

#6

COMPLETE

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Page 1: I. Program Overview and Update

Q1

1. Department(s) Reviewed:

BPS- Paralegal Studies

Q2

2. Lead Author:

Joan Rettinger, Esq.

Q3

3. Collaborator(s) - list of any person that participated in the preparation of this report:

Brandon Baker, Eddie Sturgeon, Harold Rucker, Frantz Farreau, John Hafner, Mary Sessom, Milie Joshi, and PARA Advisory Committee

Q4

4. Dean/Manager(s):

George Dowden

Q5

5. Initial Collaboration Date with Manager/Dean:

Enter the initial date you met **10/12/2023**
with your dean to discuss
your program review using
this format: MM/DD/YYYY

Q6

6. Program Update (Required): Please summarize the changes, additions, and achievements that have occurred in your program since the last program review. You can access 2022 program reviews on the program review webpage.

Since the Fall 2022 Annual Program Review, the PARA department has updated one COR, and submitted the required edits to the ABA Re-Approval Report. We have also submitted the form to schedule the Virtual ABA Site Visit for the Fall 2023 semester. We completed our site visit in December 2023 and have confirmation we will be recommended for reapproval. Our student organization has continued to thrive and developed off campus activities that deeply engaged our students with the legal community by having them attend and observe court in person. We started social media accounts for the Paralegal Studies Department to further engage with students and help them feel the connection to campus despite many not coming into campus often.

Page 2: II. Assessment and Student Achievement

Q7

Yes

7. Did your program complete and submit SLO assessment in the last year? If you are unsure, check the most recent updates on your program's SLO Assessment Updates.

Q8

7a. Which SLOs did you assess in the last year? If you did not assess in the last year, please share why, including whether your program is experiencing barriers to assessment or data submission, and/or if your program would benefit from outcomes and assessment support.

In the past year we assessed PARA 100, PARA 110, PARA 120, PARA 130, PARA 132, PARA 140, PARA 145, PARA 151, PARA 160, and PARA 170.

Q9

8. Please share any outcomes assessment projects your program has worked on in the last year, including SLOs on Canvas, PLOs by ACP, Equitable Assessment Strategies (innovative collective/common assessments, project-based, work-based learning, student-centered, etc.), or other.

We linked our PLOs to our SLOs in order to assess the PLOs. We also have incorporated WBL into the PARA 100 outline and plan to continue adding WBL outcomes to the SLOs as the courses come up for editing in the 5 year review cycle.

Q10

Respondent skipped this question

OPTIONAL: You may upload a copy of any assessment-related documents here. If you have an Excel sheet, please convert it to one of the supported files listed below before submission.

Page 3: II. Assessment and Student Achievement

Q11

9. Please discuss any equity gaps in access or success

Our program PARA overall in FA 2022 has a higher retention rate (92%) than the college (89%) overall. Additionally our student success rate is 77% compared to the college at 73% showing that overall PARA is doing very well. When reviewing the demographics of the various groups within PARA we find that women are more successful and have higher retention rates than men within the PARA department and within the campus as a whole. We have equity gaps in retention with African-American Students as our department was at 85% and the campus as a whole was at 88%. However the success rate within the program are higher than campus for this group.

Q12

10. What action will the department or discipline take to address these equity gaps? If equity gaps have been reduced or eliminated, please share what the program did to achieve this. If equity gaps still exist, consider the specific steps your department will take to address equity gaps.

We will attempt to increase our retention of African-American Students to reduce the equity gap by continuing to embrace and implement practices to support equity such as sharing academic and social support resources, foster appreciation for diverse identities and provide equitable learning opportunities.

