



Cycle: 2018-2021

ASSOCIATE IN APPLIED SCIENCE WITH A MAJOR IN PARALEGAL

Program Mission Statement:

This program prepares students to assist attorneys in their professional responsibilities, operating under the direct supervision of the attorney, while being mindful of prohibitions against lay persons practicing law. The paralegal conducts research, prepares documents, interviews clients, and case management.

Employment opportunities are available in diverse areas such as criminal prosecution/defense, medical malpractice, personal injury, insurance, real estate, the mortgage industry, family law, workers' compensation/labor law, product liability, juvenile justice, government, probate, contract, and corporate law.

Division: Health and Human Services

AVP: Dan Averette

Department Chair: Chris Thomas

Director: Tracy Evans

SACSCOC Standard: 8.2A

Accrediting Agency: Yes No

Program Student Learning Outcome	Monitoring Year
Be familiar with the common software programs used in law offices and criminal justice agencies.	2018-2019
Locate and analyze relevant primary and secondary legal sources in electronic format (Westlaw and Lexis) and legal writing.	2019-2020
Demonstrate an ability to work in a legal environment.	2019-2020
Be familiar with the common software programs used in law offices, criminal justice agencies.	2020-2021
Demonstrate an understanding of the following criteria: what a paralegal is, what a paralegal does, where paralegals work, what is expected of a professional paralegal, and the fields where paralegals are utilized.	2020-2021
Demonstrate an ability to work in a legal environment.	2020-2021

Name: American Bar Association

Certification Exam(s): Yes No

Agency Name:

Credential:

STUDENT LEARNING OUTCOMES FOR AAS.LEG – 2018-2019

A. Program Student Learning Outcomes	B. What courses are PSLOs Assessed	C. Methods for Outcomes Assessment	D. Expected Level of Program Performance	E. Data Collection	F. Results	G. Plan For Improvement
What should the graduates of your program be able to do?	Where do you see evidence that the student can do these things?	How does your program evaluate student/graduate skills/abilities?	What is the expected level of student performance <u>for the program</u> ?	When will you collect the data needed to evaluate the performance of the program?	What are the results of the evaluation? NOTE: include student ratio with all results.	How will you use this information to improve the program
Be familiar with the common software programs used in law offices and criminal justice agencies.	LEG 232	Students will complete assignments utilizing various legal software programs to include Softpro, Trial Director, etc.	80% of the LEG 232 students will score an avg of 80% or better on the Final project.	Spring 2019	100% of the LEG 232 students scored an average of 80% or better on the Final Project. The lowest score was an 82% and the highest score was 100%. The class average was 91%.	After reviewing course curriculum, class was adapted to include the adoption of the NSLT Technology Certification program.

STUDENT LEARNING OUTCOMES FOR AAS.LEG – 2019-2020

A. Program Student Learning Outcomes	B. What courses are PSLOs Assessed	C. Methods for Outcomes Assessment	D. Expected Level of Program Performance	E. Data Collection	F. Results	G. Plan For Improvement
What should the graduates of your program be able to do?	Where do you see evidence that the student can do these things?	How does your program evaluate student/graduate skills/abilities?	What is the expected level of student performance <u>for the program</u> ?	When will you collect the data needed to evaluate the performance of the program?	What are the results of the evaluation? NOTE: include student ratio with all results.	How will you use this information to improve the program
Locate and analyze relevant primary and secondary legal sources in electronic format (Westlaw and Lexis) and legal writing.	LEG 132	Students will complete Westlaw Paralegal Research training.	90% of the students will complete the training with a score of 70% or higher and receive the Westlaw Research Certificate.	Spring 2020	10 out of 10 students (100%) scored 70% or higher on the assignment. The lowest score on the assessment was 82% and the highest score was 95%. The class average was 85%.	The expected level of outcome was achieved. We will continue to utilize computer research databases to help student in the paralegal field. Students will continue to focus on research of case law, statutes, and ordinances.

