



C U Y A M A C A
• C O L L E G E •

Annual Update Report

Academic - Paralegal (PARA) - (CE)

Marketing for the paralegal program to recruit students ages 23+ (Goal 2)

Program Goal: Start robust marketing for the paralegal program to recruit students ages 23+, including social media.

Goal Status: Active

Mapping

2022 - 2028 Strategic Plan: (X)

- **Increase Equitable Access:** Start robust marketing for the paralegal program to recruit students ages 23+, including social media. (X)
- **Eliminate Equity Gaps in Course Success:** Start robust marketing for the paralegal program to recruit students ages 23+, including social media. (X)
- **Increase Persistence and Eliminate Equity Gaps:** Start robust marketing for the paralegal program to recruit students ages 23+, including social media. (X)
- **Increase Hiring and Retention of Diverse Employees:** Start robust marketing for the paralegal program to recruit students ages 23+, including social media. (X)

Prepare for the ABA Report (Goal 1)

Program Goal: Prepare for the ABA Interim Report which is due 1/15/26 and the full reapproval report which is due 4/15/2029 to the ABA with drafts to be completed to administration before submission to the ABA.

Goal Status: Active

Mapping

2022 - 2028 Strategic Plan: (X)

- **Increase Equitable Access:** Prepare for the ABA Interim Report which is due 1/15/26 and the full reapproval report which is due 4/15/2029 to the ABA with drafts to be completed to administration before submission to the ABA. (X)
- **Eliminate Equity Gaps in Course Success:** Prepare for the ABA Interim Report which is due 1/15/26 and the full reapproval report which is due 4/15/2029 to the ABA with drafts to be completed to administration before submission to the ABA. (X)
- **Increase Persistence and Eliminate Equity Gaps:** Prepare for the ABA Interim Report which is due 1/15/26 and the full reapproval report which is due 4/15/2029 to the ABA with drafts to be completed to administration before submission to the ABA. (X)
- **Increase Completion and Eliminate Equity Gaps:** Prepare for the ABA Interim Report which is due 1/15/26 and the full reapproval report which is due 4/15/2029 to the ABA with drafts to be completed to administration before submission to the ABA. (X)
- **Increase Hiring and Retention of Diverse Employees:** Prepare for the ABA Interim Report which is due 1/15/26 and the full reapproval report which is due 4/15/2029 to the ABA with drafts to be completed to administration before submission to the ABA. (X)

Develop a Legal Resource on Campus (Goal 3)

Program Goal: Develop a Self Service Legal Resource on Campus for Students, Staff, Faculty and the Community

Goal Status: Active

Mapping

2022 - 2028 Strategic Plan: (X)

- **Increase Equitable Access:** Develop a Self Service Legal Resource on Campus for Students, Staff, Faculty and the Community (X)
- **Increase Completion and Eliminate Equity Gaps:** Develop a Self Service Legal Resource on Campus for Students, Staff, Faculty and the Community (X)
- **Increase Hiring and Retention of Diverse Employees:** Develop a Self Service Legal Resource on Campus for Students, Staff, Faculty and the Community (X)

Legal Workshops (Goal 4)

Program Goal: Host Legal Workshops on Campus

Goal Status: Active

Mapping

2022 - 2028 Strategic Plan: (X)

- **Increase Equitable Access:** Host Legal Workshops on Campus (X)
- **Eliminate Equity Gaps in Course Success:** Host Legal Workshops on Campus (X)
- **Increase Persistence and Eliminate Equity Gaps:** Host Legal Workshops on Campus (X)
- **Increase Completion and Eliminate Equity Gaps:** Host Legal Workshops on Campus (X)
- **Increase Hiring and Retention of Diverse Employees:** Host Legal Workshops on Campus (X)

Program Overview and Update

Lead Author

Joan Rettinger, Esq.

Collaborator(s)

Frantz Farreau, Laura Sheppard, PARA Advisory Board

Please briefly share the ways in which you collaborated with colleagues within and outside of your department to gather input to inform your program review.

We discussed ideas for the program review at the department/discipline meeting and gathered input from our Advisory Board Meeting.