Q13

11. How has this data impacted the goals set in your previous comprehensive program review?

The data has impacted our goals from the previous comprehensive program review from SP21. In SP21 we wrote our last comprehensive program review with the following goals: (1) Retain ABA approval, (2) Prepare for the ABA Re-Approval Report, Subsequent Site Visit in order to retain ABA Approval, (2) Identify funds and faculty to strength Equity Training, (3) Hire FT Faculty. We have taken steps to bring on more diverse adjunct faculty so our students can see themselves reflected in their instructors. Additionally, we are prepared to support faculty in equity training opportunities. All adjuncts have been invited, and encouraged to join EMTLI training which comes with a stipend. ___ out of our faculty have completed the training. All faculty are encouraged to attend AAfPE Conferences on Paralegal Education. Our data has shown that efforts to support and connect with our students are working slowly and we are still working towards our overall goals.

Q14

12. Please describe the most significant or impactful ways your program worked across the college to advance the college's vision of equity, excellence and social justice through education over the past year.

We have use OER or low cost materials for the majority of the program. Additionally, we support our student organization who have been bringing campus life back with their on campus events and have helped students continue to their exposure to the justice system through a courtroom visit. This allowed students the opportunity to see how social justice can proceed and intertwine with the legal justice system. BPS/PARA aims to participate in most student fairs and career days on campus to be present and a resource to students at various events on campus for potential incoming high school students and career fairs showing students that a career as a Paralegal is accessible for everyone.

The Paralegal Studies department is dependent upon support across campus as the President's budget funds our student research database access, the library funds updated copies of legal volumes kept within the library. We have worked very hard to ensure that students have access to resources in a method that is compatible with their courses so that students can continue to grow beyond the classroom and feel more comfortable interacting and researching the law. We've also worked with the EEO Officer for the district to develop internship opportunities for students interested in administrative law.

Q15

13. What challenges is your program still experiencing due to the disruption of operations caused by the pandemic and the need to offer services in various modalities?

Lower enrollment as students are very interested in taking fully online programs since the pandemic. We need support to find and advertise to students in the 23+ age range that are ready for a change in career and considering attending school. We also need to highlight why employers find it so important that the program not be fully online as students are not seeing the ongoing drawbacks of a fully online educational program.

Q16

Respondent skipped this question

OPTIONAL: Please upload any documentation you would like to include as part of your responses to this section of the program review.

Page 4: II. Assessment and Student Achievement continued

Q17

Yes

11. Does your department offer classes that are approved distance education courses?

Page 5: DE Course Success Rates

Q18

12. If there were differences in success rates for distance education (online) versus in-person sections of program courses in your last comprehensive program review, what has the department done to address these disparities? If online and in-person sections had comparable success rates, please describe what the program did to achieve that.

There are no courses that are offered in 2 modalities to compare.

Page 6: III. Previous Goals: Update

Q19

Previous Goal 1:

Prepare for the ABA Re-Approval Report, and subsequent site visit, in order to retain ABA Approval.

Q20

Completed

Previous Goal 1:

Page 7: III. Previous Goals: Update continued

Q21

Please describe the results or explain the reason for deletion/completion of the goal:

We have completed the site visit and they are recommending reapproval for the next 7 year window.

Q22

Yes

Do you have another goal to update?

Page 8: III. Previous Goals: Update continued

Q23

Respondent skipped this question

Link to College Strategic Goal - Which College Strategic Goal does this department goal most directly support? (Check only one)

Q24

Respondent skipped this question

Action Steps for the Next Year: If you are requesting resources in order to achieve this goal, please list them below as action steps and specify the type of request (e.g., submit technology request for new laptop computers).

Q25

Respondent skipped this question

What resources, if any, are needed to achieve this goal? Please select all that apply. Links to request forms are included below. All resource requests are due on the program review deadline.

Q26

Respondent skipped this question

Do you have another goal to update?

Page 9: III. Previous Goals: Update continued

Q27

1. Previous Goal 2:

Identify funds and faculty to strengthen equity training

Q28

In Progress-will carry this goal forward into next year

3. Goal Status

Page 10: III. Previous Goals: Update continued

Q29 Respondent skipped this question

Please describe the results or explain the reason for deletion/completion of the goal:

Q30 Respondent skipped this question

Do you have another goal to update?

