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Page 1: Full-Time Faculty Position Form

Q1

Please enter the following:

Department	Paralegal Studies (Business & Professional Studies)
Position Title	Full Time Faculty

Q2

1. How will the position support or advance one or more of the goals your department/discipline identified in this year's program review? (Rubric Criterion 3) (200 words or less)

The ABA Guidelines require full time program leadership. ABA Guideline, G-402: A full-time member of the faculty or the administration of the institution must be responsible for the direction of the program

This position supports all program goals but primarily Goals 1 Retain ABA Approval 3: Hire FT Faculty to Replace Retirement. Both will be extremely difficult to achieve without FT faculty. The past director/instructor director (Cuyamaca's equivalent is program coordinator) retired 12/18/2020. In place now is an interim who is PT faculty and a full-time practicing attorney.

Goal 1 is about Retaining ABA approval. The next Reapproval Report is due April 2022 covering 7 years of data collected by the former director. The writing of the report will start FA21. The site visit will occur after 4/22. If reapproval is not given because of the quality/quantity of recently collected data or the lack of a FT director/instructor, graduates without a BA or prior legal experience will face difficulty in finding employment.

Of the 260 U.S. programs approved by the ABA, none appear to have PT faculty as their permanent director. FT faculty direct all Paralegal programs in San Diego County. (Goal 3)

https://www.americanbar.org/content/dam/aba/administrative/paralegals/ls_prlgs_2018_paralegal_guidelines.pdf (pp 34-35)

Q3

2. How will this position specifically support or advance one or more of the College's four strategic priorities? (Rubric Criterion 4) Acceleration Guided Student Pathways Student Validation and Engagement Organizational Health (200 words or less)

ABA approval is key to graduate employment. Loss of approval will negatively impact students through decreased employment opportunities. (Guided Pathways) The college will experience a loss of consistent leadership in one of its 2 programs with outside accreditation.

The BP&S department chair and the interim program director must work on maintaining the program along with being liaisons to the legal community, professional associations, and the student club. (Student Validation) The interim program director is a full-time attorney with her own clients. Without a full-time paralegal faculty to take over, the load on administrative staff and management will increase. (Organizational Health)

The program serves the community surrounding Cuyamaca with its Paralegal graduates. Fewer graduates due to loss of ABA are not consistent with the College's Equity priority. "The ABA ... is dedicated to improving and increasing the availability of pro bono and low-cost legal services for lower-income and other vulnerable persons."

The California Alliance for Paralegal Associations on why use Paralegals:

- Allows attorneys to accept a large volume of cases thereby increasing revenue enabling acceptance of more pro bono clients
- Paralegals can perform quality legal services at a lower cost to the client.

Social justice may be impaired. (Guided Pathways; Organizational Health)

The requirements for ABA approval encompass the elements of Guided Student Pathways. (CPR Goal 1)

https://www.americanbar.org/content/dam/aba/administrative/paralegals/ls_prigs_2018_paralegal_guidelines.pdf (pp 15-43)

Q4

3. Describe why this position is essential to your program and/or service area and how it will improve student learning and achievement. (Rubric Criterion 1, 3) (200 words or less)

The ABA Guidelines require full time program leadership. Twelve of the 13 listed duties can only be performed by a person with a legal background who understands the paralegal profession. See Goal 3 of the Comprehensive Program Review (CPR). The ABA has 260 approved schools nationwide none of which are directed by a non-legal professional.

Since 2018, the ABA requires that only 9 units in the PARA program be taught in a synchronous format. The on campus retention rate for African-American students was 90.5%, 90% for Hispanic Latino/a students, and 93.5% for White students. In terms of success rates, African-American students succeeded at a rate of 86%, Hispanic Latino/a students at 80%, and White students at 89.5%. (Program Review link)

The EMTLI data (8/20) shows interesting results. College wide success rate was 78% and for the program it was 78%. Drilling down into the data showed that the success of African-American students college-wide was 66% and for the program 74%.

