

Coastline Community College
Annual Institutional Planning Report

Department/Division	CTE/Paralegal Studies
Academic Year	2013-2014

Annual report submitted to the Program Review Committee on _____

Signature of Department Chair/Lead Faculty Member

Signature of Dean/Director

A. Data and Analysis

a. 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

b. Curriculum Data -- Use data from the previous academic year

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

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Curriculum Data Analysis

c. 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.

d. 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

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<input type="checkbox"/>	Expand Career advising with OC One Stop		X			Career counseling seminars begun with OC One Stop. Pending status of Coastline career center development.
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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.