most part the legal documents and motions drafted were well written, thorough, thoughtful and organized. For the most part the presentations were also insightful and thorough and helpful. By providing these assignments, it was good to see that</p>	<p><b>Action Plan for Parlg 11</b></p> <p><b>Action details and description (including justification for budget request):</b></p> <ol style="list-style-type: none"> <li>1. Provide rubric to students along with assignments</li> </ol>	<p><b>Fall 2017 – Spring 2019</b></p>

		<p>our departmental meetings to coordinate with each other more on assignments in our courses and to help each other out is working. For example, we have been coordinating our assignments in the introduction courses ( Parlg 1 and Parlg 6) so that the assignments are consistent even with different teachers and to improve student learning of the same concepts. We have also been coordinating with the advanced courses (Parlg 8 and 11) such that those assignments are consistent with different teachers and to improve student learning of the same concepts. And lastly, we make sure their are introductory skills that are built in the introduction courses that they continue to develop in the advanced courses. We also incorporate these same techniques and coordinate in the elective courses (Parlg 4, 9, 10, 12, 15, 16 etc.). By learning from these assessment methods, we continue to improve student learning in all of these courses.</p> <p><b>AREAS OF IMPROVEMENT</b> Even though 81% of the students met the criteria for success established in the rubric and in general did a good job, the goal is for more students to do even better.</p> <p>The following are some observations:</p> <ol style="list-style-type: none"> <li>1) The students could have benefitted from clearer instructions regarding the written paper, and the expectations expected of them. Also, the rubric should be provided in advance along with the assignment.</li> <li>2) The students could have also benefitted from clearer instructions regarding the oral presentations and the expectations expected of them. Also the rubric should have been provided in advance along with that assignment.</li> <li>3) The ultimate goal is to use better teaching methods so the students can communicate more effectively. Additional assignments will be given in the future leading up to this project, so that they get even better at effective oral and written communication. Since</li> </ol>	<ol style="list-style-type: none"> <li>2. Purchase Case File Computer software with detailed client case information/case files to be utilized for all assignments/most assignments and to increase student learning/drafting of legal documents.</li> <li>3. Continue cross communication among paralegal faculty</li> <li>4. Obtain ABA Approval</li> </ol> <p><b>Implementation Plan (timeline):</b> Fall 2017 through Spring 2019</p> <p><b>Key/Responsible Personnel:</b> Linnea Willis, Jerry Skomer and Asha Wilkerson</p> <p><b>Expected outcome of this action:</b> improved student learning and increase in student enrollment</p> <p><b>Budget request amount:</b> \$25,000.00</p> <p><b>Priority:</b> High</p>	
--	--	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--

		<p>effective communication is so important to the legal profession.</p> <p>4) Additional assignments should also be given leading up to the oral presentation on oral communication so the students will communicate effectively with their attorneys, clients, court staff and other persons.</p>		
<b>Parlg 12</b>	<b>Outcomes 1, 2, 3, 4</b>	<p><b>POSITIVES</b></p> <p>The students overall did a really great job in effectively communicating their final project and also their oral presentation. For the most part the papers were well written, thorough, thoughtful and organized. For the most part the presentations were also insightful and thorough and helpful. By providing these assignments, it was good to see that our departmental meetings to coordinate with each other more on assignments in our courses and to help each other out is working. For example, we have been coordinating our assignments in the introduction courses ( Parlg 1 and Parlg 6) so that the assignments are consistent even with different teachers and to improve student learning of the same concepts. We have also been coordinating with the advanced courses (Parlg 8 and 11) such that those assignments are consistent with different teachers and to improve student learning of the same concepts. And lastly, we make sure their are introductory skills that are built in the introduction courses that they continue to develop in the advanced courses. We also incorporate these same techniques and coordinate in the elective courses (Parlg 4, 9, 10, 12, 15, 16 etc.). By learning from these assessment methods, we continue to improve student learning in all of these courses.</p> <p><b>AREAS OF IMPROVEMENT</b></p> <p>Even though 83% of the students met the criteria for success established in the rubric and in general did a good job, the goal is for more students to do even better.</p> <p>The following are some observations:</p>	<p><b>Action Plan for Parlg 12</b></p> <p><b>Action details and description (including justification for budget request):</b></p> <ol style="list-style-type: none"> <li>1. Provide rubric to students along with assignments</li> <li>2. Continue cross communication among faculty</li> <li>3. Purchase software for completion of probate forms and other legal forms</li> <li>4. Obtain ABA Approval</li> </ol> <p><b>Implementation Plan (timeline):</b> Fall 2017 through Spring 2019</p> <p><b>Key/Responsible Personnel:</b> Linnea Willis, Asha Wilkerson, Jerry Skomer</p> <p><b>Expected outcome of this action:</b> increased student learning, increased student population</p> <p><b>Budget request amount:</b> \$23,000.00</p>	<p><b>Fall 2017 – Spring 2019</b></p>

