



2017-2018
Comprehensive Program Review
Paralegal

Stephen Barnes, Program Coordinator
Margaret Lovig, Faculty
Tyler Offenhauser, Esq. Faculty
Robert Crawfis, Esq. Faculty
Leanne Hendricks, Paralegal (Advisory Committee)

Table of Contents

[Executive Summary](#)

[Section 1: Program Planning](#)

[Mission Statement](#)

[Overview](#)

[Internal Analysis: Paralegal](#)

[ENROLLMENT AND FTES:](#)

[EFFICIENCY](#)

[COURSE SUCCESS & RETENTION RATE](#)

[AWARDS](#)

[MODALITY](#)

[GENDER](#)

[AGE GROUPS](#)

[RACE/ETHNICITY](#)

[Survey Results](#)

[Implications of Change](#)

[Market Assessment](#)

[Student \(SLOs\) and Program Student Learning Outcome \(PSLOs\)](#)

[Curriculum Review](#)

[External Compliance](#)

[Progress on Initiative\(s\)](#)

[Program Planning and Communication Strategies](#)

[Forward Strategy](#)

[Section 2: Human Capital Planning](#)

[Staffing](#)

[Professional Development](#)

[Forward Strategy](#)

[Section 3: Facilities Planning](#)

[Facility Assessment](#)

[Forward Strategy](#)

[Section 4: Technology Planning](#)

[Technology Assessment](#)

[Forward Strategy](#)

[Section 5: New Initiatives](#)

[Section 6: Prioritization](#)

Executive Summary

This Program Review was prepared by Paralegal Program Coordinator Stephen Barnes in consultation with paralegal faculty members and the Paralegal Program Advisory Committee. Feedback was provided by faculty Margaret Lovig, Tyler Offenhauser, Esq. Robert Crawfis, Esq., and Advisory Committee member Leanne Hendricks.

The Paralegal Studies Program has been part of Coastline's curriculum since the College's inception in 1976. The American Bar Association first approved the paralegal program in 1985. In addition to the College Program Review process, ABA guidelines require surveys of current students, graduates, employers, and faculty to assess the effectiveness and help improve the Paralegal Program. Survey results are included in this report. All paralegal classes are offered at the Newport Beach Learning Center.

The program has two options for students. Students can obtain their AA Degree in Paralegal Studies from Coastline while simultaneously completing the Certificate requirements. Alternatively, students with a transferable AA degree or higher from a regionally accredited institution can complete the program requirements to obtain the Certificate of Achievement in Paralegal Studies from an ABA approved program. The current American Bar Association approval expires in August 2020. An interim report to the ABA was submitted August 15, 2017. An Application for Re-approval is due October 15, 2020. A site visit by the ABA was conducted in summer 2015 and the program was reapproved at the February 2016 meeting of the Board of Delegates of the American Bar Association. It is anticipated an ABA site visit for re-approval will occur in the 2021-2022 academic year.

Findings: Enrollment has shown a moderate (less than 10%) decrease in headcount over the past five years; with 295 students in the 2012-2013 academic year and 269 students in the 2016-2017 academic year. The program FTES has shown a decrease from 98 in 2012-2013 to 79 in 2016-2017. This decrease can be attributed to the change in economic conditions over the past five years. As the economy improves fewer students are seeking full time re-training in CTE based cohort programs, which is consistent with the improved unemployment rate throughout the region. This decrease can also be attributed to the creation of a paralegal program at Irvine Valley College in the 2010-2011 academic year. Course offerings have increased slightly fluctuating between 24 section offerings in 2012-2013 to 27 section offerings in 2016-2017.

Advising has remained constant with four (4) orientation sessions offered each year. These orientation sessions assist students in course sequencing and timely program completion. The Program Coordinator continues to provide one on one advising for students in the program to ensure they are on a plan to completion and assist with career guidance. The program continues to offer all required classes in the fall and spring semesters, with electives alternating during these same terms and only elective courses being offered in the summer session.

Success and Retention rates for Paralegal Studies students remain above the college and state average. Over the past five (5) years Success rates been steady at an average of 83.85% while Retention from term to term averaged 92% over this same period. These rates are 10% better than the state average of all paralegal programs.

Degrees and certificates have fluctuated from year to year with a high of 81 in 2012-2013 to a low of 62 in the 2015-2016 academic year. 2016-2017 saw an increase of degrees and awards to 77. A Review of

the data indicates that this fluctuation corresponds to the enrollments for the same period. Paralegal Studies continues to be one of the top degree and certificate producing programs in the College with an average of 71 degrees and certificates per year for the five-year reporting period. According to the State Chancellor data mart Coastline was number one in California for TOP Code 1402 degrees and certificates for 2016-2017.

Conclusions: Student surveys indicate a high level of satisfaction with the program with over 90% of respondents either very satisfied or satisfied with the curriculum and instruction. The graduate survey confirms the need for integration of computer skills across the curriculum. Graduates also indicated a desire to have weekend classes and more availability of electives for specialization. The employer survey and focus group indicates the program is offering courses consistent with expectations from the legal community and that employers employing students and graduates are satisfied with their overall job preparedness. The Advisory Committee has reviewed this report and will be making program recommendations at the next meeting in December 2017. Based on enrollment and information gathered to date, the Program Review Team recommends the following three-year goals:

1. Continue to expand career advising with the Coastline Career Center and use of the Google listserv
2. Work to increase the publicity of the Paralegal Studies through orientation sessions and additional marketing including direct marketing and a program specific website.
3. Work with the students and faculty to further develop the Paralegal alumni association.
4. Continue to expand faculty development in use of technology and Canvas SLO Assessment tools.
5. Analyze the impact of technology on the practice of law and develop teaching components in the classroom for increased student career preparation.
6. Increase efforts to focus on student and faculty diversity in the program.
7. Expand existing volunteer opportunities for students in conjunction with the Legal Aid Society of OC, Veterans Legal Institute, Orange County District Attorney's Office, and Public Law Center.
8. Locate an appropriate Legal Clinic space at the Newport Beach Center and increase visibility and awareness of the Legal Clinic availability for faculty, staff, and students.

Section 1: Program Planning:

Mission Statement

The mission of the Paralegal Studies Program is to educate students about the procedural and substantive aspects of the legal system and legal ethics, and to provide students with the analytical and practical skills necessary to perform specifically delegated substantive legal work under the supervision of an attorney.

Overview

The program has been a part of the curriculum since Coastline's inception in 1976. The program revised its name to Paralegal Studies in summer 2000 due to changes in California law and national trends away from the title of Legal Assistant. Approval by the American Bar Association was first granted in 1985. The program has applied for and been reapproved by the ABA on each re-approval seven-year cycle since that time. The current approval expires in 2020. As of spring 2017, 1,383 students have completed the graduation requirements for the Certificate. Between 2007 and 2017 there were 217 students who were also awarded AA degrees in conjunction with obtaining the certificate.

Prior to 1991, classes were conducted at many Coastline sites. In fall 1991, a full-time faculty position was opened and classes were focused at the Huntington Beach Center. In 1997 the program was moved to the Costa Mesa Center when Huntington Beach was closed. Through fall 2012 all classes but one were offered at the Costa Mesa Center.

In January 2013, the program was relocated to the Newport Beach Learning Center. Room 226 has been used as a dedicated law reading room for the program and houses a donated collection of legal materials, eight (8) computers with Internet and Westlaw electronic legal research access, a printer, and scanner.

The Program Coordinator works with the facilitator and staff at the Newport Beach Center and the facilitator and staff for the Career and Technical Education programs, located at the Garden Grove Center, for planning and scheduling classes, orientations, student access, and printing materials, as needed. The Advisory Committee meets formally twice each year and assists the program between meetings through electronic communications.

The general objective of the program is to prepare students to be paralegals performing work under the supervision of an attorney. Paralegals work in many legal environments and perform multiple skills including interviewing clients, research, document and court pleading preparation, investigation, and trial preparation. Those knowledge areas, skills, and abilities are consistent with the U.S. Department of Labor and Labor Market information available on paralegal training and employment. ([Bureau of Labor Statistics](#)) The paralegal program is supported in the same fashion as all other Coastline Career & Technical programs. Copies of the program description and orientation handout are attached to this report.

The Program Coordinator is a full-time faculty member and is assigned 6 LHEs for administration of the program and maintaining compliance with ABA guidelines. Current part-time Faculty have been teaching for the program for many years. New part-time Faculty are added when necessary to keep elective courses in line with the job market, changes in the law, and to replace part-time faculty who leave the program. The Paralegal discipline falls under the list of disciplines for which a master's degree is not generally expected for California Community College instruction. ([CCC Minimum Qualifications 2016](#))

The American Bar Association requires that persons teaching in approved programs be experienced as paralegals or attorneys with paralegal experience or who work with or supervise paralegals in the workplace. All faculty in the program are either practicing attorneys in the field holding Juris Doctor Degrees or current/former paralegals with many years of experience in a law office setting.

Orientations are held four (4) times each year; at the beginning and end of the fall semester and at the beginning and end of spring semester. The Orientation covers the program course sequencing, college overview, admissions procedures, degree and certificate requirements, statutory requirements in California for paralegals, matriculation, ABA Approval requirements, graduation procedures, and other important information for students seeking a paralegal degree or certificate. The power point presentation for an orientation session is attached to this report. Students not possessing an AA degree or higher must complete degree requirements at Coastline to be eligible for the Certificate. In addition, students must receive a grade of "C" or higher in all paralegal classes. All students are required to demonstrate computer proficiency at graduation. This can be accomplished by computer courses, transfer credit, workplace substantiation, Microsoft Certification or by other industry standards. There are limits and restrictions on the transfer of paralegal courses from other programs and credit by exam is not available for paralegal courses. The Orientation handout provides students with course selection guidelines for full and part-time attendance for both the certificate and AA degree. Individual plans are developed in personal advising sessions. At the present time, all but (2) paralegal classes are offered in the classroom. These non-traditional classes are the Legal Aspects of Healthcare and Corporate/Business Organizations. The Paralegal Program Advisory Committee is reviewing the impact of adding additional non-legal specialty elective courses online.

