**Program Efficacy Report  
Spring 2010**

**Name of Department**:

**Efficacy Team:**

**Overall Recommendation (include rationale):**

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| “Continuation.”  Rationale:   * It is a growing program under new leadership that has developed a new course rotation to ensure that program specific courses can be completed within 18 months. * New resources that support the program are now available in the Library. * There is a steady interest in the program which is due to a projected as faster-than-average employment growth (974 for the area). * Updated curriculum has been submitted to the Curriculum Committee for approval. |

| **Strategic Initiative** | **Institutional Expectations** | |
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| **Does Not Meet** | **Meets** |
| **Part I: Access** | | |
| ***Demographics*** | *The program does not provide*  *an appropriate analysis regarding identified differences in the program’s population compared to that of the general population* | *The program provides an analysis of the demographic data and provides an interpretation in response to any identified variance.*  *If indicated, plans or activities are in place to recruit and retain underserved populations.* |
| **Efficacy Team Analysis and Feedback:**  **Meets**  Program analyzed data thoroughly and since there was only one year of data, there are plans to follow data over the next 3 years and determine if plans are needed to target other ethnic groups. Some marketing strategies are planned (attending career events, developing flyers and program brochures, etc.) to recruit underserved populations. | | |
| ***Pattern of Service*** | *The program’s pattern of service is not related to the needs of students.* | *The program provides evidence that the pattern of service or instruction meets student needs.*    *If indicated, plans or activities are in place to meet a broader range of needs.* |
| **Efficacy Team Analysis and Feedback:**  **Meets**  A rotation schedule was developed and by Fall 2011, the schedule will be fully implemented. The current course schedule is based on student’s needs as polled in their classes and it also accommodates the faculty who are full-time attorneys. Within the next five years, there are plans to complete the review process for these courses. The program expects to a marked increase in enrollment and degree completion. | | |
| **Part II: Student Success** | | |
| ***Data demonstrating achievement of instructional or service success*** | *Program does not provide an adequate analysis of the data provided with respect to relevant program data.* | *Program provides an analysis of the data which indicates progress on departmental goals.*  *If applicable, supplemental data is analyzed.* |
| **Efficacy Team Analysis and Feedback:**  **Meets**  Data analyzed indicates progress on meeting departmental goals. Retention is currently 82% and success at 77%. This is relatively good for not having a fulltime faculty member. Interest in the program is steady and supplemental data from the EDD website states that the annual average openings are 970 for the Inland Empire Area. | | |
| ***Student Learning Outcomes*** | *Program has not submitted student learning outcomes for all courses certificates or degrees. Does not have a three-year plan on file.*  *Program has not analyzed assessment results and implemented changes where appropriate.* | *Program has submitted student learning outcomes for all courses certificates or degrees. Program has a three-year plan on file.*  *Program has analyzed assessment results and implemented changes where appropriate* |
| **Efficacy Team Analysis and Feedback:**  **Meets**  The Paralegal Studies program SLOs have been development and are in the course folders. The SLOs have also been posted at the campus website.  In Spring 2009, assessment was completed for two courses. One, PARLGL 100, Law Office Management for the Paralegal exhibited 85% of the class was able to meet SLOs.  Plans are to analyze the assessment results at the end of Summer 2010 for the following course Paralegal 220: Legal Ethics. | | |
| **Part III: Institutional Effectiveness** | | |
| ***Mission and Purpose*** | *The program does not have a mission, or it does not clearly link with the institutional mission.* | *The program has a mission and it links clearly with the institutional mission.* |
| **Efficacy Team Analysis and Feedback:**  **Meets**  The paralegal studies program supports the college mission by providing a quality education that supports a diverse community of learners. Additionally, it supports student goals by providing skills and a degree that will enable them to enter a well-paying career field in 18 months. | | |
| ***Productivity*** | *The data does not show an acceptable level of productivity for the program, or the issue of productivity is not adequately addressed.* | *The data shows the program is productive at an acceptable level.* |
| **Efficacy Team Analysis and Feedback:**  **Meets**  FTES for 2008-2009 were 13.90 and have been on the increase since 2007-2007 of 9.50. Since the program utilizes only part-time faculty, it could be considered at an acceptable productivity level | | |
| ***Relevance, Currency, Articulation*** | *The program does not provide evidence that it is relevant, current, and that courses articulate with CSU/UC, if appropriate.* | *The program provides evidence that curriculum review process is up to date. Courses are relevant and current to the mission of the program.*  *Appropriate courses have been articulated with UC/CSU or plans are in place to articulate appropriate courses.* |