		<p>1) The students could have benefitted from clearer instructions regarding the written paper, and the expectations expected of them. Also, the rubric should be provided in advance along with the assignment.</p> <p>2) The students could have also benefitted from clearer instructions regarding the oral presentations and the expectations expected of them. Also the rubric should have been provided in advance along with that assignment.</p> <p>3) The ultimate goal is to use better teaching methods so the students can communicate more effectively. Additional assignments will be given in the future leading up to this project, so that they get even better at effective oral and written communication. Since effective communication is so important to the legal profession.</p> <p>4) Additional assignments should also be given leading up to the oral presentation on oral communication so the students will communicate effectively with their attorneys, clients, court staff and other persons.</p>		
<b>Parlg 15</b>	<b>Outcomes 1, 2, 3, 4</b>	<p>POSITIVES</p> <p>The students overall did a really great job in effectively communicating their final project and also their oral presentation. For the most part the papers were well written, thorough, thoughtful and organized. For the most part the presentations were also insightful and thorough and helpful. By providing these assignments, it was good to see that our departmental meetings to coordinate with each other more on assignments in our courses and to help each other out is working. For example, we have been coordinating our assignments in the introduction courses ( Parlg 1 and Parlg 6) so that the assignments are consistent even with different teachers and to improve student learning of the same concepts. We have also been coordinating with the advanced courses (Parlg 8 and 11) such that those assignments are consistent with different teachers and to improve student learning of the same concepts. And lastly, we make</p>	<p><b>Action Plan for Parlg 15</b></p> <p><b>Action details and description (including justification for budget request):</b></p> <ol style="list-style-type: none"> <li>1. Provide rubric to students along with assignments.</li> <li>2. Purchase Criminal Law Computer Software with Criminal law case file to allow for streamlined assignments specific to criminal law</li> <li>3. Obtain ABA Approval</li> <li>4. Continue cross communication among paralegal faculty</li> </ol>	<p><b>Fall 2017 – Spring 2019</b></p>

		<p>sure their are introductory skills that are built in the introduction courses that they continue to develop in the advanced courses. We also incorporate these same techniques and coordinate in the elective courses (Parlg 4, 9, 10, 12, 15, 16 etc.). By learning from these assessment methods, we continue to improve student learning in all of these courses.</p> <p><b>AREAS OF IMPROVEMENT</b> Even though 78% of the students met the criteria for success established in the rubric and in general did a good job, the goal is for more students to do even better.</p> <p>The following are some observations:</p> <ol style="list-style-type: none"> <li>1) The students could have benefitted from clearer instructions regarding the written paper, and the expectations expected of them. Also, the rubric should be provided in advance along with the assignment.</li> <li>2) The students could have also benefitted from clearer instructions regarding the oral presentations and the expectations expected of them. Also the rubric should have been provided in advance along with that assignment.</li> <li>3) The ultimate goal is to use better teaching methods so the students can communicate more effectively. Additional assignments will be given in the future leading up to this project, so that they get even better at effective oral and written communication. Since effective communication is so important to the legal profession.</li> <li>4) Additional assignments should also be given leading up to the oral presentation on oral communication so the students will communicate effectively with their attorneys, clients, court staff and other persons.</li> </ol>	<p><b>Implementation Plan (timeline):</b> Fall 2017 through Spring 2019</p> <p><b>Key/Responsible Personnel:</b> Jerry Skomer, Linnea Willis, Asha Wilkerson</p> <p><b>Expected outcome of this action:</b> improved student learning, increase in student enrollment</p> <p><b>Budget request amount:</b> \$22,000.00</p> <p><b>Priority:</b> High</p>	
--	--	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--