Certificate Requirements

Coastline's Paralegal Studies Program, as an American Bar Association-approved program, requires completion not only of specific paralegal courses but also of an associate or bachelor's degree. Students possessing a transferable associate or bachelor's degree or completing an associate degree from Coastline will receive a Certificate of Achievement in Paralegal Studies upon satisfactory completion of required core and elective courses. All students must also demonstrate computer proficiency.

Paralegal Studies Certificate of Achievement

Required Courses	Units	
LAW C100 Intro to Paralegal Studies	3.0	
LAW C127 Legal Procedure 1	3.0	
LAW C128 Legal Procedure 2	3.0	
LAW C105 Civil Litigation 1	3.0	
LAW C118 Legal Analysis & Briefing	3.0	
LAW C121 Legal Research	4.0	
LAW C390AB Legal Clinic Practicum/Ethics	2.0	
		6.0
<i>To be selected from Electives below</i>		
Paralegal courses subtotal	27.0	

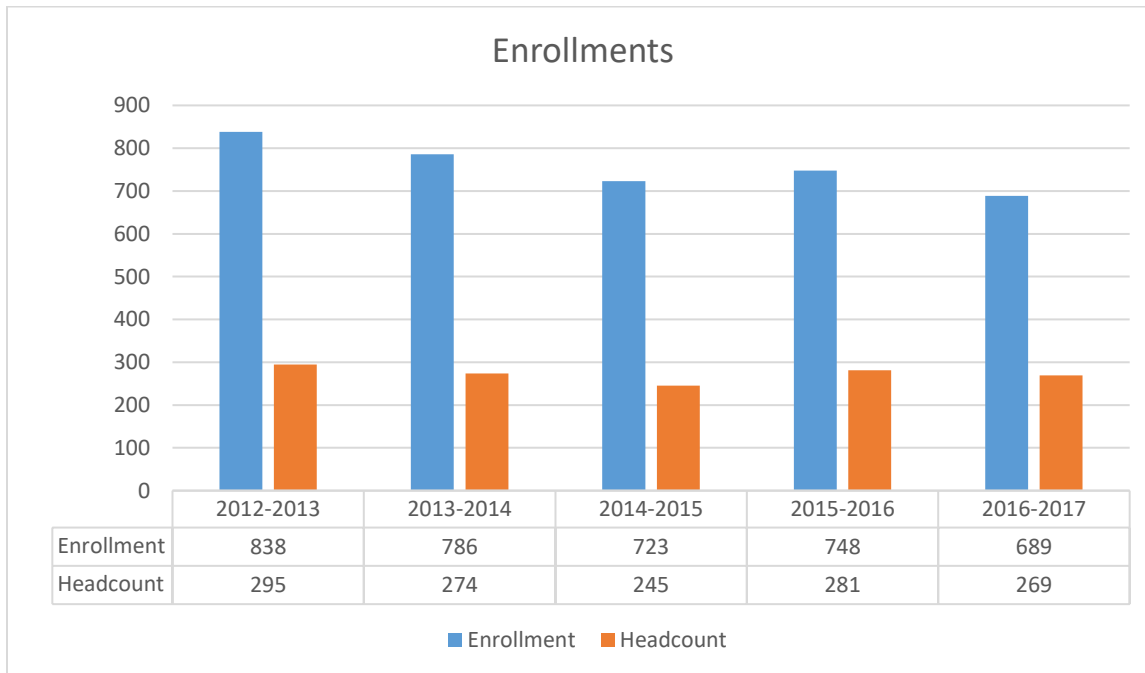
Program Electives	Units
LAW C110 Civil Litigation 2	1.5
LAW C115 Criminal Litigation	1.5
Law c126 Legal Aspects of Healthcare (online)	3.0-non-legal specialty
LAW C130 Law Office Management	1.5
LAW C135 Family Law	1.5
LAW C142 Probate/Estate Planning	3.0
LAW C148 Elder Law	1.5
LAW C150 Corporate/Business Organizations (online)	3.0-non-legal specialty
LAW C152 Conflict Analysis and Resolution	3.0
LAW C155 Bankruptcy Law and Procedures	3.0
LAW C158 Intellectual Property	3.0
LAW C160 Civil Trial & Evidence	1.5
LAW C161 Tort Law	3.0
LAW C164 Contract Law	3.0
LAW C170 Computer Applications for the Paralegal	3.0

Work-Based Learning units may be used as electives for the Associate in Arts Degree only.

Internal Analysis: Paralegal

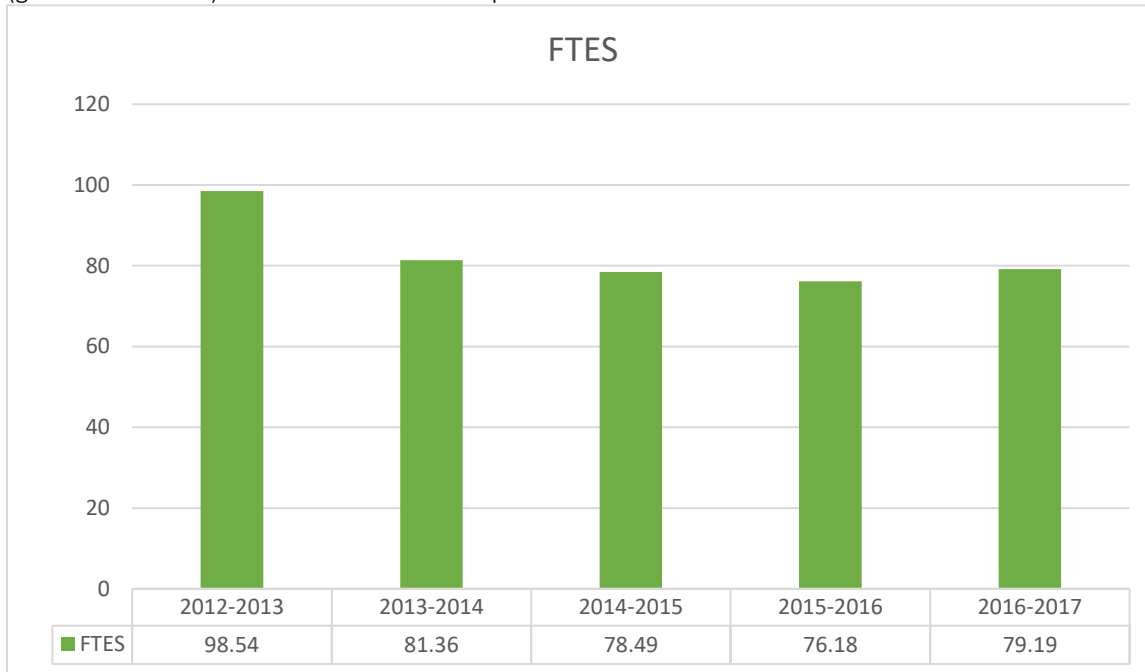
ENROLLMENT AND FTES:

The number of enrollments in Law courses in 2016-2017 showed a slight decrease from 2015-2016 and a substantial decrease (greater than 10%) in comparison with the number of enrollments in 2012-2013.



Headcounts have decreased moderately with a 9% difference between 2012-2013 and 2016-2017. Enrollments have dropped during this same period. This is likely attributable to fewer full time students seeking re-training under the WIA and Veterans Assistance programs. These programs have a 1-year maximum enrollment resulting in more full-time students accordingly. There is also likely a slight impact caused by the creation of a paralegal program at Irvine Valley College. IVC's enrollment has grown to approximately 100 students since its inception in 2011. It is probable that these students would have chosen one of the three other programs in Orange County. As such, this has presumably impacted Coastline's program in the range of 15-20 students annually. Coastline's program is working to increase its outreach in the coastal area and throughout Orange County through direct mailing to local law firms making them aware of the certificate and degree availability for their employees.

The FTES in Law credit courses in 2016-2017 showed a slight increase from 2015-2016 and a substantial (greater than 10%) decrease in with in comparison with FTES in 2012-2013.

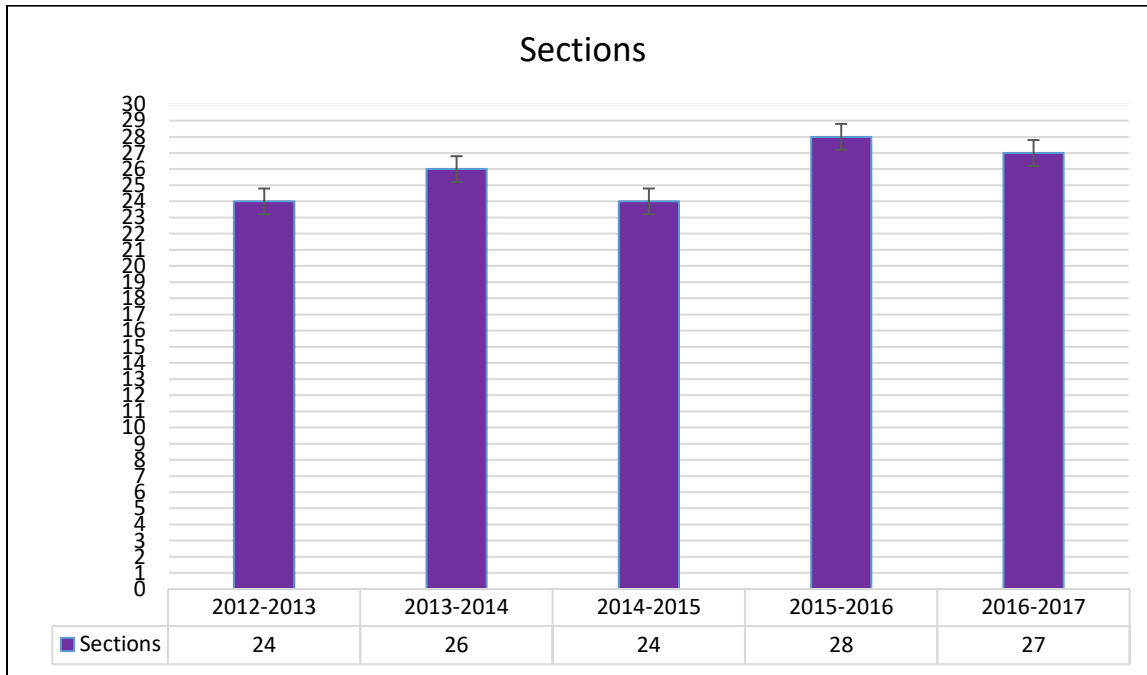


FTES have remained relatively stable since 2013-2014. The decrease in FTES from 2012-2013 correlates to the decrease in enrollment during the same period. As discussed previously this decline in FTES is likely attributable to fewer full time students seeking re-training under the WIA and Veterans Assistance programs which have a 1-year maximum enrollment resulting in more full-time students. There is also likely a slight impact caused by the creation of a paralegal program at Irvine Valley College. IVC's enrollment is approximately 100 students since its inception in 2011 academic year. Although some of these students are not the general demographic of Coastline Paralegal students (night time courses), it is probable that some of these students would have chosen one of the three other programs in Orange County. This has presumably impacted Coastline's program in the range of 10-15 students annually. Coastline's program is working to increase its outreach in the coastal area and throughout Orange County through direct mailing to local law firms making them aware of the certificate and degree availability for their employees.

