

Peralta Community College District

UNIT PLAN UPDATE Template ~ September 2009

Each discipline will complete this form to update the unit plans developed in 2008. These will be reviewed at the college level and then forwarded to the district-wide planning and budgeting process. The information on this form is required for all resource requests – including faculty staffing requests – for the 2010-11 budget year.

I. OVERVIEW: *Center for Public safety not included: Data not available*

Discipline	Legal Administration - PARLG	Date Submitted:	
		Dean:	Dr. Stacy Thompson
Department Chair	Margaret Dixon		
Mission/History <i>Brief, one paragraph</i>	<p>The Paralegal Studies program, previously known as legal assisting, was first offered at Merritt College in 1974. The paralegal performs various administrative tasks and provides staff support for attorneys in a law office. The mission of the Paralegal Studies program is to:</p> <ul style="list-style-type: none"> - Provide students with the education, skills, knowledge and training to enable the students to perform as top level Paralegals in the legal community - Educate and train students to draft legal documents, conduct legal research and perform other legal tasks - Prepare students for the law office work environment and how to effectively communicate and interact with attorneys - Provide students with a basic understanding of law and the legal profession, the state and federal court structures and the justice system - Educate students in areas of substantive law, including Family Law, Criminal Law, Estate Planning and Probate Procedures, Tort, Legal Research and Business Law 		

II. EVALUATION AND PLANNING

Please review the program review data and the CSEP review criteria and complete the following matrix.

Baseline Data

Annual Trend Baseline Data					
Year	Annual FTES	%FTES growth	FTEF in program	FTES /FTEF	Comments
2008/09	60.23	27%	3.98	15.13	
2007/08	47.37	-5%	3.50	13.53	
2006/07	49.83	3%	3.97	12.55	
2005/06	48.51	n/a	3.84	12.63	

PARALEGAL STUDIES	Fall					CODE	Comments
	2004	2005	2006	2007	2008		
1. Enrollment (duplicated)	308	249	262	243	357		
2. Sections (master sections)	9	9	11	10	11		
3. FTEF	1.82	1.82	2.15	1.82	2.09		
4. FTES	31.47	26.68	26.63	24.73	32.47		
5. FTES/FTEF	17.29	14.66	12.39	13.59	15.54		
7. Program Cost (Cost methodology is under development. Please complete the remaining items. This step to be completed later.)							

Qualitative Assessments	Narrative
8. Community and labor market relevance Present evidence of community need based on Advisory Committee input, industry need data, McIntyre Environmental Scan, McKinsey Economic Report, etc. This applies primarily to career-technical (i.e., vocational programs).	There is a growing need for trained paralegals. Paralegals services are very instrumental in the success of many law firms. California labor market information indicates that there will be approximately 970 annual openings throughout California until 2016. Source: www.labormarketinfo.edd.ca.gov

9. College strategic plan relevance	
<p>Check all that apply</p> <ul style="list-style-type: none"> <input type="checkbox"/> New program under development <input type="checkbox"/> Program that is integral to the college's overall strategy <input type="checkbox"/> Program that is essential for transfer <input type="checkbox"/> Program that serves a community niche. <input type="checkbox"/> Programs where student enrollment or success has been demonstrably affected by extraordinary external factors, such as barriers due to housing, employment, childcare etc. <p>Other _____</p>	

Action Plan Steps to Address CSEP Results

Please describe your plan for responding to the above data. Consider curriculum, pedagogy/instructional, scheduling, and marketing strategies. Also, please reference any cross district collaboration with the same discipline at other Peralta colleges.

