Instructional Programs Unit Assessment and Program Performance Report [UAR] – Fall 2024

Program Name: Paralegal

Program Description: Paralegals are educated and/or experienced support staff who work under the supervision and direction of attorneys. They draft correspondence, memoranda, and legal and other documents. They research laws and assist the lawyers in their work through interviewing clients and witnesses, conducting investigations to collect evidence, assisting at court hearings and trials, and managing case files.

Paralegals have skills to do book-based and computerized legal research, to create and manage documents and records, and to function in, or even manage, a legal office. They also have studied procedural and substantive law to have a firm understanding of the lawyers' work. They are also trained in legal office procedures and have had some experience through co-ops and internships in working with office clients.

Paralegals are trained in the ethics of the legal profession and know that their work, while of assistance to the lawyers, is supportive in nature only and that they do not practice law, give legal advice, or engage in any activities that violate the Rules of Professional Conduct.

Upon completion of the Paralegal degree, students will:

- Be able to think critically
- Demonstrate organizational skills
- Work effectively with a variety of legal office professionals and clients
- Understand and apply legal ethics as required by law
- Demonstrate in-depth understanding of the legal system and its various agencies
- Demonstrate solid interviewing and investigation skills
- Draft legal documents and memoranda pertinent to specific areas of law
- Demonstrate excellent writing, listening, and speaking skills
- Demonstrate knowledge in legal research and writing skills
- Demonstrate knowledge and understanding of a variety of computer programs
- Maintain confidentiality

Degrees/Minors/Certificates

Intermediate Technical Certificate-Legal Office Technology (1312)
Intermediate Technical Certificate-Paralegal (1325)
AAS-Paralegal (1125)
BAS-Paralegal (1125)
ATC-Legal Practice Assistant (1127)
AAS-Legal Practice Assistant (1127)

PREVIOUS YEAR'S WORK PLAN

List work plan elements/areas for improvement from the previous year, along with actions taken and a progress report.

Work Plans for Objective 1:
Continue to encourage and work diligently with students to achieve positive pass rate success in the area of legal analysis.

Progress Report: Students continue to be diligent in completing and passing LAWPT 219, LAWPT 230, LAWPT 274 and LAWPT 331 during the SP21, FA22 and FA23 semesters where the area of proper legal analysis is learned. The program will continue to encourage this skill and competency requirement throughout these courses.

Work Plans for Objectives 2:
Continue to encourage and work diligently with students to achieve positive pass rate success in the area of organization.

Progress Report: Students continue to be diligent in completing and passing LAWPT 223 and LAWPT 274 during the FA23 semester where the area of proper legal organization is learned. The program will continue to encourage this skill and competency requirement throughout these courses.

Work Plans for Objectives 3:
Continue to encourage and work diligently with students to learn how to work effectively with a variety of legal office professionals and clients.

Progress Report: Students continue to be diligent in completing and passing LAWPT 223, LAWPT 294, LAWPT 367, and 494 during the FA23 and SP24 semesters where the area of efficiency within industry is learned. The program will continue to encourage this skill and competency requirement throughout these courses.

Work Plans for Objectives 4:
Continue to encourage and work diligently with students to achieve positive pass rate success in the area of legal ethics.

Progress Report: Students continue to be diligent in completing and passing LAWPT 223 during the FA23 semester where the area of legal ethics is learned. The program will continue to encourage this skill and competency requirement throughout this course.

Work Plans for Objectives 5:
Continue to encourage and work diligently with students to achieve a higher positive rate success in the area of legal interviewing and investigations.

Progress Report: Students continue to be diligent in completing and passing LAWPT 323 and LAWPT 324 during the SP22 and SP24 semesters where the area of legal interviewing and investigations is learned. The program will continue to encourage this skill and competency requirement throughout this course.

Program Performance:

Impact of Program: Measured by program completion numbers:
Continue to work with industry professionals and technical advisory committee to provide positive placement opportunities for students. The program director will also continue to develop outreach efforts with graduating students and alumni to assist them in finding employment opportunities related to their field of study and degree.

Progress Report: The program continues to work diligently with industry professionals and technical advisory committee members to provide positive placement for students upon graduation. Further efforts to connect alumni to industry professionals to assist them in finding employment opportunities will continue.

Impact of Program: Measured by program enrollment numbers:
The program will continue to develop outreach campaigns and efforts, with input from admissions and CTE program director, to improve its enrollment data.

Progress Report: The program has and will continue to develop additional outreach efforts, with input from admissions, to improve its enrollment data. As noted in past assessment reports, this program continues to have fewer students than what industry needs to meet the growing demand. There are simply not enough students in this program to fill that employment gap. More effort and resources need to be made by a variety of institutional stakeholders to recruit students to this particular program. Coordinated efforts will continue to be made, but further institutional assistance is needed.