Both enrollment and FTES have stabilized over the past four years. It is anticipated that as the economy remains strong these FTES will remain constant.

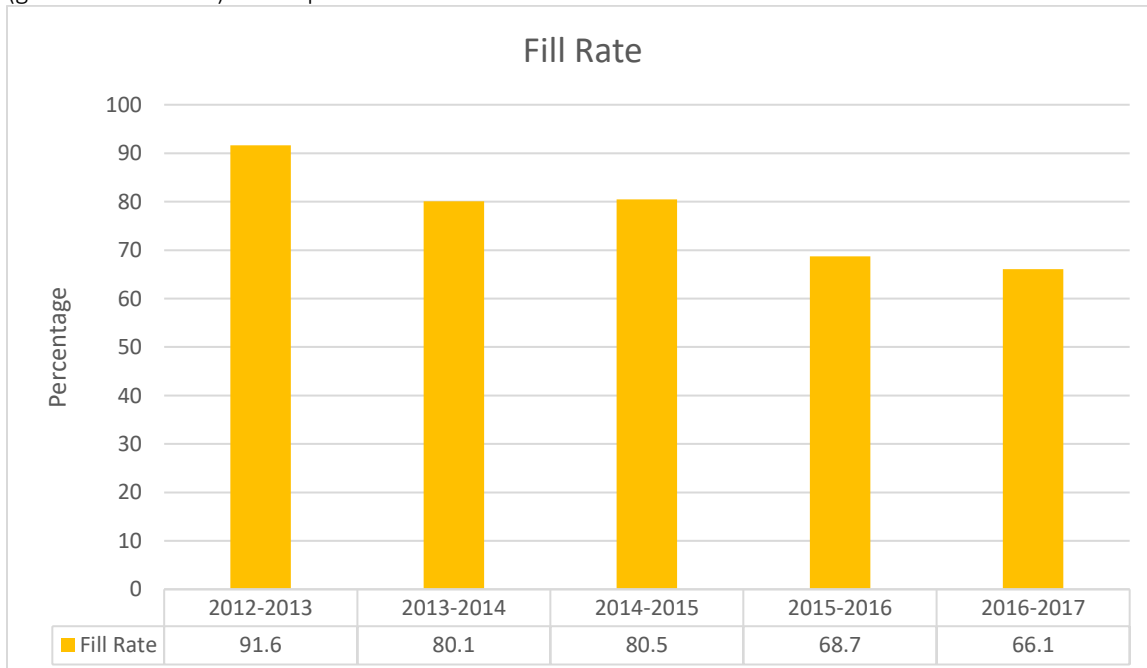
EFFICIENCY (NUMBER OF SECTIONS, FILL RATE, FTEF/30, WSCH/FTEF):

The number of sections in Law courses in 2016-2017 showed a slight decrease from 2015-2016 and a substantial increase (greater than 10%) in comparison with the number of sections in 2012-2013.



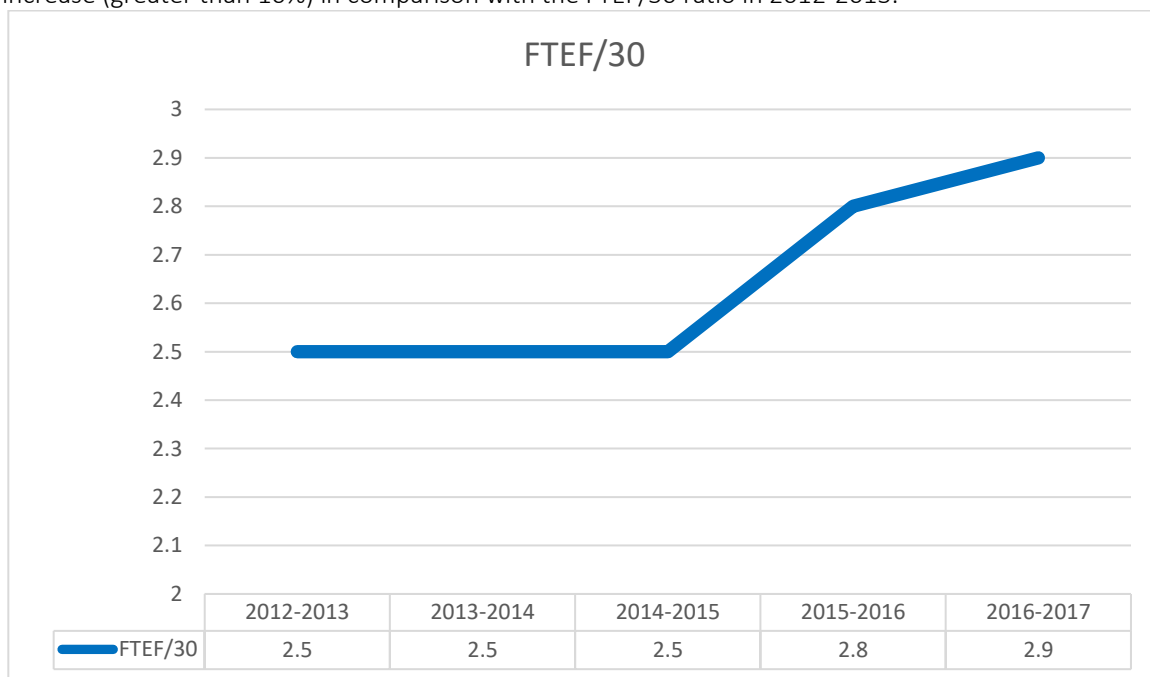
The increase in sections is directly attributable to the addition of the Law c126 Legal Aspects of Healthcare class to the program at the request of the Extended Learning Division. In addition to being a non-legal specialty in the Paralegal program, this class is also part of the Learning 1st Bachelor degree program. This change has resulted in three additional sections per year (fall, spring, summer).

The fill rate in Law courses in 2016-2017 showed a slight decrease from 2015-2016 and a substantial decrease (greater than 10%) in comparison with the fill rate in 2012-2013.



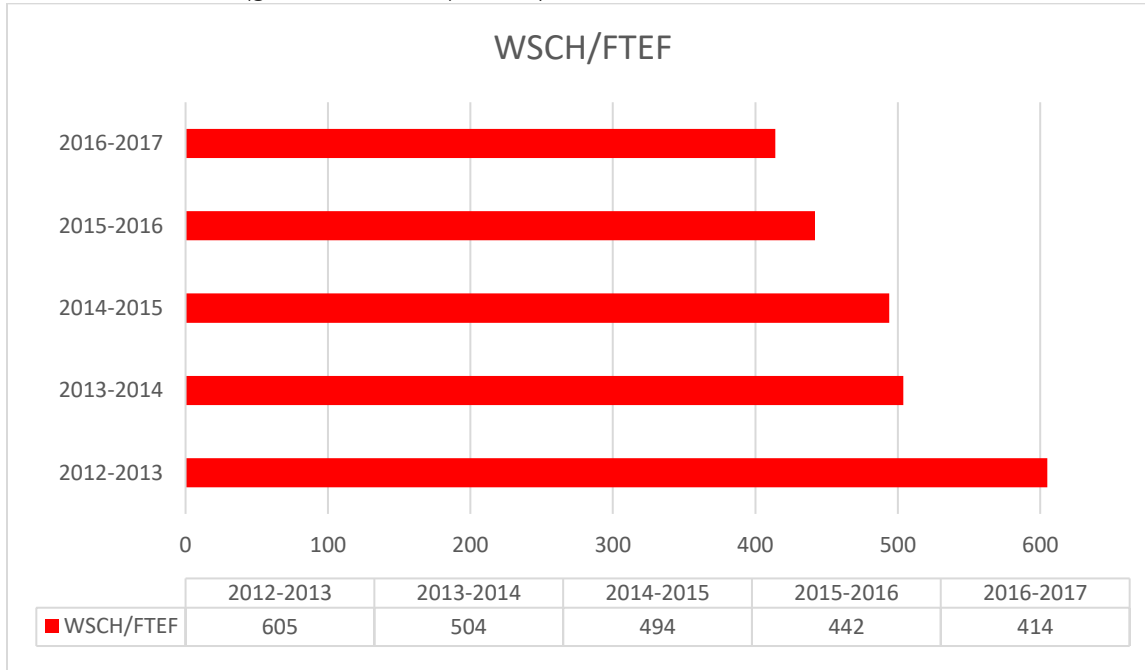
Analysis of the course fill rates reflect two factors which appear to have affected this decrease. The number of enrollments over this same period showed a greater than 10% decrease. As discussed above, this is likely the result of improved economic conditions wherein the number of full-time students seeking re-training has correspondingly decreased. And, the creation of a Paralegal program at Irvine Valley College has resulted in a slight reduction in enrollments. Another factor affecting the fill rate is the addition of the Law c126 Legal Aspects of Health Care in an online modality which has a capacity of forty-five (45) students rather than the traditional classroom maximum of forty (40) students. In spring 2017 Law c150 was taught as a non-legal specialty online format pursuant to curriculum changes in 2015. As a result, the number of students taking the face to face (traditional) elective courses decreased resulting in a lower fill rate for those sections. It is expected this number will stabilize as enrollments remain constant and the program evaluates the scheduling of online courses.