<p><b>Parlg 16</b></p>	<p><b>Outcomes 1, 2, 3, 4, 5, 6</b></p>	<p>Students seem to be learning a lot from their work experiences. It is very helpful to their development and learning. It is possible that this may become a mandatory requirement in the future instead of an elective, because it would really benefit the students to get this hands on legal experience.</p>	<p><b>Action Plan for Parlg 16</b></p> <p><b>Action details and description (including justification for budget request):</b></p> <ol style="list-style-type: none"> <li>1. Research regarding making internship courses a requirement for all students instead of an elective</li> <li>2. Curriculum development to add these courses as a requirement instead of an elective</li> <li>3. Continue ABA Accreditation Approval process which will ultimately will make it a requirement for all students anyway</li> </ol> <p><b>Implementation Plan (timeline):</b> Fall 2017 and Spring 2018</p> <p><b>Key/Responsible Personnel:</b> Linnea Willis and Jerry Skomer</p> <p><b>Expected outcome of this action:</b> Improved student learning and better ability to obtain jobs</p> <p><b>Budget request amount:</b> \$12,500.00</p> <p><b>Priority:</b> High</p>	<p><b>Fall 2017 – Spring 2019</b></p>
------------------------	-----------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------

1. What meaningful dialogue takes place in both shaping and assessing course and program level outcomes? Where can one find the evidence of the dialogue?

The Paralegal Program faculty meet at least twice a year to address the Program goals, as well as assess the Program goals. We assess the Program and course goals in the meetings by reviewing student work and assessing the Program outcomes and course outcomes in our meetings. We have Assessment Reports which information is put into Taskstream.

2. Attach the completed Fall Schedule Assessment Planning Template (due to CDCPD mid-September).

Every Paralegal course was assessed for the 2016—2017 academic year. Therefore a plan was created to assess the courses at a more spread out pace.

### **Assessment Planning Template for 2017-2018**

#### **Course Name:**

**PARLG 1, 6, 8, 11**

#### **Instructor Name:**

**Linnea N. Willis (6, 8, 11), Jerry Skomer (1)**

#### **Assessment Cycle (academic year):**

**Assessment 2017-2018**

#### **SLO being assessed:**

*Please make sure that the SLO you are assessing has been approved as part of the course outline in CurricUNET.*

**Program Outcome #1 and Program Outcome #2 (both regarding effective communication and legal analysis)**



## ASSESSMENT PLAN

### **Title:**

*Use a title that will allow you to differentiate this assessment from others.*

### **Assessment of Communication Program Outcomes #1 and #2**

### **Description of Assessment Method (Task):**

*What are you doing to assess this SLO? This can be a description of an assignment, exam, term paper, presentation, etc.*

- *Pay close attention to the verbs; if your SLO uses an active verb like create, design, describe, demonstrate, write, or evaluate, it probably can't be assessed by a multiple-choice test. Assessments for such SLOs can include roleplay, essay questions, student presentations/speeches, performances, demonstrations, poster sessions, simulations, hypothetical questions.*
- *Make sure your assessment addresses the entire SLO. If the SLO specifies that "students will describe the stages of X," then the assessment must include description of all the stages of X.*
- *In this area, describe your measurement criteria. Rubrics are an excellent way to do this and can be attached.*

**We are going to take written work from each of the courses to assess Program Outcomes #1 and #2 – written projects, motions, memorandums and other written analysis assignments**

### **Criteria for Success:**

*What do the students need to do in order to demonstrate successful achievement of the SLO that you are assessing?*

- *Percentages of students who score X% on a test should not be used unless all of the test questions assess the SLO. If the SLO can be assessed in a single test question, use student performance on that one question to assess the SLO.*
- *For performance-based assessments, it's a good idea to use a rubric describing three levels: students who DID NOT MEET the standard, students who MET the standard, and students who EXCEEDED the standard. That way you can use your highest standard as a goal for all students and build continuous improvement into your teaching.*
- *Identify the level of success for students and for the outcome, e.g. "80% of the students must earn 80% of the points in order to meet the outcome."*

**A rubric is used to assess the work of the students, including categories regarding Organization, Grammar/Punctuation/Spelling, Following Instructions and Substantively meeting the assignment**