STUDENT LEARNING OUTCOMES FOR AAS.LEG -- 2019-2020

A. Program Student Learning Outcomes	B. What courses are PSLOs Assessed	C. Methods for Outcomes Assessment	D. Expected Level of Program Performance	E. Data Collection	F. Results	G. Plan For Improvement
What should the graduates of your program be able to do?	Where do you see evidence that the student can do these things?	How does your program evaluate student/graduate skills/abilities?	What is the expected level of student performance <u>for the program</u> ?	When will you collect the data needed to evaluate the performance of the program?	What are the results of the evaluation? NOTE: include student ratio with all results.	How will you use this information to improve the program
Demonstrate an ability to work in a legal environment.	LEG 244	Students will complete a Special Project at their approved site.	Eighty percent (80%) of the students enrolled in the Special Projects (LEG 244) course will complete an approved Special project with a minimum score of eighty percent (80%).	Spring 2020	6 out of 6 students scored 80% or higher on the approved project. The lowest score was a 90% and the highest score was 100%. The class average was 97%.	The expected level of learning was achieved. Projects will continue to include documents that comply with the federal and/or state filing procedures as outlined by the State and Federal Rules of Civil Procedure.

STUDENT LEARNING OUTCOMES FOR AAS.LEG– 2020-2021

A. Program Student Learning Outcomes	B. What courses are PSLOs Assessed	C. Methods for Outcomes Assessment	D. Expected Level of Program Performance	E. Data Collection	F. Results	G. Plan For Improvement
What should the graduates of your program be able to do?	Where do you see evidence that the student can do these things?	How does your program evaluate student/graduate skills/abilities?	What is the expected level of student performance <u>for the program</u> ?	When will you collect the data needed to evaluate the performance of the program?	What are the results of the evaluation? NOTE: include student ratio with all results.	How will you use this information to improve the program
Be familiar with the common software programs used in law offices, criminal justice agencies.	LEG 232 and LEG 262	Students will earn a NSLT Technology Certification.	80% of the students enrolled in LEG 232 Law Office Management and LEG 262 Litigation Applications will earn a NSLT Technology Certification.	Spring 2021	4 of the 4 students enrolled in LEG 232 successfully obtained a Legal Technology certification. The highest score was 100% and the lowest score was an 85%. The class average was 96%.	The expected level of learning was met. Faculty will continue to utilize existing legal software.

STUDENT LEARNING OUTCOMES FOR AAS.LEG – 2020-2021

A. Program Student Learning Outcomes	B. What courses are PSLOs Assessed	C. Methods for Outcomes Assessment	D. Expected Level of Program Performance	E. Data Collection	F. Results	G. Plan For Improvement
What should the graduates of your program be able to do?	Where do you see evidence that the student can do these things?	How does your program evaluate student/graduate skills/abilities?	What is the expected level of student performance <u>for the program</u> ?	When will you collect the data needed to evaluate the performance of the program?	What are the results of the evaluation? NOTE: include student ratio with all results.	How will you use this information to improve the program
Demonstrate an understanding of the following criteria: what a paralegal is, what a paralegal does, where paralegals work, what is expected of a professional paralegal, and the fields where paralegals are utilized.	LEG 135	Students must earn a grade of C or better to successfully complete LEG 135.	80% of the students enrolled in LEG 135 must earn a grade of C or better to successfully complete the course.	Fall 2020	11 out of 14 students (78.6%) successfully completed LEG 135. The highest grade was 100% and the lowest grade was a 55%. The class average was 83%.	The expected level was not met. Faculty will focus more on student participation as this was the first time this class was taught as a hybrid course.