The FTEF/30 ratio in Law courses in 2016-2017 showed a slight increase from 2015-2016 and substantial increase (greater than 10%) in comparison with the FTEF/30 ratio in 2012-2013.



This FTEF/30 change corresponds to the decrease in enrollment and fill rate. This FTEF/30 ratio is expected to remain stable over the next three years, based on economic forecasts and the anticipated enrollment within the program.

The WSCH/FTEF ratio in Law courses in 2016-2017 showed a moderate decrease from 2015-2016 and a substantial decrease (greater than 10%) in comparison with the WSCH/FTEF ratio in 2012-2013.

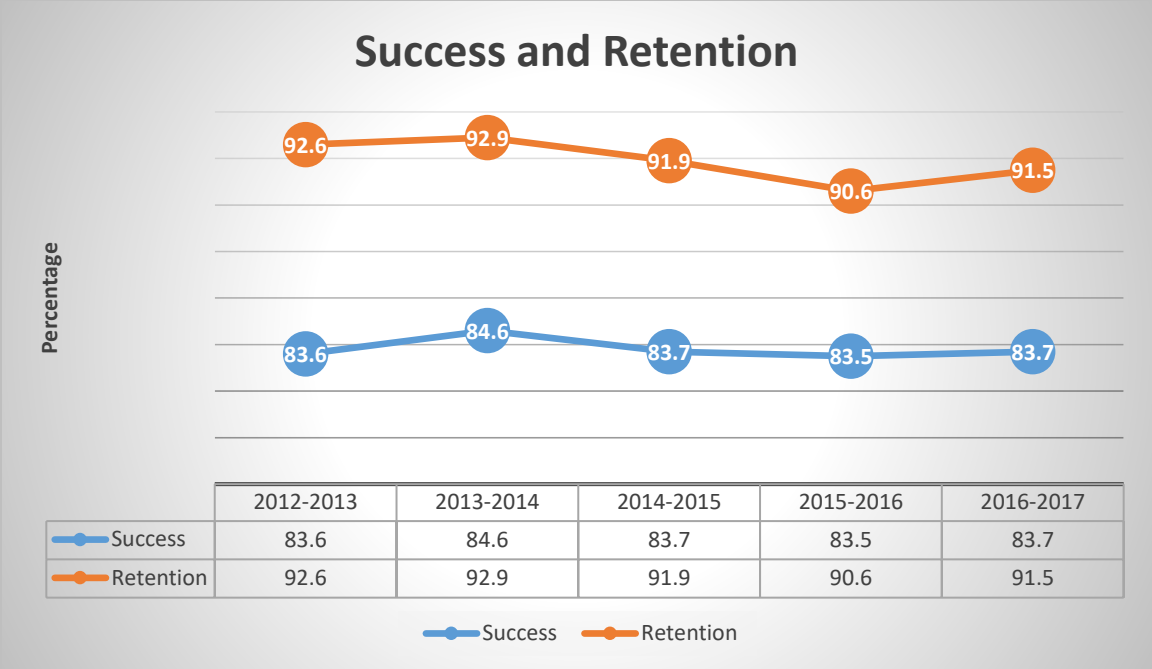


The WSCH/FTEF decrease corresponds to the decrease in enrollments and fill rate. During the reporting period enrollments dropped moderately as did FTES and fill rates. The Paralegal program was consistent with the College in reduced efficiency over this time frame. In addition to reduced enrollments, it is believed this reduced efficiency is directly correlated to the offering of online courses for the first time in the Paralegal program. As students enroll in these online elective offerings there is a corresponding reduction in traditional course elective enrollments. The Paralegal Advisory Committee is reviewing this data to determine the best way to counteract this decreased enrollment in traditional course electives.

COURSE SUCCESS & RETENTION RATE:

The course success rate in Law courses in 2016-2017 showed minimal to no difference from 2015-2016 and a slight increase in comparison with the course success rate in 2012-2013. The course success rate from 2016-2017 showed a substantially higher rate (greater than 10%) than the college success average* (66.6%) and showed a substantially higher rate (greater than 10%) than the institutional-set standard* (56.6%) for credit course success.

The term retention rate in Law courses in 2016-2017 showed a slight increase from 2015-2016 and a slight decrease in comparison with the term retention rate in 2012-2013. The term retention rate from 2016-2017 showed a moderately higher rate than the college retention average* (83.3%) and showed a substantially higher rate (greater than 10.0%) than the institutional-set standard* term retention (70.8%) for credit courses.

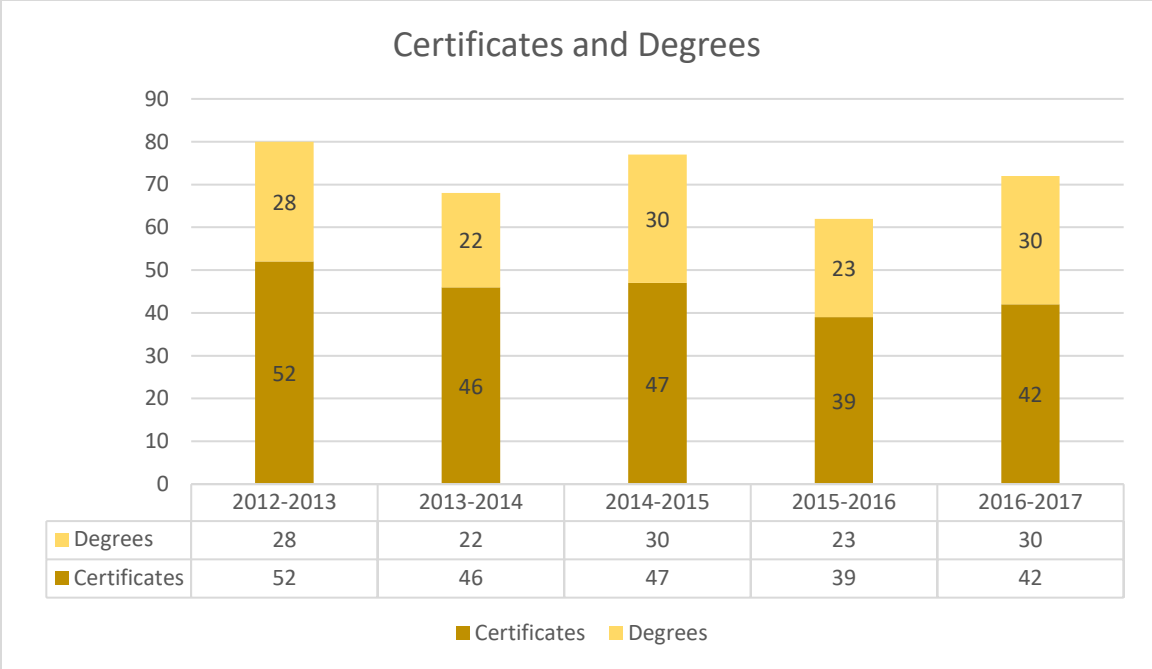


The Paralegal program has traditionally maintained higher than average Success and Retention rates. It is believed these Success and Retention rates are attributed to numerous factors. Students in the Paralegal Program are required to attend an orientation and meet with a counselor. The program coordinator also meets with students individually to provide program advising throughout their enrollment. In addition, many students in the program enter with a Bachelor degree and therefore have college level course work experience. Traditionally, these students are better prepared to handle the rigorous nature of many of the Law courses.

AWARDS (DEGREES AND CERTIFICATES):

The number of degrees in Law in 2016-2017 showed a substantial increase (greater than 10.0%) from 2015-2016 and showed a slight increase in comparison with the number of degrees awarded in 2012-2013.

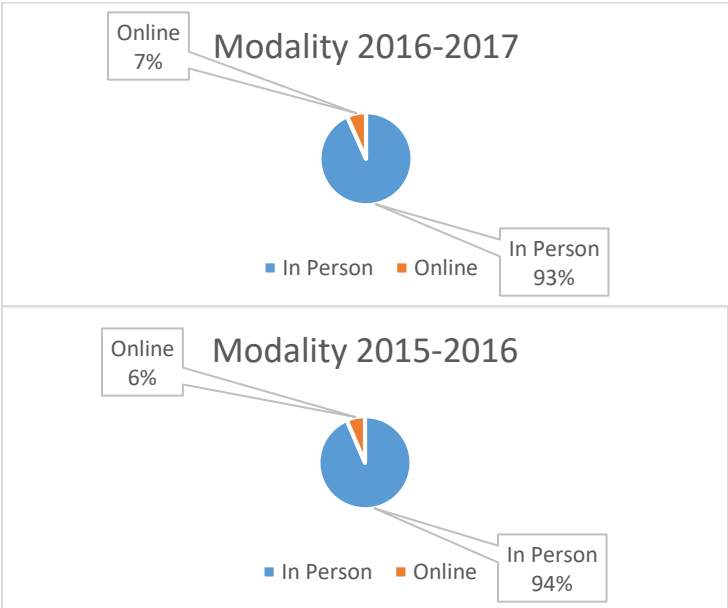
The number of certificates in Law in 2016-2017 showed a slight increase from 2015-2016 and showed a substantial decrease (greater than 10.0%) in comparison with the number of certificates awarded in 2012-2013.