10. ACTION PLAN -- Include overall plans/goals and specific action steps.

1. Continue integrating program student learning outcomes and course level student learning outcomes into each class
2. Continued assessment of the program student learning outcomes and course level student learning outcomes, such that student learning is improved and faculty teaching is improved
3. Technology – improve computers in classrooms, increase use of computers/technology in all classes, purchase more legal programs related to calendaring, billing, research, legal document programs etc.
4. Marketing/Increase enrollment – need marketing tools – website, brochures, participate in job fairs and career fairs etc., train all Peralta Counselors re Paralegal program
5. Improve Community involvement in the Paralegal program –
 - o create advisory board
 - o create more buy-in between the legal community and the Program
 - o better determine the legal community’s needs and make sure Merritt College Paralegal Department can serve those needs
 - o identify community feelings towards the department, how it can improve, what the legal community needs from the paralegal students
6. Increase/Improve Internship Program – continue to grow it such that all students participate in the program prior to graduation, increase employers participating in program, improve placement of Paralegals in positions upon completion of certificate
7. Optimize Course Schedule – class offering improvement, improve course offering schedule (times offered, online courses, summer courses)

Additional Planned Educational Activities

11. Health/safety/legal issues:	
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Student Learning Outcomes (SLOs) 2008/09		
12. Have you completed Student Learning Outcomes (SLO’s) for all your courses?	YES _____	NO ___X___
12a. If you answered no to question 12 then, what percentage have you completed? 70%		
13. What are you assessing this year? Please attach your assessment results and action plan. List needed resources in Section III of Unit Plan.	___X___ course outcomes _____ program outcomes ___X___ institutional learning outcomes	

BUDGET

Budget Categories	Allocated 08/09	Expended 08/09	Requested 09/10
Fund 1	\$120	\$280	\$280 – Law Library; update computers in P218
Fund 14			
Fund 17			Instructional Supplies (\$220)
Measure A			
VTEA	\$3570	\$2744	Laptop (\$1,500), Professional development and training (\$2,000), marketing (brochures, websites, etc.) (\$5,000), technology, software (\$3,000)
Total	\$3690	\$2744	\$12,000

ADDITIONAL REVENUE: GRANTS, PRIVATE SALES, AND DONATIONS

Name of Grant/Donation/Sale	Awarded/Generated 08/09	% Expended 08/09	Comments

PERSONNEL NEEDS 09/10

Personnel DATA	CD Enrl F2008	Tot FTES F2008	Contract FTEF F2008	Ext Srv FTEF F2008	Tmp FTEF F2008	Total FTEF F2008	Contract %	FT/PT	FTES /FTEF
	357	32.47	1.40	0.00	0.69	2.09	67%		15.54

Comments

Current	<i>If filled</i>	<i>If not filled</i>	# FTE (faculty assigned)
<p><i>Narrative: Are PT faculty available? Can FT faculty be reassigned to this program? Implications if not filled</i></p> <ul style="list-style-type: none"> - Paralegal does not need anymore Part time or Full Time faculty at this time 			
<p><i>Faculty Staff Requests 2010-2011:</i></p> <ul style="list-style-type: none"> - Paralegal desperately needs a student assistant 			

FACULTY ETHNICITY F2008			
Ethnicity	# of Contract	# of Adjunct	Total
Asian			
African American	1	3	4
Filipino			
Hispanic/Latino			
Native American			
Other			
White	1		1
Unknown			
Total			5

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FACULTY GENDER FALL 2008			
Gender	# of Contract	# of Adjunct	Total
Male	1	1	2
Female	1	2	3
Not Supplied			
Total			5

RESOURCE NEEDS
Equipment/Material/Supply/ Classified/Student Assistant Needs:
Please describe any needs in the above categories.
<ul style="list-style-type: none"> - Need approximately \$1500 for new laptop - Need approximately \$2000 for training and classes for Professor(s) - Need approximately \$5000 of VTEA funds for marketing (brochures, websites, etc.) - Need approximately \$3000 of VTEA funds for increased technology, software etc. - Need to update computer systems in P218
Facilities Needs (Items that should be included in our Facilities master Plan) for Measure A funding:
Please describe any facilities needs.
Continued use of P218, in the future will need access to another computer lab in addition to P218