Program Outcomes

Program Outcomes: List your program outcomes (as noted in the current year catalog) in the tables below and describe the indicator(s) and assessment methods you use to determine if your program has met its outcomes, provide an analysis of data, and establish work plans for the year [One table per program outcome; copy-paste table as needed]. **Note:** all program outcomes must be listed, however, programs with extensive outcomes lists may focus each year on half of the outcomes.

The program outcomes assessed in this report are those that are collectively relevant to all degree and certificate programs outlined on page one above. Further assessment and amendment of program objectives will be conducted in Spring 2025 to provide consistency and uniformity for future assessment needs.

Outcome	Be able to think critically					
Indicator	Grade Distribution and Pass Rate for LAWPT 219, LAWPT 230, LAWPT 274, and LAWPT 331					
Assessment Method	Grade Distribution and Pass Rate Data					
Benchmark/Target	90% of students passing courses with a (C) or higher					
Data Sources	Grade Distribution and Pass Rate Data					
Relevant dates	FA 22, SP 23 and FA 23					
Results (List at least two years of data if available)	Benchmark/ Target (select one):			**Met**	**Not Met**	**Partially Met**
	Course	**Target**	**Actual**			
	LAWPT 219	90%	90%	X		
	LAWPT 230	90%	100%	X		
	LAWPT 274	90%	100%	X		
	LAWPT 331	90%	90%	X		
	Average	90%	95%	X		
Analysis of results	95% of students are passing the courses noted above with a (C) or higher. Benchmark has been met.					
Work plan actions to improve the outcome over the year	Continue to encourage and work diligently with students to achieve positive pass rate success in the area of legal analysis.					

Outcome	Demonstrate organizational skills
Indicator	Grade Distribution and Pass Rate for LAWPT 223 and LAWPT 274
Assessment Method	Grade Distribution and Pass Rate Data
Benchmark/Target	90% of students passing courses with a (C) or higher
Data Sources	Grade Distribution and Pass Rate Data
Relevant dates	FA23

Results (List at least two years of data if available)	Benchmark/ Target (select one):			Met	Not Met	Partially Met
	Course	Target	Actual			
	LAWPT 223	90%	100%	X		
	LAWPT 274	90%	100%	X		
	Average	90%	100%	X		
Analysis of results	100% of students are passing the courses noted above with a (C) or higher. Benchmark has been met.					
Work plan actions to improve the outcome over the year	Continue to encourage and work diligently with students to achieve positive pass rate success in the area of organization.					

Outcome	Work effectively with a variety of legal office professionals and clients
Indicator	Grade Distribution and Pass Rate for LAWPT 223, LAWPT 294, LAWPT 367, and LAWPT 494
Assessment Method	Grade Distribution and Pass Rate Data
Benchmark/Target	90% of students passing courses with a (C) or higher
Data Sources	Grade Distribution and Pass Rate Data
Relevant dates	FA23 and SP24

Results (List at least two years of data if available)	Benchmark/ Target (select one):			Met	Not Met	Partially Met
	Course	Target	Actual			
	LAWPT 223	90%	100%	X		
	LAWPT 294	90%	100%	X		
	LAWPT 367	90%	100%	X		
	LAWPT 494	90%	100%	X		
	Average	90%	100%	X		
Analysis of results	100% of students are passing the courses noted above with a (C) or higher. Benchmark has been met.					
Work plan actions to improve the outcome over the year	Continue to encourage and work diligently with students to achieve positive pass rate success in the area of work efficiency. The program director will continue to work with industry professionals and technical advisory committee members on an outreach basis to provide opportunities to students to further develop quality working relationships with legal professionals.					

Outcome	Understand and apply legal ethics as required by law
Indicator	Grade Distribution and Pass Rate for LAWPT 223
Assessment Method	Grade Distribution and Pass Rate Data
Benchmark/Target	90% of students passing courses with a (C) or higher
Data Sources	Grade Distribution and Pass Rate Data
Relevant dates	FA23

Results (List at least two	Benchmark/ Target (select one):			Met	Not Met	Partially Met
	Course	Target	Actual			
	LAWPT 223	90%	100%	X		

years of data if available)	
Analysis of results	100% of students are passing the courses noted above with a (C) or higher.
Work plan actions to improve the outcome over the year	Continue to encourage and work diligently with students to achieve positive pass rate success in the area of legal ethics.