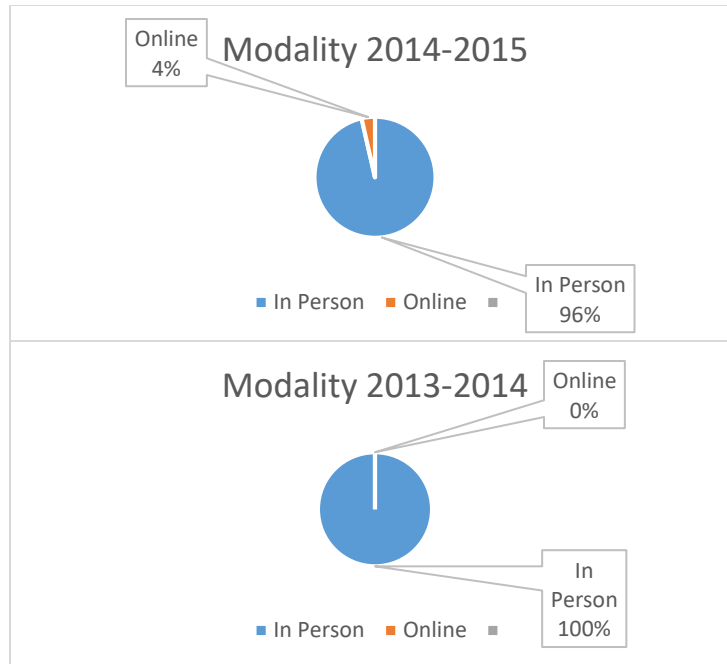


The paralegal program has consistently been one of the top degree and certificate producers for the College. The Paralegal program is a destination for students seeking the certificate and/or degree. There are very few, if any, students who are simply taking courses to fulfill requirements at another institution. The state Chancellor’s data reflects that Coastline’s Paralegal program is one of the top degree/certificate producers of all Paralegal programs.

MODALITY

In 2016-2017 7% of the Law courses were offered online. As of 2016-2017 no courses are offered in a hybrid format. Consistent with ABA requirements the program does not currently have any cable or correspondence courses. No classes were self-paced none were offered in telecourse modality.



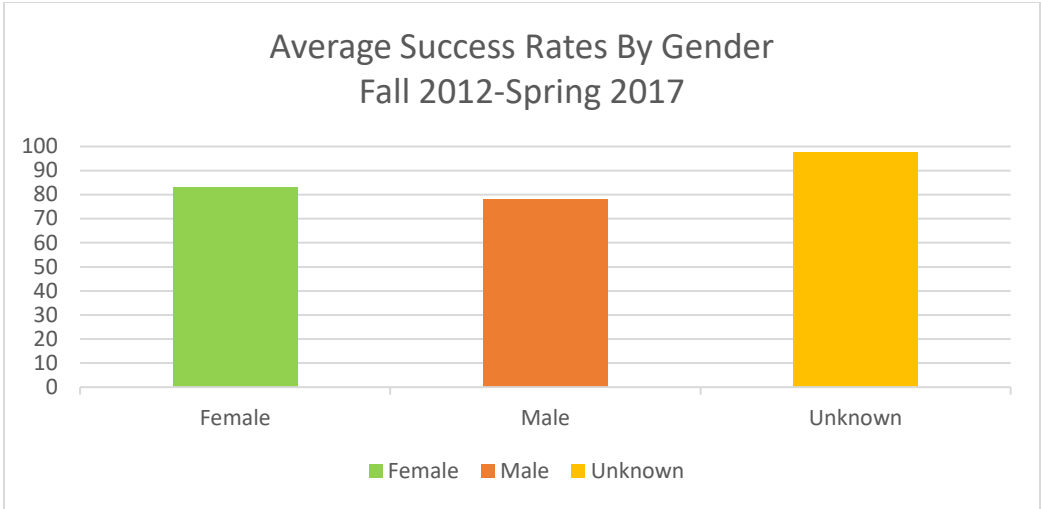


There has been discussion within the Paralegal Program Advisory Committee and faculty about adding online courses to the curriculum. The Advisory Committee and faculty agree there may be appropriate courses which can be taught online in addition to the traditional face to face format. The ABA has specific requirements regarding the utilization of distance education in paralegal courses. Over the past two years one online class, Legal Aspects of Health Care (Law c126), has been added as a non-legal specialty. Law c150 Corporate/Business Organizations was modified to allow online instruction in 2015.

Any changes to the curriculum will need to be monitored to ensure compliance with ABA requirements and determine the impact, if any, these changes would have on the program face to face elective options.

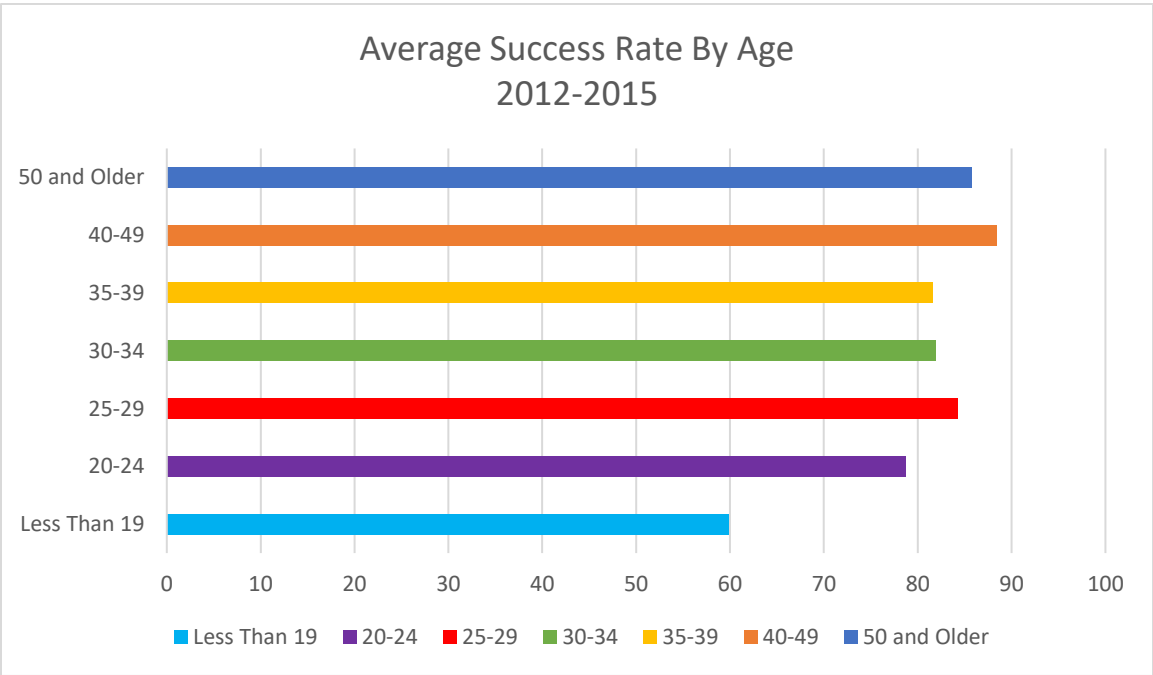
GENDER

Looking at the average success rates by gender for 2012-2017 there was not a disproportionate impact in Law course success rates for *female students*; however, there is possibly slight disproportional impact in Law course success rates for *male students*; this analysis is subject to students whose gender is identified as unknown during this period. This slight disproportional impact may also be directly attributable to the substantially lower number of males (24%) in the Paralegal program compared to females (76%). If one male student is not successful in the program this will reduce the success rate by a greater percentage than one female not succeeding in the program.



AGE GROUPS

On average, there was a disproportional impact in Law course success rates for students *less than 20 years old*; For all other age groups during this same period there is not a disproportionate impact in Law course success.



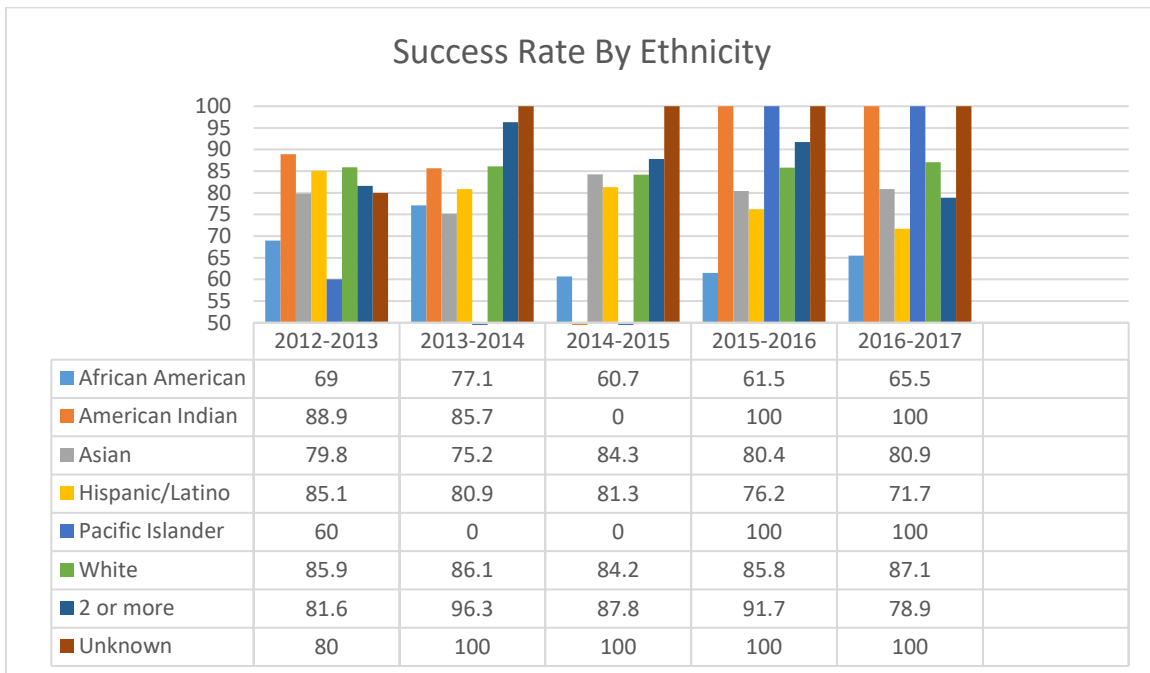
As discussed above in relation to the success rates for male students, there are a relatively low number (1%) of students less than 19 years old enrolled in the Paralegal program. If one student less than 19 years old does not succeed this will reduce the overall success rate by a substantially higher percentage than other age groups. In addition, students under 19 years old may not yet have the college level course experience to be successful in a program with a rigorous upper level curriculum.

RACE/ETHNICITY

A review of the data regarding Law course success rate indicates that there was a slight disproportionate impact on *Asian* students in 2012-2013 and 2013 -2014 (less than 80% success). This population’s success has improved in the past three years indicating no disproportionate impact. The reason for this change is not immediately known and further data analysis would be necessary.