Hispanic/Latino/a students college-wide had a success rate of 72% and for those students in the program, 78%. Females in the program were 1% lower than the college-wide success. The difference for males was 2% higher in the program.

One could say that the equity efforts made over years are paying off. This started 12 years ago with the population of non-traditional students. Most of the PARA faculty have taken various types of equity training. This should continue. More work towards student learning and success is laid out in the Comprehensive Program Review. (III.8.) But the progress to date, was achieved under a full-time faculty program director.

Q5

4. How has the lack of this position impacted your program and/or service area? What will be the impact to the program and/or service area if this position is not filled? (Rubric Criterion 1, 3)(150 words or less)

The FT PARA faculty/director retired 12/18/2020 so the impacts have not yet been felt. This will probably start being noticeable in FA21 when the ABA Re-approval Report opens.

The CPR has laid out the program's equity goals which may have to be placed on hold until this ABA Report is submitted. The program must still collect data even during the writing of the Report. The Internship program has been on COVID hold but must be restarted in FA21 if possible. Student engagement actions especially on civility and tolerance must continue. (CPR 111.8) Curriculum writing may have to be placed on hold. (CPR 111.2) Collaborating with other departments and the community will be hard to restart. It is possible that members of the Advisory Committee may have to be replaced. Recruitment takes time as the ABA has specific requirements as to who can serve as a member.

https://www.americanbar.org/content/dam/aba/administrative/paralegals/lis_prlgs_2018_paralegal_guidelines.pdf (pp 16-17)

The ABA Guidelines also require that "B. The institution and the program must encourage diversity and take proactive steps to encourage recruitment and retention of a diverse faculty, staff, and student body."

https://www.americanbar.org/content/dam/aba/administrative/paralegals/lis_prlgs_2018_paralegal_guidelines.pdf (pp17-18 G-204)

Q6

5. Has there been or is there any evidence to demonstrate that there will be an increase in demand for your programs and/or services? Please discuss supporting data from recent semesters. For example, enrollment trends, waitlist pressures, or wait time for appointments and support services as they apply to this position. (Rubric Criterion 2)(150 words or less)

Labor Market Demand

According to the US Bureau of Labor Statistics, California employed 35,040 paralegals in May, 2019 at an annual mean wage of \$61,810. The field is expected to grow by 10% (much faster than average) in the next 9 years. USBLS lists the San Diego rates of employment as of May, 2019 between 380 to 29,030 jobs depending on where in the area the employers are located.

The California Employment Development Department estimates a 12.8% job growth by 2026 for paralegals in San Diego County. 35% of employers require 1-12 months of experience which confirms the importance of the PARA Internship course, which is an elective. (CPR IV.11)

The State of California has very specific requirements for Paralegals. (B&PS 6450-6456)

(c) A paralegal shall possess at least one of the following:

- (1) A certificate of completion of a paralegal program approved by the American Bar Association.
- (2) A certificate of completion of a paralegal program at, or a degree from, a post secondary institution that requires the successful completion of a minimum of 24 semester, or equivalent, units in law-related courses and that has been accredited by a national or regional accrediting organization

Enrollment: This has been stable with an average of 88.4 students a semester. (PR data). The program also decreased its section offerings as did the rest of the college due to budget constraints.

Success: The average four year success rate in Paralegal Studies is 76%, with a low of 70% and a high of 86%. The average college-wide success rate is 74%, never getting above 76%. (CPR 111.7 et. seq.)

All done with full time faculty.

Q7

6. Is this a new position, replacement for a retirement/upcoming retirement or replacement for internal promotion (faculty to administrator), or replacement for other circumstances? Please explain. (Rubric Criterion 3)(100 words or less)

The only FT faculty member in Paralegal Studies, Mary Sessom, retired 12/18/20.

Q8

7. Please confirm that you have discussed this faculty position request with the Division Dean and that you understand that Division Deans will be providing feedback to help inform the prioritization process.

Yes, I have discussed this position request with the Division Dean