Page 11: III. Previous Goals: Update (If Applicable) continued

Q31 Eliminate equity gaps in course success (passing grade in class)

Link to College Strategic Goal - Which College Strategic Goal does this department goal most directly support? (Check only one)

Q32 Action Steps for the Next Year: If you are requesting resources in order to achieve this goal, please list them below as action steps and specify the type of request (e.g., submit technology request for new laptop computers).

Match faculty to training opportunities and request they continue with opportunities like EMTLI on campus as well.
Reach out to Teaching and Learning Center
Reach out to SWC and Miramar re adjunct training day mini conference

Q33 Respondent skipped this question

What resources, if any, are needed to achieve this goal? Please select all that apply. Links to request forms are included below. All resource requests are due on the program review deadline.

Q34 Yes

Do you have another goal to update?

Page 12: III. Previous Goals: Update continued

Q35
1. Previous Goal 3:
Implement a more robust Equity Training with faculty

Q36 In Progress-will carry this goal forward into next year

3. Goal Status

Page 13: III. Previous Goals: Update continued

Q37 Respondent skipped this question

Please describe the results or explain the reason for deletion/completion of the goal:

Q38 Respondent skipped this question

Do you have another goal to update?

Page 14: III. Previous Goals: Update continued

Q39 Eliminate equity gaps in course success (passing grade in class)

Link to College Strategic Goal - Which College Strategic Goal does this department goal most directly support? (Check only one)

Q40 Action Steps for the Next Year: If you are requesting resources in order to achieve this goal, please list them below as action steps and specify the type of request (e.g., submit technology request for new laptop computers).

Begin organizing- discuss vendors, topics, stipends for participation, PD credit. We need t focus on African American and Latino populations as we bridge these equity gaps.

Q41 Other, please specify::
SBA/ Administrative Support for organizing the event

What resources, if any, are needed to achieve this goal? Please select all that apply. Links to request forms are included below. All resource requests are due on the program review deadline.

Q42 Yes

Do you have another goal to update?

Page 15: III. Previous Goals: Update continued

Q43

1. Previous Goal 4:

Increase social media presence

Q44 In Progress-will carry this goal forward into next year

3. Goal Status

Page 16: III. Previous Goals: Update continued

Q45

Respondent skipped this question

Please describe the results or explain the reason for deletion/completion of the goal:

Page 17: III. Previous Goals: Update continued

Q46

**Increase completion and eliminate equity gaps
(graduating with a degree/certificate, or transferring)**

Link to College Strategic Goal - Which College Strategic Goal does this department goal most directly support? (Check only one)

Q47

Action Steps for the Next Year: If you are requesting resources in order to achieve this goal, please list them below as action steps and specify the type of request (e.g., submit technology request for new laptop computers).

We need to get more active with posts and content.

Q48

Other, please specify::

What resources, if any, are needed to achieve this goal? Please select all that apply. Links to request forms are included below. All resource requests are due on the program review deadline.

Dedicated TA hours to help facilitate the process with a knowledgeable student on the various platforms.

Page 18: IV. New Goals

Q49

Yes

Would you like to propose any new goal(s)?

Page 19: IV. New Goals continued

Q50

1. New Goal 1:

Start a robust marketing plan for the paralegal program to recruit students ages 23+.

Q51

Increase equitable access (enrollment)

2. Which College Strategic Goal does this department goal most directly support? (Check only one)

Q52

3. Please describe how this goal advances the college strategic goal identified above.

This goal advances the college strategic goal of increasing equitable access as it will get word out about the program to more students of varied communities and hopefully introduce them to the career path and higher education in general.

Q53

4. Please indicate how this goal was informed by SLO (student learning outcomes) assessment results, PLO (program learning outcomes) assessment results, student achievement data, or other qualitative or quantitative data (from any source):

This goal was informed by student achievement and enrollment data which shows there has been a decline in enrollment since the pandemic.

Q54

5. Action Steps for this Year: If you are requesting resources in order to achieve this goal, please list them below as action steps and specify the type of request (e.g., submit technology request for new computer hardware).