The success data indicates a disproportionate impact in Law course success rates for *African American* students over the five year reporting period. Success rates for *African American* students have fluctuated from a high of 77.5 and low of 60.7. A review of specific course success rates need to be evaluated to determine possible causes for this disproportionate impact. This equity gap further needs to be evaluated for specific strategies to improve outcomes. This will include discussion among faculty, the Paralegal Advisory Committee, EOPS, and Student Success.

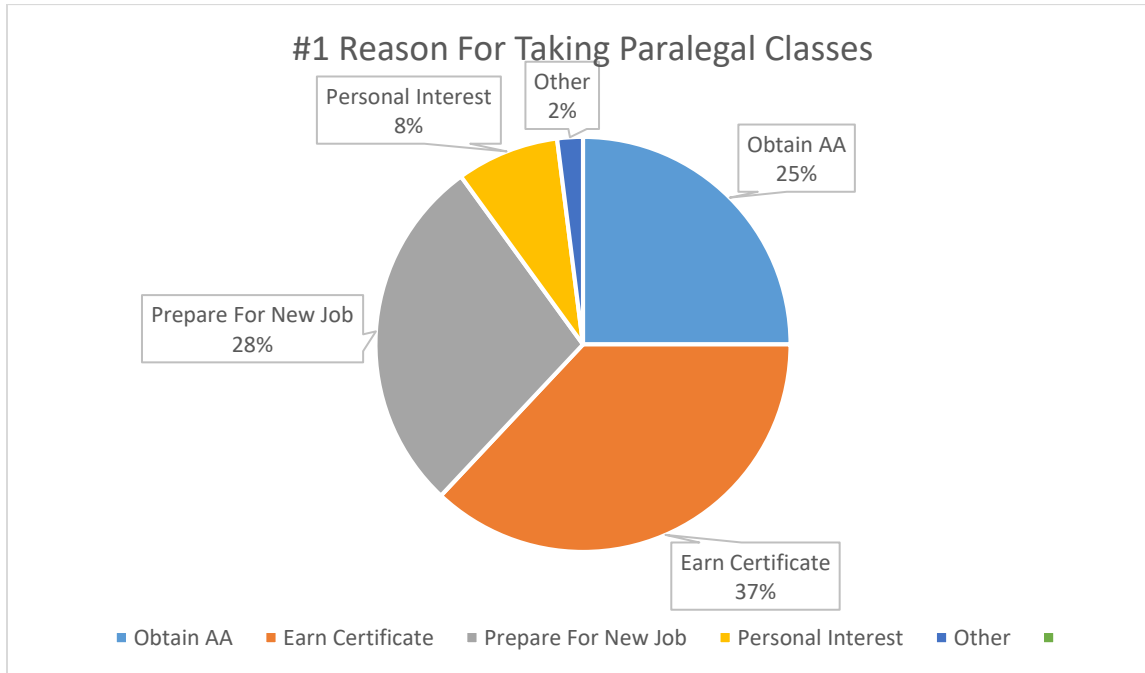
In the 2015-2016 and 2016-2017 academic years there was a moderate decrease (less than 10%) in the success rates of *Hispanic* students. This decrease in success rates has resulted in a disproportionate impact on this population of students. The data needs to be further evaluated as to specific courses where success rates were impacted. Strategies for intervention need to be evaluated and discussed with the pertinent groups including faculty, the Advisory Committee, EOPS, and Student Success.



Note: Disproportional Impact is calculated via the Proportionality Index Method with an 80% threshold for negative impact. This method is a measure of representational equity of each subgroup to its initial proportionality at the beginning of the term. Proportionality Index Method compares the demographic characteristics of those who successfully completed the course to the demographics characteristics of the same group that enrolled in the course at the beginning of the term. Proportions of less than 80% are flagged as experiencing disproportional impact.

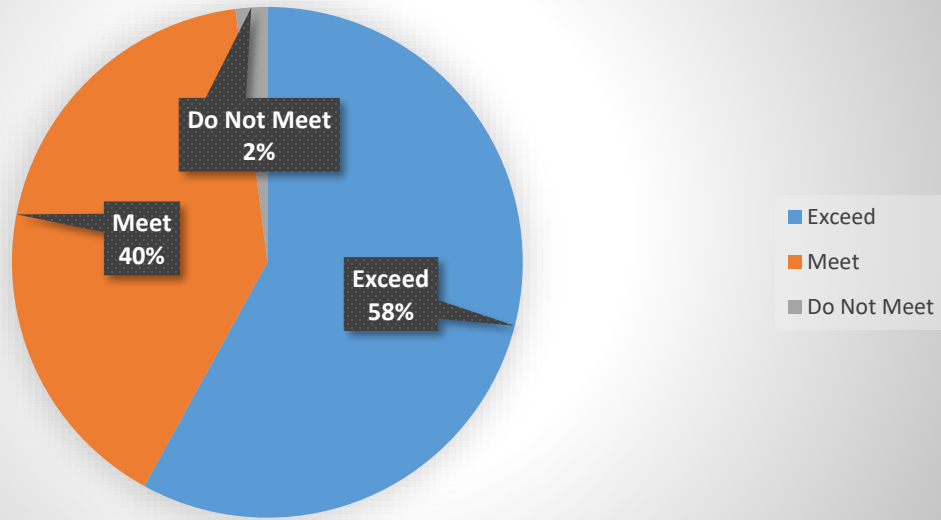
Survey Results

Pursuant to ABA guidelines the Paralegal program conducts surveys of each course every semester. The program also conducts surveys of its graduates once a year along with employers and the legal community in general every three years. Pursuant to Program review procedure current students, recent graduates, and faculty were surveyed in the 2016-2017 year.



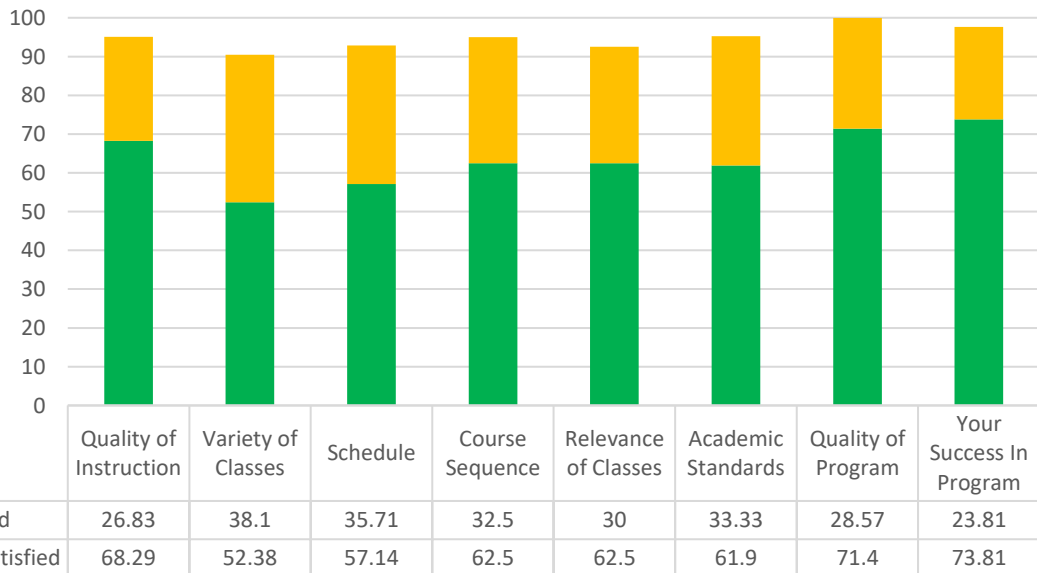
Review of this response indicates a majority of students are taking Paralegal courses either to obtain the AA and/or certificate. The applicable responses for this question may need revision as the available response to “Prepare for A New Job” coincides with earning the certificate and obtaining the AA. A student may not be considered for a Paralegal position without the certificate. Ninety percent (90%) of students indicate that they enter the program with a specific goal in mind. Those students indicating they intend to obtain the AA degree are simultaneously working to earn the certificate as well. This purpose for enrollment is likely one reason students in the Paralegal program have higher Success and Persistence rates than other programs within the College.

Extent To Which Classes Meet Expectations

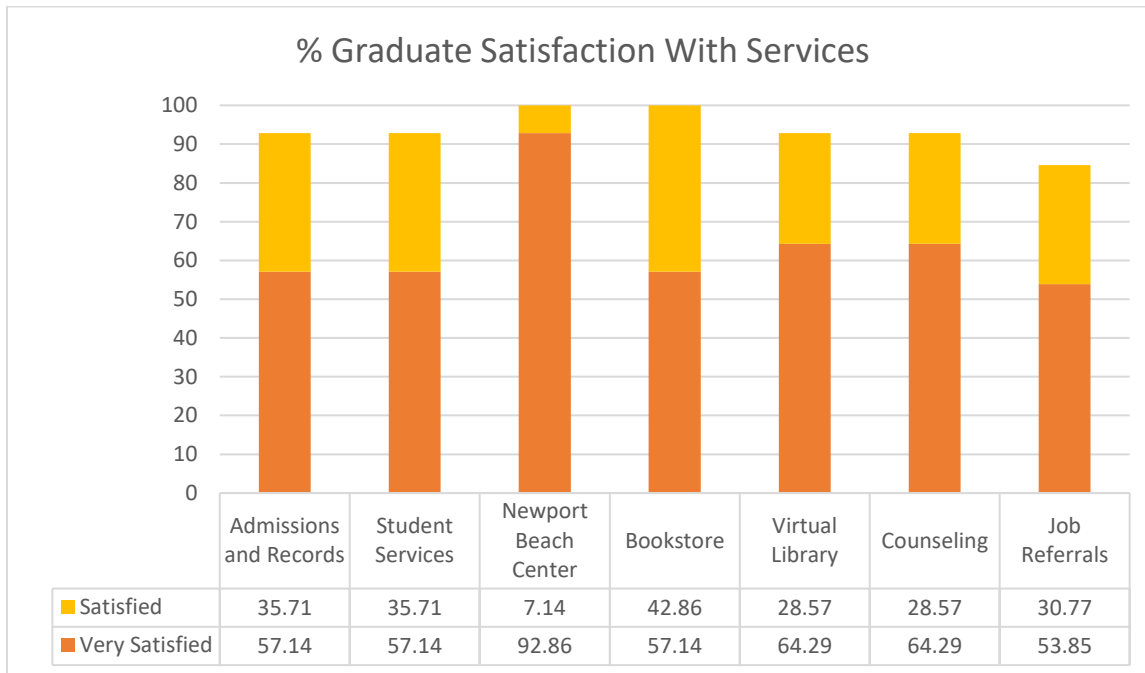


The majority of students felt the program courses exceeded their expectations. 98% of students felt the courses either meet or exceeded expectations. The 2% response rate indicating courses did not meet or exceed their expectations was the result of a student's dissatisfaction with one class as indicated in the survey comment section. This issue was addressed directly with the instructor for that course. This high rate of satisfaction is attributable to several factors. The structure of the program sequences courses in a manner which builds on the skills students learn in previous courses or those being taken simultaneously. The longevity of the faculty is another factor impacting these results. The majority of faculty have been instructors in the Paralegal program for more than ten (10) years. These faculty are working in the legal field and routinely provide real life scenarios as part of the classroom discussion which helps students relate to the material.