| **Efficacy Team Analysis and Feedback:**  **Meets**  PARLGL 100, 110, 111, 120, and 205 have been submitted to the Curriculum Committee and updates to the program should be completed by the end of the current Spring 2010 semester. A new paralegal work experience course, PARLGL 098 which is specifically for the paralegal, has just been developed and approved by the Curriculum Committee and will be part of the updated degree. Any curriculum approved during this time has a start date of fall 2011 (which is the standard date for any course/programs at the curriculum review level currently).  A course rotation has been developed so that students may complete the degree in a timely, 18-month offering.  The Paralegal Studies Program articulates with the Criminal Justice Paralegal Studies Program at CSUSB. | | |
| **Part IV: Planning** | | |
| ***Trends*** | *The program does not identify major trends, or the plans are not supported by the data and information provided.* | *The programidentifies and describes major trends in the field. Program addresses how trends will affect enrollment and planning. Provides data from internal research or research from the field for support.* |
| **Efficacy Team Analysis and Feedback:**  **Meets**  Because of high unemployment in the Inland Empire, unemployed workers are seeking retraining. There is an increase in interest and enrollment in the program as evidenced by the calls coming into the division and to counseling. The EDD website states that the annual average openings are 970 and the 2009 Wages for the Inland Empire Area for this occupation being $49,965 as an annual median income.  There are plans to prepare program informational flyers to distribute at events such as the “Week of Welcome” and also at outside vocational events.  The future goal for the program is to seek American Bar Association (ABA) approval. Budgetary constraints may impact this. | | |
| ***Accomplishments*** | *The program does not incorporate accomplishments and strengths into planning.* | *The program incorporates substantial accomplishments and strengths into planning.* |
| **Efficacy Team Analysis and Feedback:**  **Meets**  From the EMP Summary data, indicates a rise in FTES and 2008-2009 data exhibits 13.90 FTES. “Retention” of students in the Paralegal Studies Program looks high according to the data, with ranges in 2004-2005 of 91% to currently 82%. Additionally, “Success” ratings show a high of 77%. The program seems relatively good for not having a fulltime faculty member.  One of the program’s recent accomplishments is the development of a work experience course specifically for paralegal students (PARLGL098) and which has just received Curriculum Committee approval. Once in place, partnership with area law firms will allow students to receive credit and experience in a law office environment.  Another accomplishment is a course rotation for the program that will be implemented in Fall 2011 which will let the student complete the program in 18 months.  Yet another accomplishment is receiving very costly appellate and real estate law books from a local law firm to add to the collection. They have generously donated the shelving to house the volumes, as well. | | |
| ***Weaknesses/challenges*** | *The program does not incorporate weaknesses and challenges into planning.* | *The program incorporates weaknesses and challenges into planning.* |
| **Efficacy Team Analysis and Feedback:**  **Meets**  The program is aware of the weaknesses and is developing plans to address them.  One of the weaknesses is a lack of currency with the course outlines. This is being addressed with the revisions to the program and the goal of having all outlines and the degree submitted to the Curriculum Committee this semester (Spring 2010).  Another weakness is that there are no daytime, weekend or Distributed Education course offerings for the paralegal courses. The plan is that once the course outlines have been Board approved the advisory committee will meet to determine which are appropriate for alternate delivery.  The program lacks advertisement beyond the schedule and catalog. Plans are to include the creation of a paralegal website which will give updated information including contact and program announcements and development of flyers and brochures for the program | | |
| **Part V: Technology, Partnerships & Campus Climate** | | |
|  | *Program does not demonstrate that it incorporates the strategic initiatives of Technology, Partnerships or Campus Climate.*  *Program does not have plans to implement the strategic initiatives of Technology, Partnerships or Campus Climate* | *Program demonstrates that it incorporates the strategic initiatives of Technology, Partnerships and/or Campus Climate.*  *Program has plans to further implement the strategic initiatives of Technology, Partnerships and/or Campus Climate.* |
| **Efficacy Team Analysis and Feedback:**  **Meets**  The Paralegal program has partnered with the counseling department to provide updated information to students interested and currently enrolled in the program.  New partnerships are being made with local law firms. The law firm of Granowitz, White and Weber have donated the California Appellate Reports and Miller & Star real estate books to the SBVC library. As more materials come available the contact at the law firm will donate them to the library.  As a relationship is created it is planned that they will be interested in providing work experience opportunities for the students in the program. | | |