IV. ACADEMIC PERFORMANCE MEASURES AND EQUITY

Student Demographics: Ethnicity			
Ethnicity	Baseline Fall 03-07	Fall 08	College Average
African American	49%	44% (149)	36%
Asian	9%	10% (35)	16%
Filipino	3%	1% (4)	3%
Hispanic/Latino	13%	10% (34)	14%
Native American	1%	1% (3)	1%
Other	2%	5% (17)	2%
White	15%	17% (59)	21%
Unknown	8%	11% (37)	6%

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Student Demographics: Gender			
Gender	Baseline Fall 03-07	Fall 08	College Average
Male	79%	67% (228)	69%
Female	19%	23% (79)	31%
Not Supplied	2%	9% (31)	0%

Analysis
1. What are you doing to increase access? Paralegal is in the process of marketing the program in effort to increase enrollment. As enrollment increases, Paralegal plans to add more sections, including an online class, to increase access.

Student Retention Rate <i>Students who do not withdraw or drop</i> by Ethnicity		
Ethnicity	Baseline Fall 04-07	Fall 08
African American	68%	63% (149)
Asian	78%	94% (35)
Filipino	75%	50% (4)
Hispanic/Latino	74%	68% (34)
Native American	50%	100% (3)
Other	35%	76% (17)
White	74%	78% (59)
Unknown	74%	84% (37)
PARLG Average	71%	72% (338)

College Average: 72%

Student Retention Rate <i>Students who do not withdraw or drop</i> by Gender		
Gender	Paralegal Studies Baseline Fall 04-07	Paralegal Studies Fall 08
Female	70%	72% (228)
Male	73%	73% (79)
Not Supplied	80%	71% (31)

Analysis
1. If your disciplines retention rate is beneath the colleges rate, then why?
2. If your retention rate is below the college rate, then what are you doing to increase retention?
3. If your retention rate is above the college's rate do you have any best practices to share? Paralegal continues to connect classroom instruction with practical experience. With the addition of the Paralegal Internship to the program, students were able to have hands-on experience in the field.

Student Course Completion Rate (SCCR) <i>Students who receive grades A, B, C or Credit</i> by Ethnicity		
Ethnicity	Baseline Fall 04-07	Fall 08
African American	58%	44% (149)
Asian	75%	86% (35)
Filipino	75%	25% (4)
Hispanic/Latino	64%	38% (34)
Native American	33%	100% (3)
Other	25%	53% (17)
White	67%	54% (59)
Unknown	63%	62% (37)
PARLG Average	62%	52% (338)
College Average: 60%		

Student Course Completion Rate (SCCR) <i>Students who receive grades A, B, C or Credit</i> by Gender		
Gender	Baseline Fall 04-07	Fall 08
Female	62%	53% (228)
Male	61%	54% (79)
Not Supplied	70%	42% (31)

Analysis
1. If your disciplines successful course completion rate (SCCR) is beneath the college's rate, then why? Personal financial situations and transportation are barriers that prevent students from having the extra time needed to seek help.
2. If your sccr is below the college rate, then what are you doing to increase it? <ul style="list-style-type: none"> • Continue to recommend the use of campus services, such as the Learning Center • Hiring of a student assistant.
3. If your sccr is above the college's rate do you have any best practices to share?

Table X: Student Program/Discipline GPA by Ethnicity Paralegal Studies		
Ethnicity	Paralegal Studies Baseline Fall 03-07	Paralegal Studies Fall 08
Asian	3.46	3.60
African American	2.77	3.02
Filipino	3.55	2.00
Hispanic/Latino	2.96	2.94
Native American	2.87	3.67
Other	2.70	2.67
White	3.38	3.26
Unknown	3.08	3.52
Overall GPA	3.06	

Student GPA by Gender Paralegal Studies		
Gender	Paralegal Studies Baseline Fall 03-07	Paralegal Studies Fall 08
Male	2.99	3.21
Female	3.03	3.29
Not Supplied	2.83	3.13
Overall GPA	3.06	