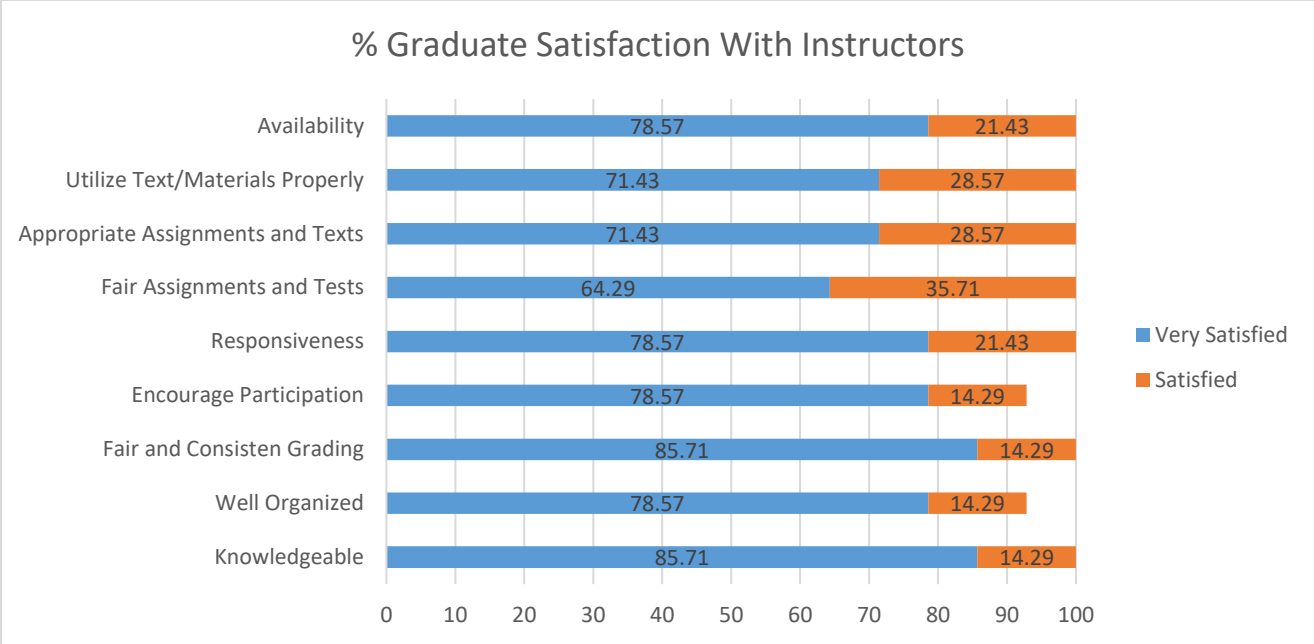
Current Student Satisfaction %



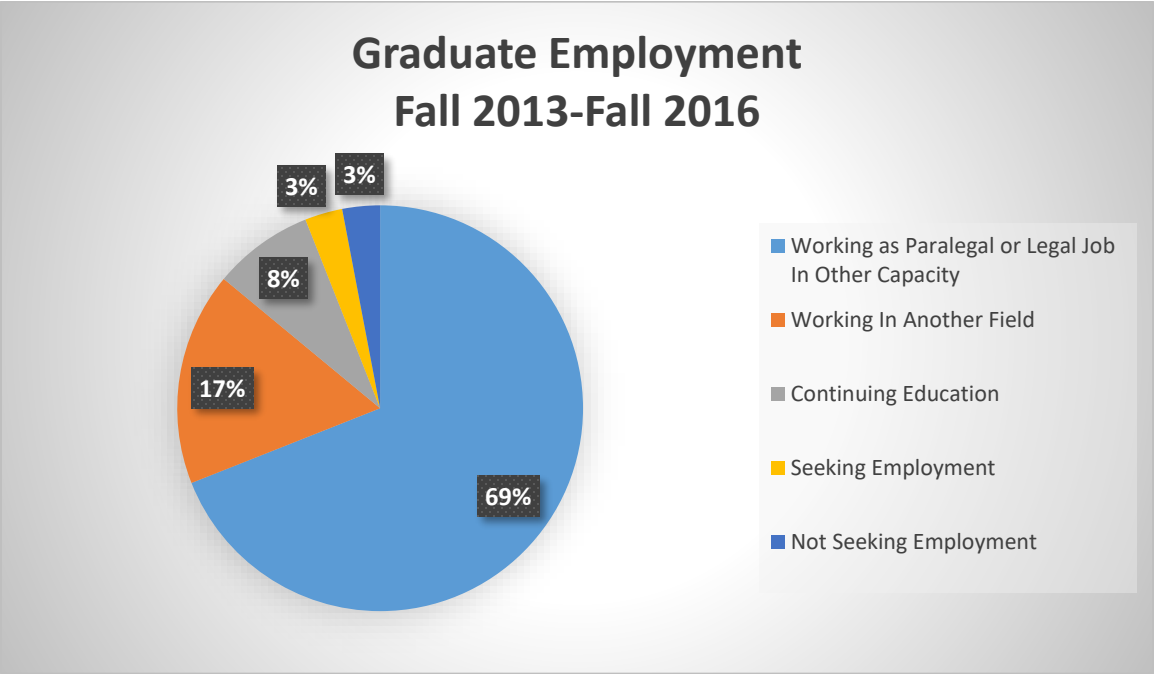
More than 90% of current students indicate they are either very satisfied or satisfied with various components of the paralegal program. This is directly attributed to the faculty in the program who are student centered. Faculty consistently receive above average reviews from students in the program. Most of the faculty have taught in the paralegal program for more than 10 years. This longevity and ongoing discussion regarding student satisfaction is reflected in these results. The program will continue to evaluate each of these areas and seek to make improvements where appropriate.



Graduates indicate more than 90% satisfaction with most of the Coastline Student Services. A review of student responses to job referrals reflects a confusion as to job referrals in the classroom room versus those provided via the Paralegal Program listserv. When students are enrolled in the Law c100 introduction course they are added to the Paralegal Google listserv which is where all job referrals are announced. The very few students who did not respond as either very satisfied or satisfied to job referrals may have either voluntarily opted out of joining the listserv or not realized that the survey was intended to cover job referrals in general. This question will be revised for the next survey to see if the satisfaction level changes in any substantial respect. As appropriate, job referrals will also be announced in class to provide students with increased awareness of job opportunities. The Paralegal department continues to work closely with the Counseling department to ensure students stay on track and graduate in a timely manner. Having counseling services available on site at Newport Beach will help maintain this dialogue and communication.



Graduates rate their satisfaction with instructors over 90% in every category. A substantial majority of graduates were very satisfied in each area. These survey results reflect the experience and dedication of the Paralegal instructors. Faculty regularly interact with students before and after class. They can often be seen talking with students as they walk through the hallway. It is often this personal interaction which results in a dialogue that can improve student learning as students feel more connected to the instructor.



The ABA requires all Paralegal programs to track graduates for employment trends. The chart above is based on a 95% rate of response for graduates in the Paralegal program over the past three and one-half years. 86% of graduates are identified as working either in the legal field or another field of their

choosing. Just under 10% of graduates are continuing their education which includes both Bachelor degree and Juris Doctorate candidates. A small number of graduates are seeking employment and a few are either not seeking employment because they are a stay at home parent or have retired. The response rates and percentage of employed students are a direct reflection of the success of the Paralegal program in achieving these important employment outcomes.

Each year student classroom survey results are provided to Paralegal faculty and student comments reviewed. Examples of the most prevalent constructive comments over the past few years are listed below:

- Course should be 16 weeks rather than 8 weeks
- Too much work for units in Legal Clinic
- Less homework should be required
- There is a lot of material to take down and Power Points would be helpful
- Use of Seaport (i.e. Canvas) to post information, assignments & grades would be helpful
- Final exam weighted too much compared to other assignments
- Would like to see more clients in Legal Clinic
- Class is too long (4 hours) for one night

Each of the general student comments, and any course specific items, are discussed each year at the annual Paralegal Studies faculty meeting in August. This meeting is separate from the all college meeting and discipline break outs. Any changes that need to be made to the course work, communication, or other areas are evaluated based on faculty input and discussion with the Advisory Committee. The Paralegal Program will continue to evaluate its effectiveness in terms of instruction, student satisfaction, and employability.

Implications of Change

Over the past five years two online courses have been added to program to provide greater flexibility with student schedules. These courses have been added as non-legal specialty within the parameters of the ABA guidelines. The Advisory Committee is reviewing the impact, if any, of these courses on the traditional face to face program elective offerings.

The Paralegal Program was re-approved by the ABA in February 2016 retroactive to the prior re-approval expiration date. This ABA approval is instrumental in maintaining the strength of the program. Legal employers in Orange County and the surrounding area recognize ABA approval as indication that the program courses, curriculum, faculty, and college support are at a high level. Many employers in the area exclusively seek graduates from an ABA approved program.