Outcome	Demonstrate solid interviewing and investigation skills					
Indicator	Grade Distribution and Pass Rate for LAWPT 323 and LAWPT 324					
Assessment Method	Grade Distribution and Pass Rate Data					
Benchmark/Target	90% of students passing courses with a (C) or higher					
Data Sources	Grade Distribution and Pass Rate Data					
Relevant dates	SP22 and SP24					
Results (List at least two years of data if available)	Benchmark/ Target (select one):			**Met**	**Not Met**	**Partially Met**
	Course	**Target**	**Actual**			
	LAWPT 323	90%	100%	X		
	LAWPT 324	90%	100%	X		
	Average					
Analysis of results	100% of students are passing the course noted above with a (C) or higher. Benchmark has been met.					
Work plan actions to improve the outcome over the year	Continue to encourage and work diligently with students to achieve positive pass rate success in the area of legal interviewing and investigations.					

2) Program Performance

Program Performance Indicators. Indicators focus on the extent to which your program is contributing to the overall efficiency and productivity of the college. Data will be provided by IR&E per usual processes/ timelines. **Note** the performance indicators have been reduced based on the AY19-20 prioritization process. This category is directly tied to the program prioritization initiative of the State Board of Education, and referred to at LCSC as Program Performance.

Performance Indicator	**Impact of program: measured by program completion numbers** Number of graduates in fiscal year; some programs may track completion *rates* for accreditation purposes
Assessment Method	IPEDS Completion Report [Integrated Postsecondary Education Data System – data from IR&E]
Benchmark/ Target	Based off of the last three years of data, we are setting our benchmark at maintaining a consistent number of degrees that are granted to program graduates.
Data Sources	IPEDS Completion Report
Relevant dates	November 1

Results (List at least two years of data if available)	Benchmark/ Target (select one):			Met	Not Met	Partially Met	
	Year	Target	Actual				
	AY16-17		4	X			
	AY17-18		2			X	
	AY18-19	3	3	X			
	AY19-20	3	4	X			
	AY20-21	3	2			X	
	AY21-22	4	7	X			
	AY22-23	4	3			X	
	AY23-24	4	4	X			

Analysis of results	Benchmark has been met. Program completion rates are within reasonable, consistent limits given the current educational environment.
Work plan actions (What we will do as a result of our analysis to improve the program over the next year)	Continue to ensure that consistent completion rates are met. Continue to grow and develop the program to achieve higher enrollment rates that will result in an increase in graduates. As mentioned earlier in this UAR, there are fewer students in this program than industry needs to meet employment demand. Additional outreach and institutional recruitment efforts need to be made to improve this data.

Performance Indicator	Impact of program: measured by program enrollment numbers						
Assessment Method	Fall Census Day Report						
Benchmark/ Target	Fall 23 headcount						
Data Sources	Current year Fall Census Day Report						
Relevant dates	November 1						
Results (List at least two years of data if available)	Benchmark (select one):			Met	Not Met	Partially Met	
	Program Capacity (15)						
	Year	Target	Actual				
	Fall 2017	60%	9/60%	X			
	Fall 2018	60%	8/53%			X	
	Fall 2019	60%	24/160%	X			
	Fall 2020	60%	27/180%	X			
	Fall 2021	60%	14/93%	X			
	Fall 2022	60%	11/80%	X			
	Fall 2023	60%	14/93%	X			
Analysis of results	Program capacity has met targeted enrollment percentage based upon program capacity. This benchmark has been met.						

Work plan actions (What we will do as a result of our analysis to improve the program over the next year)	Based upon the anecdotal information collected by the program director since 2016, this program has fewer students than what industry needs, including growing employment demand. The program will continue to develop additional outreach efforts and programs, with input from admissions and recruitment, to continue improving upon this census and capacity data. The institution needs to invest significantly more effort and time engaging and recruiting potential students to this particular program to continue to see a consistent net increase in census and program capacity numbers.

ASSESSMENT/ PERFORMANCE REFLECTION

Other Insights/Findings/Comments: What other significant findings, opportunities, or needs have emerged over the past year?
Based upon the data collected, this program is meeting or exceeding the objective standards in student learning outcomes, knowledge, proficiency and success. It also has well-established and vested community partnerships with industry professionals and legal organizations that have contributed to overall program success. Current enrollment numbers compared to the historical data are consistent and meeting program capacity requirements; however, to meet the strategic initiatives of increased enrollment, there needs to be a formulated, targeted marketing campaign utilized to further grow and draw students to the institution and this program. Doing so will result in increased enrollment, meet current industry needs, and bring further diverse perspectives to the classroom.

	List dates of meetings where assessment/ performance data and/or program improvements were discussed	Location of assessment meeting minutes from previous year
ASSESSMENT MEETINGS DURING previous year	August 2024 Division retreat 10/23/2024 10/24/2024	Social Sciences Division files and Program Coordinator's computer.

REVIEW

	Name	Date
Program Assessment Coordinator	Natalie Holman	10/25/2024
Division Chair/Director	Christopher Riggs	11/25/2024
Dean		
Provost		