STUDENT LEARNING OUTCOMES FOR AAS.LEG – 2020-2021

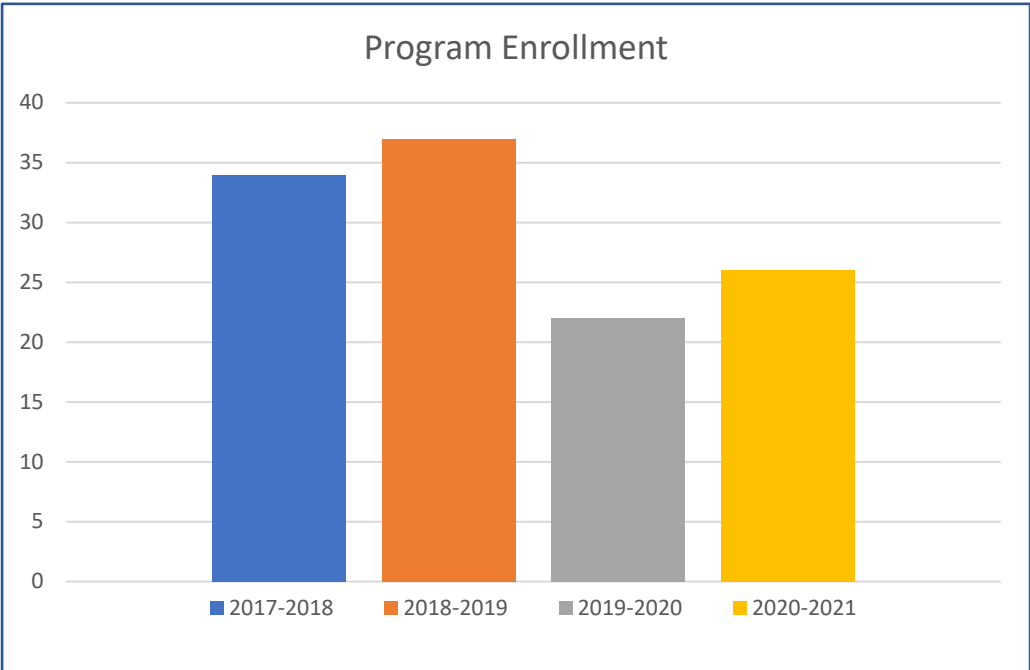
A. Program Student Learning Outcomes	B. What courses are PSLOs Assessed	C. Methods for Outcomes Assessment	D. Expected Level of Program Performance	E. Data Collection	F. Results	G. Plan For Improvement
What should the graduates of your program be able to do?	Where do you see evidence that the student can do these things?	How does your program evaluate student/graduate skills/abilities?	What is the expected level of student performance <u>for the program</u> ?	When will you collect the data needed to evaluate the performance of the program?	What are the results of the evaluation? NOTE: include student ratio with all results.	How will you use this information to improve the program
Demonstrate an ability to work in a legal environment.	LEG 244 Special Projects	Students will complete a Special Project at their approved site.	Eighty percent (80%) of the students enrolled in the Special Projects (LEG 244) course will complete an approved Special project with a minimum score of eighty percent (80%).	Spring 2021	5 out of the 5 (100%) students enrolled in the Special Projects (LEG 244) completed an approved Special Project with a minimum average score of 90%.	The expected level of learning was achieved. Projects will continue to include documents that comply with the federal and/or state filing procedures as outlined by the State and Federal Rules of Civil Procedure.

CONTINUOUS STUDENT IMPROVEMENT

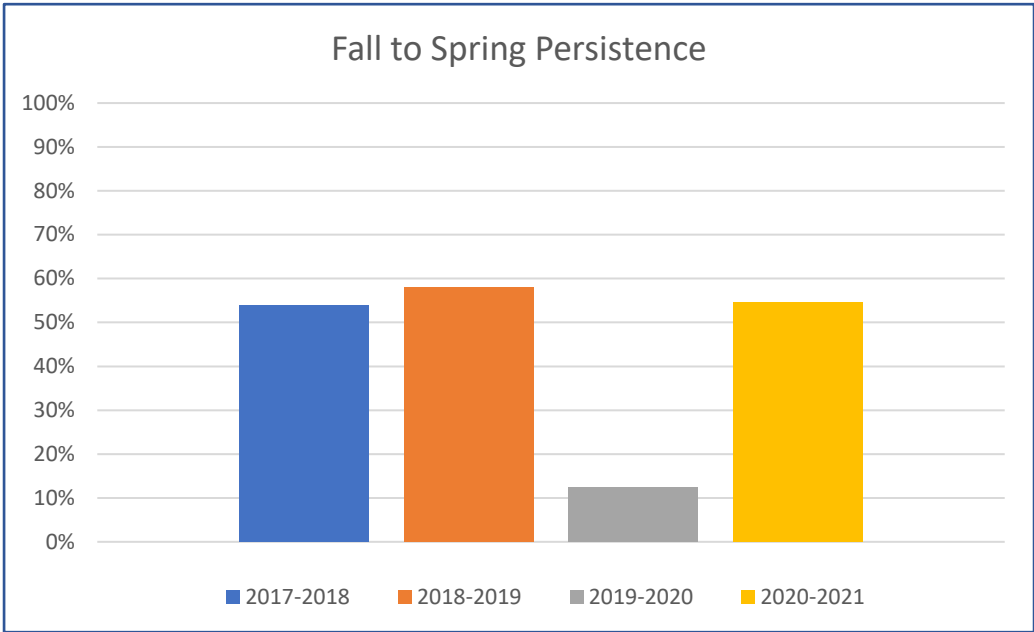
This Cycle's Results and Comparison to Last Cycle's and Recommended Actions:

During the last cycle (2015-2018) faculty worked on continuous improvement goals. There were several areas identified for improvement. The first area that was addressed was legal research. The focus was on the students' proficiency utilizing Westlaw research database. Through research assignments, group projects and the completion of the Research certificate, a strong emphasis was placed on the mechanics of the database. In this cycle, we continued to focus on the students' research skills. We have added additional research projects in the following courses to ensure students skills are continuously used throughout the degree program: LEG 230, LEG 236, LEG 214, LEG 233, LEG 244, and LEG 270. For an example, students must successfully research and write 4 legal memorandums in LEG 236. The second area that was addressed was the students' ability to become familiar with common legal software packages utilized in the law office. At first, the students completed various legal software assignments to demonstrate this ability. In 2019, the Program adopted the National Legal Software Technology Certification program to demonstrate this ability. In LEG 232 and LEG 262 the students must successfully complete 24 modules with a score of 75% or higher to earn the Legal Technology certificate and the Electronic Discovery certificate. This has given the students exposure and familiarity to more legal software packages. 100% of the students enrolled in the courses successfully earned their certification. The third area that we focused on was the students' demonstration of the ability to work in a legal environment. In LEG 244, the benchmark of 80% of students successfully completing a Special project was exceeded. 100% of the students enrolled completed the Special Projects with a score of 90% or above. The Paralegal Program has continued to meet the most of the goals it has established. We will continue to work on these areas in the next cycle, as well as address any new areas.

PROGRAM VITAL STATISTICS

Indicator	Trend Analysis	Action Plans										
<div style="border: 1px solid #2c3e50; padding: 10px; margin: 0 auto; width: 80%;"> <p style="text-align: center; margin: 0;">Program Enrollment</p>  <table border="1" style="margin: 10px auto; border-collapse: collapse; text-align: center;"> <thead> <tr> <th>Year</th> <th>Enrollment</th> </tr> </thead> <tbody> <tr> <td>2017-2018</td> <td>34</td> </tr> <tr> <td>2018-2019</td> <td>37</td> </tr> <tr> <td>2019-2020</td> <td>22</td> </tr> <tr> <td>2020-2021</td> <td>26</td> </tr> </tbody> </table> </div>	Year	Enrollment	2017-2018	34	2018-2019	37	2019-2020	22	2020-2021	26	<p>Enrollment has been on the decline across the board. The pandemic has had as detrimental effect on College's admissions.</p>	<p>The plan is to close the program because of low enrollment.</p>
Year	Enrollment											
2017-2018	34											
2018-2019	37											
2019-2020	22											
2020-2021	26											
<table border="1" style="width: 100%; border-collapse: collapse; margin: 0 auto;"> <thead> <tr> <th style="width: 40%;"></th> <th style="width: 12.5%;">2017-2018</th> <th style="width: 12.5%;">2018-2019</th> <th style="width: 12.5%;">2019-2020</th> <th style="width: 12.5%;">2020-2021</th> </tr> </thead> <tbody> <tr> <td>Program enrollment</td> <td style="text-align: center;">34</td> <td style="text-align: center;">37</td> <td style="text-align: center;">22</td> <td style="text-align: center;">26</td> </tr> </tbody> </table>		2017-2018	2018-2019	2019-2020	2020-2021	Program enrollment	34	37	22	26		
	2017-2018	2018-2019	2019-2020	2020-2021								
Program enrollment	34	37	22	26								

Indicator	Trend Analysis	Action Plans
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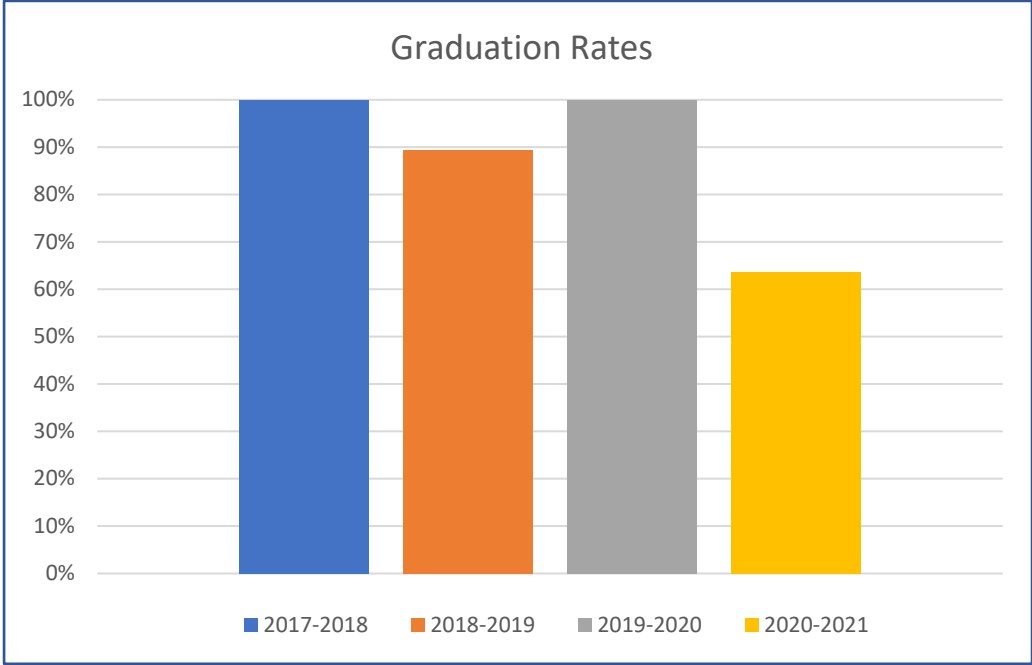
This has remained steady other than in 2019-2020 when there was a decline probably associated with COVID-19. In addition, we lose students due to their current life circumstances.

