



SKYLINE PRU Report

2022 - 2023

SKY Dept - Paralegal Studies

Danni Redding Lapuz

01/30/2023

Program Information

Assessment Unit Information

Program Type

Instructional

Division

Social Sciences/ Creative Arts (SS/CA)

Assessment Contact

Jesse W. Raskin

Comprehensive Program Review

2023 - 2024

Program Review Update

Fall 2022,Fall 2026

SKY Instructional Program Review Update

2022 - 2023

SKY Instructional Program Review Update

Submitter Name:

Jesse W. Raskin

Submitter Date:

11/04/2022

DIVISION:

Social Science and Creative Arts (SS/CA)

PROGRAM NAME:

Paralegal Studies (LEGL)

YEAR OF REVIEW:

2022-2023

1. STUDENT LEARNING OUTCOMES

What notable conclusions were drawn from the assessment results? If available, note any differences in assessment results by key disaggregations (e.g. modality, learning communities, etc.). What have been the implications for the program? Specific questions to answer in your response:

i. What percentage of course SLOs have been assessed in the last three years?

Number of Course SLOs:

18

Percentage:

100

ii. Which course(s) were assessed in the last three years?

240, 245, 250, 252, 275, 430, and 670

iii. Degree-bearing programs are expected to assess Institutional SLOs, ideally during each ISLO's featured year. List which course(s) were assessed for which ISLOs in the last three years.

250, 275

iv. Drawing from course and institutional SLOs results, what notable conclusions were drawn? Which results led to action(s) that were planned or taken, if any, to enhance student learning in those courses?

Students are meeting the SLOs and ISLOs at high rates. The program is contributing the College's goals.

2. CURRICULUM

Please indicate whether the following tasks have been completed:

Submitted a current assessment calendar with all active courses to the Office of Planning, Research, and Institutional Effectiveness

Yes

Updated Improve with new or changed SLOs, and requested from PRIE the addition of new courses after approval by the Curriculum Committee

Not Applicable

Updated new or changed PSLOs on the program website after they are published in the College Catalog

Not Applicable

SKY Instructional Program Review Update

Reviewed, updated (as needed), and submitted degree and certificate maps to the Curriculum Committee
Yes

3. ADDITIONAL INFORMATION

Please note anything else that has not been captured above that is relevant to program accomplishments, challenges, and resource needs. Explain and document your response as needed.

In 2016, the Paralegal Studies Program applied for approval by the American Bar Association; this is the most prestigious level of external approval available to an undergraduate paralegal program in the U.S. In August 2018, the ABA formally granted approval to the Program and made the following recommendation: "The College should review the clerical support for the Program Director to ensure there are adequate supporting services to carry on an effective instructional program." The College conducted the review as recommended. Based on the results, the Board granted the College's request to hire a part-time PSC dedicated to Paralegal Studies. Although the position was initially filled, it has been unoccupied now since Fall of 2021. As a result the Program is under staffed. This limits the scope of the Program's activities to serve students and may impact the program when it seeks re-approval by the American Bar Association.

4. The last step is to review the multi-year program goals, update their status, and add resource requests as needed. You can access program goals from the hamburger menu in the upper-left hand corner, Step 2: Goals and Resource Requests.

GOAL

Outreach and Engagement

Goal and Desired Impact on Students

Increase access by students to work, internship, and professional learning opportunities.

Year Initiated

2022 - 2023

Implementation Step(s) and Timelines

Hire a part-time PSC. Timeline: as soon as possible.

Resource Request

Division Name

Social Science and Creative Arts (SS/CA)

Year of Request

2022 - 2023

Resource Type

Classified Professional/Administrator Position (permanent)

Resource Name

Part-Time PSC

Resource Description

Fill the open Part-Time PSC position.

Funds Type – Mark all that apply.

Recurring Cost

Briefly explain how this request helps to advance the goals and priorities of your program, the College, the District, and/or the California Community College Chancellor's Office.

The position plays two crucial roles for the Program and the College. First, the PSC is central to the Program's student outreach, retention, and recruitment efforts as well as alumni relations. Second, the PSC is equally central to the Program's efforts to engage with the local legal community to foster career pathways for students. The PSC thus helps the accomplish the District's strategic plan to "provide clear and distinct pathways for all students, particularly those from under served populations, to accelerate program completion and successful transitions to work or transfer" and to accomplish the College's Value Statement: "We value a deep engagement with the community we serve through collaborating with local school districts, industry, non-profits, government and the arts. Valuing our role as an academic and cultural center, we are dedicated to meeting the needs of the labor market and community."

Level of need, with 1 being the most pressing

1

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