Dean/Manager(s)

George Dowden

Please briefly share the ways in which you collaborated with your Dean on your program review to discuss your vision, goals, and resource needs/requests.

We met and discussed the needs of the department and vision for the department.

Please summarize the changes, additions, and achievements that have occurred in your program since the last program review.

Since the last program review our program has begun the interim ABA report process and has started the process of adding an immigration course to the PARA program. One of our graduates success stories was also highlighted by the ABA. <https://www.americanbar.org/groups/paralegals/aba-approved-paralegal-program-graduate-stories/> We have also had yet another seasoned adjunct within the department for over the last 10 years retire. Over the last year we have brought on 4 new adjuncts who are experts in their fields to teach within the department.

Assessment and Student Achievement

After looking at the SLO information for the past year in Nuventive Improve, are you are on track for the 4-year assessment cycle?

No

If you answered no above, please describe the department's plan to ensure SLOs are assessed every 4 years.

We are having an issue with PARA 176 and PARA 251 canceling each time they are offered due to low enrollment. The remaining courses should be able to meet the assessment cycle goals.

Which courses have not been assessed in the last 4 years?

PARA 176 has yet to be assessed.

PARA 251 has yet to be assessed.

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.

Our program has begun assessing SLOs within Canvas. We also regularly use work-based learning in our courses to increase student success upon entering the workforce.

Annual Update

Student Achievement

Please discuss any equity gaps in access or success and share what the program will do to address them.

Paralegal studies has worked hard to close equity gaps for our students. The data suggests an equity gap for African American students Success Rate when looking at the 5 year data, however looking at the data from Fall 2024, it shows this gap has been closed and that the 2021 mid covid small group size of 3 is simply continuing to skew the data over time. It also appears there is an issue with Asian students when looking at the 5 year data, but in the most recent 2 years there is no gap. We strongly encourage our faculty to participate in trainings like EMTLI and POOR.

Please describe any enrollment changes (increases/decreases) over the past year and the context for these changes.

Enrollment has risen since a low in 2022, retention and success also are showing growth. The program director has leaned in to opportunities to highlight the program such as the ABA spotlight of our student, and Outreach tours in campus. The industry shows the profession is in demand and still growing. We could always use more support and resources to market the program for increased growth.

Distance Education Course Success (If Applicable)

If your department offers distance education classes, how do you ensure Regular and Substantive Interaction (RSI) is being implemented?

We ensure regular and substantive interaction is being implemented. Our department regularly uses tools available fully. We embrace welcome letters and videos to guide students on how to navigate the Canvas environment and how to use the communication tools. Announcements are heavily used throughout the courses to share information with students generally. We use an introduction module to explain the lay out of the course. A student resources module is created to help students with the course in addition to finding resources Cuyamaca offers to support them. Courses are designed to include opportunities for ample regular contact in discussion forums, the grade comment sections and other tools. Students also have multiple means of contacting the instructor and are encouraged to do so throughout the course including email, canvas messages, comments on grade feedback, comments on discussion boards, and office hours.

Courses make use of a variety of tools and methods available for unstructured student-initiated interaction to accommodate a variety of communication styles. Courses are designed to facilitate student interaction and are responsive to the variety of cultures and communication styles in the learning community. Rubrics are included with assignments to explain how participation will be evaluated and include descriptive criteria and include models of "good work". Assessments are designed to mimic authentic environments and match the objectives to the learners for each assessment. Multiple types of formative and summative assessments are used (research project, objective test, discussions, etc.). Frequent assessments occur at regular intervals throughout the course, providing students with timely feedback on learning and performance. Instructions are written clearly and with exemplary detail to ensure understanding. Students are encouraged to apply feedback to improve learning and performance. There are regular opportunities throughout the course for student self-assessment that encourage students to seek timely additional help.

Program Goals

Program Goals Status

I have updated the progress on my previous goals.

Program Goals Mapping

Mapping for all active Program Goals complete.

Annual Update Submission

Program Review response is complete and ready for review.

Yes - Response complete and ready for review