**Timeline for Implementation:**

*When will you give the assignment, exam, term paper, etc.?*

**Parlg 1 and 6 will be assessed for Spring 2018**  
**Parlg 8 and 11 will be assessed for Spring 2018**

**Key Faculty/Staff:**

*Who is responsible for giving this assessment?*

**Linnea N. Willis (6, 8, 11)**  
**Jerry Skomer (1)**

## VI. Additional Questions for CTE, Counseling, Library and Student Services/Admin Units

---

**Purpose:** In this section, certain programs or departments will answer questions specific to the program. **Leave the section blank if your program, department or unit is not CTE, Counseling, Library or Student Services/Administration.**

### **For CTE:**

1. Please describe any recommendations resulting from advisory committee meetings that have occurred since your last program review.

**See items 1-12 above in terms of the Goals stated for the Paralegal Program. This directly comes from the Advisory Committee Meetings and Faculty Department meetings.**

**Most important result from the Advisory Committee meetings for improvement is finalizing and obtaining ABA Approval/Accreditation.**

2. Did your program work with a Deputy Sector Navigator and if so, how did this lead to program changes or improvements?

N/A

3. Is your discipline/department/program currently participating in any grants specific to the program? Please discuss your progress in meeting the stated goals in the grant.

**Strong Workforce, Career Pathways Trust, Perkins/VTEA, and other grants as they come in.**

**Our lead faculty Linnea Willis has been heavily involved in the Career Pathways Trust and in representing Merritt College in the Career Pathways Trust.**

# VII. New Resource Needs Not Covered by Current Budget

**Purpose:** In this section, programs will document new and repeat resource requests not covered by current budget, and document the support of the request with data or evidence.

**Human Resources:** If you are requesting new or additional positions, in any job classification, please explain how new positions will contribute to increased student success.

Human Resource Request(s)	Dollar Amount	Already Requested in Recent Program Review or APU? (yes/no)	What Program Goal does this request align to? (cut and paste from section II)	What data or evidence supports this request? (If discussed in a section above, please give a brief statement and page reference.)	How will this resource contribute to student success? (1-3 sentences)
Student Assistant/Tutor needed for the students and to assist faculty	\$6,000 annually	Yes.	<p><b>Program Goal #9: Obtain permanent funds to hire student assistant/tutor to assist students with their research and writing assignments and also as an instructional aid to the faculty</b></p> <p><b>Also Aligns with each of the Program Outcomes as follows:</b></p> <ol style="list-style-type: none"> <li><b>1. Draft Various Legal Documents</b></li> <li><b>2. Conduct Legal Research</b></li> <li><b>3. Perform and Communicate Effective Legal Analysis</b></li> <li><b>4. Communicate Effectively</b></li> <li><b>5. Demonstrate Knowledge of Particular Areas of Law</b></li> </ol>	<p>See above Section II, Items 1-12 on pages 8-14;</p> <p>See above Section IV, Items 1-12 on pages 20-26;</p> <p>See also Program Review Appendix B;</p> <p>And See items A-K in Program Review Question 10</p>	<p>This directly contributes to student success by providing all of the students with the support and assistance they need in order to be successful, complete their courses and successfully complete their certificates etc.</p>

\*New faculty and staff requests must be listed here.