- Identify proper publications
 - Identify cost scales for the publications
 - Develop a budget request for the advertising
 - Develop the advertisements and publish them
-

Q55

6. How will this goal be evaluated?

Enrollment will increase and we will have tangible ads that can be reviewed and improved in the future.

Q56

What resources, if any, are needed to achieve this goal? Please select all that apply. Links to request forms are included below. All resource requests are due on the program review deadline.

Other, please specify::
marketing budget/design team

Q57

Yes

Do you have another New Goal?

Page 20: IV. New Goals continued

Q58

1. New Goal 2:

Prepare for the ABA Interim Report

Q59 **Increase completion and eliminate equity gaps (graduating with a degree/certificate, or transferring)**
2. Which College Strategic Goal does this department goal most directly support? (Check only one)

Q60
3. Please describe how this goal advances the college strategic goal(s) identified above.
This goal maintains our ABA approval which gives weight and value to our degree and gives students transferring the ability to work upon graduation.

Q61
4. Please indicate how this goal was informed by SLO (student learning outcomes) assessment results, PLO (program learning outcomes) assessment results, student achievement data, or other qualitative or quantitative data (from any source):
This goal was informed by the PLO outcomes and American Bar Association, ABA, guidelines for Paralegal Education.

Q62
5. Action Steps for this Year: If you are requesting resources in order to achieve this goal, please list them below as action steps and specify the type of request (e.g., submit technology request for new computer hardware).
Gather the required data that needs to be tracked for submitting the interim report.

Q63
6. How will this goal be evaluated?
This goal will be evaluated when the interim report is drafted.

Q64 **Other, please specify::**
What resources, if any, are needed to achieve this goal? Please select all that apply. Links to request forms are included below. All resource requests are due on the program review deadline.
TA for admin support

Q65 **No**
Do you have another New Goal?

Page 21: IV. New Goals continued

Q66 **Respondent skipped this question**
1. New Goal 3:

Q67 Respondent skipped this question

2. Which College Strategic Goal does this department goal most directly support? (Check only one)

Q68 Respondent skipped this question

3. Please describe how this goal advances the college strategic goal(s) identified above.

Q69 Respondent skipped this question

4. Please indicate how this goal was informed by SLO (student learning outcomes) assessment results, PLO (program learning outcomes) assessment results, student achievement data, or other qualitative or quantitative data (from any source):

Q70 Respondent skipped this question

5. Action Steps for this Year: If you are requesting resources in order to achieve this goal, please list them below as action steps and specify the type of request (e.g., submit technology request for new computer hardware).

Q71 Respondent skipped this question

6. How will this goal be evaluated?

Q72 Respondent skipped this question

What resources, if any, are needed to achieve this goal? Please select all that apply. Links to request forms are included below. All resource requests are due on the program review deadline.

Q73 Respondent skipped this question

Do you have another New Goal?

Page 22: IV. New Goals continued

Q74 Respondent skipped this question

1. New Goal 4:

Q75 Respondent skipped this question

2. Which College Strategic Goal does this department goal most directly support? (Check only one)

Q76

Respondent skipped this question

3. Please describe how this goal advances the college strategic goal(s) identified above.

Q77

Respondent skipped this question

4. Please indicate how this goal was informed by SLO (student learning outcomes) assessment results, PLO (program learning outcomes) assessment results, student achievement data, or other qualitative or quantitative data (from any source):

Q78

Respondent skipped this question

5. Action Steps for this Year: If you are requesting resources in order to achieve this goal, please list them below as action steps and specify the type of request (e.g., submit technology request for new computer hardware).

Q79

Respondent skipped this question

6. How will this goal be evaluated?

Q80

Respondent skipped this question

What resources, if any, are needed to achieve this goal? Please select all that apply. Links to request forms are included below. All resource requests are due on the program review deadline.

Page 24: Final Check

Q81

I am ready to submit my program review

Are you ready to submit your program review? If you would like to go back and review a section, select a section and click "Next."