We will continue to reach out to students and encourage them to continue with the program until its closing.

	2017-2018	2018-2019	2019-2020	2020-2021
Fall-to-Spring Persistence	54%	58%	13%	55%

Indicator	Trend Analysis	Action Plans										
<div data-bbox="373 228 1329 893" data-label="Figure"> <p style="text-align: center;">Fall to Fall Retention</p> <table border="1"> <thead> <tr> <th>Year</th> <th>Retention Rate</th> </tr> </thead> <tbody> <tr> <td>2017-2018</td> <td>46.15%</td> </tr> <tr> <td>2018-2019</td> <td>36.84%</td> </tr> <tr> <td>2019-2020</td> <td>62.50%</td> </tr> <tr> <td>2020-2021</td> <td>54.55%</td> </tr> </tbody> </table> </div>	Year	Retention Rate	2017-2018	46.15%	2018-2019	36.84%	2019-2020	62.50%	2020-2021	54.55%	<p>This has remained steady other than 2018-2019 when it dropped. The uptick in 2019-2020 was probably do to students returning to the program after the pandemic. We lose students due to their current life circumstances.</p>	<p>We will continue to reach out to students and encourage them to continue with the program until its closing.</p>
Year	Retention Rate											
2017-2018	46.15%											
2018-2019	36.84%											
2019-2020	62.50%											
2020-2021	54.55%											
Fall-to-Fall persistence	2017-2018 46.15%	2018-2019 36.84%	2019-2020 62.50%	2020-2021 54.55%								

Indicator	Trend Analysis	Action Plans
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This has remained steady.

We will continue to encourage students to persist through graduation.

	2017-2018	2018-2019	2019-2020	2020-2021
Graduation Rates	177%	89%	150%	64%

Indicator	Trend Analysis	Action Plans												
<div data-bbox="394 215 1421 889" data-label="Figure"> <p>The bar chart displays job placement rates over four consecutive periods. The y-axis represents the percentage from 0% to 100% in 10% increments. The x-axis lists the periods: 2017-2018 (blue bar, 85%), 2018-2019 (orange bar, 78%), 2019-2020 (grey bar, 85%), and 2020-2021 (yellow bar, 95%).</p> <table border="1"> <thead> <tr> <th>Period</th> <th>Rate (%)</th> </tr> </thead> <tbody> <tr> <td>2017-2018</td> <td>85%</td> </tr> <tr> <td>2018-2019</td> <td>78%</td> </tr> <tr> <td>2019-2020</td> <td>85%</td> </tr> <tr> <td>2020-2021</td> <td>95%</td> </tr> </tbody> </table> </div>	Period	Rate (%)	2017-2018	85%	2018-2019	78%	2019-2020	85%	2020-2021	95%	<p>This has remained steady.</p>	<p>We will continue to work with students and industry to place the graduate in the right position.</p>		
Period	Rate (%)													
2017-2018	85%													
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<table border="1"> <thead> <tr> <th></th> <th>2017-2018</th> <th>2018-2019</th> <th>2019-2020</th> <th>2020-2021</th> </tr> </thead> <tbody> <tr> <td>Job Placement rates</td> <td>85%</td> <td>78%</td> <td>85%</td> <td>95%</td> </tr> </tbody> </table>		2017-2018	2018-2019	2019-2020	2020-2021	Job Placement rates	85%	78%	85%	95%				
	2017-2018	2018-2019	2019-2020	2020-2021										
Job Placement rates	85%	78%	85%	95%										