**Technology and Equipment:** How will the new technology or equipment contribute to student success?

Technology and Equipment	Dollar Amount	Already Requested in Recent Program Review or APU? (yes/no)	What Program Goal does this request align to? (cut and paste from section II)	What data or evidence supports this request? (If discussed in a section above, please give a brief statement and page reference.)	How will this resource contribute to student success? (1-3 sentences)
<p><b>Website – reinstate/recreate the former website under the old platform that the Paralegal Program had once before</b></p>	<p><b>\$3,500</b></p>	<p><b>Yes.</b></p>	<p><b>Program Goal #1: Reinstate/Recreate the former Paralegal Website</b></p> <p><b>Also Aligns with each of the Program Outcomes as follows:</b></p> <ol style="list-style-type: none"> <li><b>1. Draft Various Legal Documents</b></li> <li><b>2. Conduct Legal Research</b></li> <li><b>3. Perform and Communicate Effective Legal Analysis</b></li> <li><b>4. Communicate Effectively</b></li> <li><b>5. Demonstrate Knowledge of Particular Areas of Law</b></li> </ol>	<p><b>See above Section II, Items 1-12 on pages 8-14;</b></p> <p><b>See above Section IV, Items 1-12 on pages 20-26;</b></p> <p><b>See also Program Review Appendix B;</b></p> <p><b>And See items A-K in Program Review Question 10</b></p>	<p><b>This website will contribute to student success because it will be a website and platform specifically for the existing and new Paralegal students – to gain information about the Paralegal Department, to access resources specific to Paralegal students, to access their assignments and to gain other information.</b></p>
<p><b>Revitalize P218 and complete its remodeling – new furniture/desks and rewiring</b></p>	<p><b>\$20,000 - \$50,000 for the new furniture and for the rewiring</b></p>	<p><b>Yes.</b></p>	<p><b>Program Goal #3: Revitalize/remodel P218 SmartClassroom Computer lab with furniture and rewiring</b></p> <p><b>Also Aligns with each of the Program Outcomes as follows:</b></p> <ol style="list-style-type: none"> <li><b>1. Draft Various Legal Documents</b></li> <li><b>2. Conduct Legal Research</b></li> <li><b>3. Perform and Communicate Effective Legal Analysis</b></li> <li><b>4. Communicate Effectively</b></li> <li><b>5. Demonstrate Knowledge of Particular Areas of Law</b></li> </ol>	<p><b>See above Section II, Items 1-12 on pages 8-14;</b></p> <p><b>See above Section IV, Items 1-12 on pages 20-26;</b></p> <p><b>See also Program Review Appendix B;</b></p> <p><b>And See items A-K in Program Review Question 10</b></p>	<p><b>P218 is the main classroom and computer lab utilized by the Paralegal students and the Paralegal Program. It is also a key classroom utilized by Business/CIS, Math and other departments. It is the largest Smartclassroom on campus. Revitalizing P218 will directly assist in student success and create student learning.</b></p>

**Facilities:** Has facilities maintenance and repair affected your program in the past year? How will this facilities request contribute to student success?

Facilities	Dollar Amount	Already Requested in Recent Program Review or APU? (yes/no)	What Program Goal does this request align to? (cut and paste from section II)	What data or evidence supports this request? (If discussed in a section above, please give a brief statement and page reference.)	How will this resource contribute to student success? (1-3 sentences)
<p><b>Revitalize P218 and complete its remodeling – new furniture/desks and rewiring</b></p>	<p><b>\$20,000 - \$50,000 for the new furniture and for the rewiring</b></p>	<p><b>Yes.</b></p>	<p><b>Program Goal #3: Revitalize/remodel P218 SmartClassroom Computer lab with furniture and rewiring</b></p> <p><b>Also Aligns with each of the Program Outcomes as follows:</b></p> <ol style="list-style-type: none"> <li><b>1. Draft Various Legal Documents</b></li> <li><b>2. Conduct Legal Research</b></li> <li><b>3. Perform and Communicate Effective Legal Analysis</b></li> <li><b>4. Communicate Effectively</b></li> <li><b>5. Demonstrate Knowledge of Particular Areas of Law</b></li> </ol>	<p><b>See above Section II, Items 1-12 on pages 8-14;</b></p> <p><b>See above Section IV, Items 1-12 on pages 20-26;</b></p> <p><b>See also Program Review Appendix B;</b></p> <p><b>And See items A-K in Program Review Question 10</b></p>	<p><b>P218 is the main classroom and computer lab utilized by the Paralegal students and the Paralegal Program. It is also a key classroom utilized by Business/CIS, Math and other departments. It is the largest Smartclassroom on campus. Revitalizing P218 will directly assist in student success and create student learning.</b></p>

**Professional Development or Other Requests:** How will the professional development activity contribute to student success? What professional development opportunities and contributions make to the college in the future?

