Annual report submitted to the Program Review Committee on

Signature of Department Chair/Lead Faculty Member Signature of Dean/Director

### Data and Analysis

### Program Data

|  |  |  |  |
| --- | --- | --- | --- |
|  | 3 Years Prior | 2 Years Prior | 1 Year Prior |
| FTES | 96 | 98 | 88.9 |
| FTEF | 2.8 | 2.5 | 2.4 |
| WSCH/FTES | 554.2 | 644.2 | 602 |
| Number of Full-Time Instructors | 1 | 1 | 1 |
| Fill Rate | 80.7% | 95.6% | 90% |
| Success Rate | 82% | 83.1% | 83.2% |
| Persistence | 38.2% | 52.7% | 52% |
| Retention | 91.6% | 92% | 91.9% |

### Program Data Analysis

### Curriculum Data -- Use data from the previous academic year

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Additions | Revisions | Suspensions | Retirements | Current Total |
| Courses | 0 | 0 | 0 | 0 | 21 |
| Certificates 18 units or greater | 0 | 0 | 0 | 0 | 1 |
| Certificates less than 18 units | 0 | 0 | 0 | 0 | 0 |
| Degrees | 0 | 0 | 0 | 0 | 1 |

### Curriculum Data Analysis

* 1. **Program Student Learning Outcomes Data From the Previous Semester**

|  |  |
| --- | --- |
| Total number of PSLOs/sections | 16 |
| Percentage of PSLOs that were fully achieved | 91.75 |

**Department Discussions Regarding SLOs (“Closing the Loop”)**

### The Department discussed making sure that SLO are weighted properly. Instructors should not just place a heavy emphasis on one or two assignments. The Department also discussed the need to drop students who are not actively participating in the course as early as possible as the SLO statistics for these students will have a negative impact on the overall results for the course.

* 1. **Progress on 5-year Goals from most recent Program Review.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Goal** | **Complete** | **Partially Complete** | **Not Started** | **Abandoned** | **Comments** |
| Increase marketing through law specific outlets |  | x |  |  | Need funding to advertise in the OC Lawyer magazine. Need funding to send info postcard to law firms-potential employers |
| Increase diversity in the program through advertising in ethnic community newspapers |  |  | x |  | Need funding to complete this goal. Advertising copy will need to be developed in various languages |
| Develop 2 alternative delivery classes for submission to ABA for approval |  | x |  |  | Anticipated completion Spring 2014 |
| Work with students/faculty to develop paralegal club |  |  | X |  | Will be working on this Spring 2014. Will seek SAC funds $250 |
| Expand Career advising with OC One Stop |  | X |  |  | Career counseling seminars begun with OC One Stop. Pending status of Coastline career center development. |

Action Plan and Resource Request Based on Annual Data

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Action** | **Institutional planning goals\*** | **How action will improve student learning** | **Type of Resource** | **Resource needs, if any** | **Department priority\*\*** | **Approximate cost** | **Potential Funding Source** |
|  |  |  | Equipment |  |  |  |  |
|  |  |  | Facilities |  |  |  |  |
|  |  |  | Personnel |  |  |  |  |
|  |  |  | Software |  |  |  |  |
|  |  |  | Supplies |  |  |  |  |
|  |  |  | Technology |  |  |  |  |
|  |  |  | Training |  |  |  |  |
| Develop advertising for marketing to potential employers in OC | Program Review | Will provide additional employment opportunities for students in legal field | Other | Advertising development, mailing assistance | 1 | $1,500 |  |
| Develop advertising for local ethnic community newspapers | Program Review | Will increase diversity of Paralegal studies program student body | Other | Advertising assistance in various languages, advertising placement | 2 | $1,500 |  |

\*Reference specific sections of College Education Master Plan, Strategic Initiatives, 5-year Program Review Goals, Accreditation Recommendations, SLO/SAO evaluation and assessment, College Mission, or other relevant planning documents.

\*\*Prioritize the program’s resource needs with 1 being the most important and subsequent numbers being less urgent.