

Coastline Community College
 Annual Institutional Planning Report
 Departmental Review

Department: Paralegal Studies

Planning Year 2014 for 2015 planning process

A. Data and Analysis

1. Department/Program Data

	Current Year 2014-15	Previous Year 2013-14	Two Years Prior 2012-13
Number of Full-Time Classified	0	0	0
Number of Full-Time Faculty	1	1	1
Number of Full-Time Managers	0	0	0
Number of Part-Time Classified	0	0	0
Number of Part-Time Faculty	8	8	8
Number of Part-Time Managers	0	0	0

2. Department Activities

1. Program Orientations held four times per year
2. Participation in AAFPE through regional and national conferences
3. Legal Clinic expansion through directed marketing
4. Orange County Paralegal Assoc. Student Section Conference hosted at Garden Grove Center
5. Speed Interviewing workshop for students entering the marketplace
6. LEX Honor Society for students achieving a 3.8 GPA or higher
7. Resume and Job search workshops in conjunction with Coastline career center
8. Certified Legal Assistant testing center for NALA

3. Proposed Projects Requiring Additional Resources (not listed in Section B-Action Plans/Resource)

Project Name and Description	Total Additional Dollars/Staff Needed
N/A	N/A

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4. Outcomes (from most recent Department Review or Annual Department Reports)

Administrative Unit/Service Area Outcomes	AUO/SAO Findings
N/A	N/A

Action Plans in response to the outcomes:

N/A

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5. 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. I have met with Ross to discuss program specific marketing.
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. See above
Develop 2 alternative delivery classes for submission to ABA for approval		x			Passed through curriculum in Spring 2014. Being submitted to ABA for approval,
Work with students/faculty to develop paralegal club		x			In discussion stage with students. Will seek SAC funds \$250 when completed
Expand Career advising with OC One Stop		X			Career counseling seminars begun with OC One Stop. Coastline career center is now doing these seminars with our program.

Analysis of Progress on 5-year Goals

The program goals are progressing. We will need additional funding for directed marketing to law firms and the legal community. Will need additional funding for marketing to ethnic communities through language specific newspapers and other outlets. I recently met with Ross Miyashiro to discuss a marketing strategy for the program. We have also been in communication with Nhadira Johnson to increase visibility of the Legal Clinic. She will be working with the PIO of OCC and Golden West students to increase marketing and awareness of the Paralegal program to those students .

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6. New Annual Program/Department Goals

Goal	5 Year Goal Addressed	Project Completion Date	Lead Employee	Comments
1. Increase awareness of the Coastline Legal Clinic. 2. Market directly to OCC and Golden West students who may be interested in obtaining a Paralegal Certificate.		Ongoing	Stephen Barnes	

B. Action Plan and Resource Requests Based on Annual Data

Action	Institutional planning goals*	How action will improve student success or operational performance	Type of Resource	Resource needs, if any	Department priority**	Approximate cost	Potential Funding Source
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	
Increase Direct Marketing for Legal Clinic	Annual Review	Will provide students in the clinic greater opportunities to work on real life legal scenarios	Other	Advertising development, mailing assistance	3	\$1,000	

*Reference specific sections of College Education Master Plan, Strategic Initiatives, 5-year Program Review Goals, Accreditation Recommendations, AUO/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.