Professional Development	Dollar Amount	Already Requested in Recent Program Review or APU? (yes/no)	What Program Goal does this request align to? (cut and paste from section II)	What data or evidence supports this request? (If discussed in a section above, please give a brief statement and page reference.)	How will this resource contribute to student success? (1-3 sentences)
<p><b>Professional Development: Provide funds for all faculty (including adjuncts) to attend the American Association for Paralegal Educators (AAfPE) national and/or regional conference each year.</b></p>	<p><b>\$5,000 - \$7,000 annually</b></p>	<p><b>Yes.</b></p>	<p><b>Program Goal #6: Provide monies for all Paralegal Professors to Attend Professional Development Conference – specifically the American Association for Paralegal Educators (AAfPE) national and/or regional conferences</b></p> <p><b>Also Aligns with each of the Program Outcomes as follows (because the Professors will be better trained on how to teach these areas):</b></p> <ol style="list-style-type: none"> <li><b>1. Draft Various Legal Documents</b></li> <li><b>2. Conduct Legal Research</b></li> <li><b>3. Perform and Communicate Effective Legal Analysis</b></li> <li><b>4. Communicate Effectively</b></li> <li><b>5. Demonstrate Knowledge of Particular Areas of Law</b></li> </ol>	<p><b>See above Section II, Items 1-12 on pages 8-14;</b></p> <p><b>See above Section IV, Items 1-12 on pages 20-26;</b></p> <p><b>See also Program Review Appendix B;</b></p> <p><b>And See items A-K in Program Review Question 10</b></p>	<p><b>Taking these Professional Development courses and attending the AAfPE Conference directly contributes to student success because it provides the Paralegal Department faculty with tools for success on how to best teach Paralegal courses and techniques.</b></p>

Other Requests	Dollar Amount	Already Requested in Recent Program Review or APU? (yes/no)	What Program Goal does this request align to? (cut and paste from section II)	What data or evidence supports this request? (If discussed in a section above, please give a brief statement and page reference.)	How will this resource contribute to student success? (1-3 sentences)
Other - Purchase Law Office Technology programs for the students – calendaring, billing, timekeeping, case management software	\$2000-\$7,000	Yes.	<p><b>Program Goal #8: Purchase law office technology programs for the students – calendaring, billing, timekeeping, case management software</b></p> <p><b>Also Aligns with each of the Program Outcomes as follows (because the Professors will be better trained on how to teach these areas):</b></p> <ol style="list-style-type: none"> <li><b>1. Draft Various Legal Documents</b></li> <li><b>2. Conduct Legal Research</b></li> <li><b>3. Perform and Communicate Effective Legal Analysis</b></li> <li><b>4. Communicate Effectively</b></li> <li><b>5. Demonstrate Knowledge of Particular Areas of Law</b></li> </ol>	<p>See above Section II, Items 1-12 on pages 8-14;</p> <p>See above Section IV, Items 1-12 on pages 20-26;</p> <p>See also Program Review Appendix B;</p> <p>And See items A-K in Program Review Question 10</p>	<p>The Law Office Technology is for the students – so they can learn best up to date practices regarding calendaring, billing and timekeeping – technology they will be utilizing when they are working in their law office environments in the future. The Law Office Technology will contribute to their student success by allowing them to obtain the skills they need to be successful Paralegals in the law office environment.</p>



Other Requests	Dollar Amount	Already Requested in Recent Program Review or APU? (yes/no)	What Program Goal does this request align to? (cut and paste from section II)	What data or evidence supports this request? (If discussed in a section above, please give a brief statement and page reference.)	How will this resource contribute to student success? (1-3 sentences)
Other – Marketing: Marketing dollars for brochures, website etc.	\$3,500	Yes.	<p><b><u>Program Goal #1:</u> Reinstate/Recreate the former Paralegal Website</b></p> <p><b><u>Program Goal #5:</u> Marketing Materials – better market the program through better website, brochures and other marketing methods</b></p> <p><b>Also Aligns with each of the Program Outcomes as follows (because the Professors will be better trained on how to teach these areas):</b></p> <ol style="list-style-type: none"> <li><b>1. Draft Various Legal Documents</b></li> <li><b>2. Conduct Legal Research</b></li> <li><b>3. Perform and Communicate Effective Legal Analysis</b></li> <li><b>4. Communicate Effectively</b></li> <li><b>5. Demonstrate Knowledge of Particular Areas of Law</b></li> </ol>	<p>See above Section II, Items 1-12 on pages 8-14;</p> <p>See above Section IV, Items 1-12 on pages 20-26;</p> <p>See also Program Review Appendix B;</p> <p>And See items A-K in Program Review Question 10</p>	<p>The website, brochures and other marketing materials are needed to promote the Paralegal Program, to attract new students, and to assist the current students.</p> <p>The website will contribute to student success because it will be a website and platform specifically for the existing and new Paralegal students – to gain information about the Paralegal Department, to access resources specific to Paralegal students, to access their assignments and to gain other information.</p>

Other Requests	Dollar Amount	Already Requested in Recent Program Review or APU? (yes/no)	What Program Goal does this request align to? (cut and paste from section II)	What data or evidence supports this request? (If discussed in a section above, please give a brief statement and page reference.)	How will this resource contribute to student success? (1-3 sentences)
<p>Other - Curriculum development funds to create an AA Transfer degree, change and articulate to Legal Studies;</p> <p>also development of Paralegal courses in conjunction with Pathway to Law School – Argumentation, Street Law, Service learning component, Business Law Paralegal course</p>	\$7,500	Yes.	<p><b><u>Program Goal #4:</u></b> Change AA degree to an AA Transfer Degree in Legal Studies</p> <p><b><u>Program Goal #10:</u></b> Curriculum Development of new courses for department and in alignment with Pathway to Law School Program and ABA Accreditation – Argumentation, Street Law, Debate Team/class, Service learning component, Paralegal Business Law class, Law Office Technology, etc.</p> <p><b><u>Program Goal #11:</u></b> Support and Develop the Pathway to Law School Program at Merritt College – marketing, course development, website, Pre-Law Club, debate team, etc.</p> <p>Also Aligns with each of the Program Outcomes as follows (because the Professors will be better trained on how to teach these areas):</p> <ol style="list-style-type: none"> <li>1. Draft Various Legal Documents</li> <li>2. Conduct Legal Research</li> <li>3. Perform and Communicate Effective Legal Analysis</li> <li>4. Communicate Effectively</li> <li>5. Demonstrate Knowledge of Particular Areas of Law</li> </ol>	<p>See above Section II, Items 1-12 on pages 8-14;</p> <p>See above Section IV, Items 1-12 on pages 20-26;</p> <p>See also Program Review Appendix B;</p> <p>And See items A-K in Program Review Question 10</p>	<p>This will result in student success because it will allow students to earn a transferable degree, that articulates to a major at the collegiate level, and to ensure that the students do not waste time taking courses that they will have to re-take at a higher level.</p>

Other Requests	Dollar Amount	Already Requested in Recent Program Review or APU? (yes/no)	What Program Goal does this request align to? (cut and paste from section II)	What data or evidence supports this request? (If discussed in a section above, please give a brief statement and page reference.)	How will this resource contribute to student success? (1-3 sentences)
Other – Complete ABA Approval/Accreditation Application (stipends), Host the Approval Site Visit Team (travel, accommodations, etc.)	\$7,500 - \$15,000	Yes.	<p><b><u>Program Goal #2:</u></b>  <b>Obtain ABA Approval/ Accreditation</b></p> <p>Also Aligns with each of the Program Outcomes as follows (because the Professors will be better trained on how to teach these areas):</p> <ol style="list-style-type: none"> <li>1. Draft Various Legal Documents</li> <li>2. Conduct Legal Research</li> <li>3. Perform and Communicate Effective Legal Analysis</li> <li>4. Communicate Effectively</li> <li>5. Demonstrate Knowledge of Particular Areas of Law</li> </ol>	<p>See above Section II, Items 1-12 on pages 8-14;</p> <p>See above Section IV, Items 1-12 on pages 20-26;</p> <p>See also Program Review Appendix B;</p> <p>And See items A-K in Program Review Question 10</p>	<p>Students will be successful in the legal world as a Paralegal if they are able to obtain a degree from an ABA approved institution rather than a non-ABA approved institution. They will be able to obtain more jobs and have greater credibility.</p>

# Signatures

---

*Discipline, Department or Program Chair*

**Linnea N. Willis**

*Linnea N. Willis*

**12/19/2017**

\_\_\_\_\_

*Print name*

\_\_\_\_\_

*Signature*

\_\_\_\_\_

*Date*

*Dean*

\_\_\_\_\_

*Print name*

\_\_\_\_\_

*Signature*

\_\_\_\_\_

*Date*