The Paralegal Program has continued its orientation schedule of four (4) times per year. These orientation sessions are not only a useful tool for marketing the program they provide students with detailed information concerning the program, the college, admissions procedures, degree and certificate requirements, statutory requirements in California, matriculation, ABA Approval requirements, graduation procedures, and other important information for students seeking a paralegal degree or certificate.

The Paralegal Program will continue to cultivate its partnerships with organizations such as the Legal Aid Society of Orange County, Orange County District Attorney’s Office, Veteran’s Legal Institute, and others to provide students the volunteer opportunities to obtain work experience in a legal setting. This work experience, whether paid or volunteer, is a key component to employment upon graduation.

The program will also continue to expand upon its use of employer focus groups to ensure the curriculum is meeting the needs of the local legal community. These focus groups provide evidence of the practical skills employer’s desire in Paralegal program graduates. The Advisory Committee and faculty will continue to review the focus group and employer survey results in evaluation of the Paralegal Program courses and curriculum.

Market Assessment

The Paralegal profession is growing at the same rate as other professions. The median wage reflected by the BLS statistics on the chart below does not reflect the regional differences for the Paralegal profession.

Quick Facts: Paralegals and Legal Assistants	
<u>2016 Median Pay</u>	\$49,500 per year \$23.80 per hour
<u>Typical Entry-Level Education</u>	Associate's degree
<u>Work Experience in a Related Occupation</u>	None
<u>On-the-job Training</u>	None
<u>Number of Jobs, 2014</u>	279,500
<u>Job Outlook, 2014-24</u>	8% (As fast as average)
<u>Employment Change, 2014-24</u>	21,200

The Los Angeles metropolitan area has a mean income of \$55,590 for Paralegals.

Metropolitan area	Employment <u>(1)</u>	Employment per thousand jobs	Location quotient <u>(9)</u>	Hourly mean wage	Annual mean wage <u>(2)</u>
<u>New York-Jersey City-White Plains, NY-NJ Metropolitan Division</u>	16,830	2.55	1.29	\$30.14	\$62,680

<u>Washington-Arlington-Alexandria, DC-VA-MD-WV Metropolitan Division</u>	9,330	3.75	1.90	\$33.94	\$70,590
<u>Los Angeles-Long Beach-Glendale, CA Metropolitan Division</u>	8,690	2.06	1.04	\$26.72	\$55,590

Total People Employed in the Region ⓘ				
	Current Year (2014)	5 Years Ago (2009)	5 Year Change (2009-2014)	5 Year Trend
Requires an Associate Degree				
Paralegals and Legal Assistants (232011)	3,758	3,575	182	↑
Requires a Postsecondary Non-Degree Award				
Court Reporters (232091)	238	253	-15	↓
On-The-Job Training, No College Required				
Legal Secretaries (436012)	3,609	3,631	-23	↓
Legal Support Workers, All Other (232099)	535	522	13	↑
Title Examiners, Abstractors, and Searchers (232093)	971	973	-2	↓
Projected Regional Job Openings ⓘ				
	Projected 5 Year Openings (2014-2019)		Projected Average Annual Openings (2014-2019)	
Requires an Associate Degree				
Paralegals and Legal Assistants (232011)	855		171	
Requires a Postsecondary Non-Degree Award				
Court Reporters (232091)	26		5	
On-The-Job Training, No College Required				
Legal Secretaries (436012)	350		70	
Legal Support Workers, All Other (232099)	87		17	
Title Examiners, Abstractors, and Searchers (232093)	122		24	
Median Regional Annual Salary ⓘ				
	Entry Level Salary		Median Salary	
Requires an Associate Degree				
Paralegals and Legal Assistants (232011)	\$31,470		\$52,332	
Requires a Postsecondary Non-Degree Award				
Court Reporters (232091)	\$53,206		\$61,276	
On-The-Job Training, No College Required				
Legal Secretaries (436012)	\$21,174		\$47,132	
Legal Support Workers, All Other (232099)	\$39,083		\$50,148	
Title Examiners, Abstractors, and Searchers (232093)	\$34,341		\$53,393	

Paralegals are a distinct group from both legal secretaries and legal support staff. Paralegals generally perform substantive legal work under the direction of an attorney. Legal secretaries and support staff are generally tasked with performing clerical and/or ministerial duties as assigned. A Paralegal generally is placed in the hierarchy between a secretary and the attorney. To utilize the title “Paralegal” or “Legal Assistant” specific education is required pursuant to California Business and Professions Code Section 6450. No such education or training is required for legal secretary or support staff positions.

In addition to working in tradition law firms, Paralegals are employed in government agencies, corporate settings, nonprofit organizations, and as freelance independent contractors working directly with attorneys and not the public.

The Coastline Paralegal Program Advisory Committee meets twice a year. As part of these meetings the Advisory Committee discusses market trends and job market analysis. Over the past five years the employment opportunities for Paralegals in Orange County and surrounding metropolitan areas has increased. This is reflected on the chart showing the employment of graduates for the past three and one-half years.

Pursuant to ABA requirements the Advisory Committee includes Paralegals from various legal industry groups. These Advisory Committee members bring a knowledge of the market for their specific area. The Advisory Committee regularly discusses employability of graduates and the need for changes to the program curriculum as appropriate.

The Advisory Committee has suggested continued use of focus groups as discussed above to ensure relevancy of the curriculum. A focus group was held in August 2016 and the results of that focus group have been shared with the Advisory Committee, faculty, and students. The focus group results validated that the program is teaching the appropriate skills for students to be successful when they enter the work force. The results also highlighted the need for “soft skill” training to ensure students are aware of how their ability to work well with others in an office might impact their employability.

The Committee has also recommended evaluation of online course impact on current face to face classes. This evaluation will help determine if the online courses are creating a lower fill rate and efficiency for the face to face electives.

The Advisory Committee has suggested continued cooperation with local organizations that allow students to gain volunteer and paid experience in the legal industry. These organizations include the Legal Aid Society of Orange County, Orange County District Attorney’s Office, Veteran’s Legal Institute, and Public Law Center.

The Advisory Committee supports the continued Certified Paralegal exam preparation. The Committee has suggested this possibly be added as a 1-unit summer course or possibly non-credit course.

The Advisory Committee suggests that marketing to local legal industry employers will help not only increase the awareness of the program in the Coastal Orange County area but also provide these employers a place where they can advertise potential job openings for current students or graduates.

The Advisory Committee has suggested several ways to increase diversity of the faculty should a new position arise including advertising teaching opportunities through local minority bar associations.

The Advisory Committee recommends a permanent location for the Legal Clinic at the Newport Beach Center to increase visibility and awareness of the program. An initiative request is included as part of this Program Review.

Student (SLOs) and Program Student Learning Outcome (PSLOs)

All Paralegal Program courses are currently under review. The current course outlines of record have been discussed with the faculty. Faculty have reviewed the outlines and made suggested changes or additions as needed.

The current SLO of all courses are pending review through the curriculum process. The final course review is anticipated to be completed at the October 27, 2017 curriculum meeting.

At the most recent Paralegal Program faculty meeting and flex day SLO break out session the use of model SLO assessment methods was discussed. A chart of SLO evaluation was prepared and provided to the SLO coordinator. This model SLO assessment will continue to be discussed and developed at future faculty meetings.

Prior to the transition from Seaport to Canvas, SLO from previous semesters were reviewed. The statistical data for these SLO was evaluated and discussed each year to improve the outcomes. Suggestions for improved outcomes are discussed and changes necessary are presented to faculty and the Advisory Committee for review.

There were previously one Institutional SLO and three program level SLO which were measured through the Seaport system.

Institutional SLO

Demonstrate the ability to apply critical thinking and analysis.

Program Level SLO

Analyze and communicate conclusions both orally and in writing.

Apply legal concepts the clients' problems.

Apply legal ethics in the paralegal field.

The percentage of students fully meeting the program level SLO ranged from 66% to 92%. At several faculty meetings from 2012-2016 the reason for this range was discussed. Faculty determined it was likely the result of the way each individual instructor distributed the SLO. Another reason for the range of SLO achievement was attributed to student enrollment behavior. If a student enrolls in a class and then does not drop by the required date they can sometimes end up on the faculty term roster and fail to complete most of the assignments. As such, that student's lack of participation in the class has a negative impact on the SLO achievement data.

The fall 2015 SLO Program level achievement data for five core Paralegal program required classes is found on the chart below:

SLO Text	SLO Level	Course Number	Fully Achieved	Partially Achieved	Failed to Achieve
Analyze and communicate conclusions both orally and in writing.	P	LAW-C100	91.84 %	4.08 %	4.08 %
Analyze and communicate conclusions both orally and in writing.	P	LAW-C105	86.11 %	8.33 %	5.56 %
Analyze and communicate conclusions both orally and in writing.	P	LAW-C118	66.67 %	20.83 %	12.50 %
Apply legal concepts to the clients' problems.	P	LAW-C100	91.84 %	4.08 %	4.08 %
Apply legal concepts to the clients' problems.	P	LAW-C105	83.33 %	13.89 %	2.78 %
Apply legal concepts to the clients' problems.	P	LAW-C118	66.67 %	20.83 %	12.50 %
Apply legal concepts to the clients' problems.	P	LAW-C127	90.91 %	0.00 %	9.09 %
Apply legal concepts to the clients' problems.	P	LAW-C128	92.86 %	0.00 %	7.14 %
Apply legal ethics in the paralegal field.	P	LAW-C100	91.84 %	4.08 %	4.08 %
Apply legal ethics in the paralegal field.	P	LAW-C105	86.11 %	8.33 %	5.56 %
Apply legal ethics in the paralegal field.	P	LAW-C118	66.67 %	20.83 %	12.50 %
Apply legal ethics in the paralegal field.	P	LAW-C127	90.91 %	0.00 %	9.09 %
Apply legal ethics in the paralegal field.	P	LAW-C128	92.86 %	0.00 %	7.14 %

Curriculum Review

The paralegal Program curriculum is currently under review. There have been no degrees or certificates added or removed from the existing curriculum. One course was added in conjunction with the Learning 1st Bachelor degree program in Healthcare Management.

Table Curriculum Review

Course	Term Reviewed	Status
Law C100	Fall 2017	Pending
Law C127	Fall 2017	Pending
Law C128	Fall 2017	Pending
Law C105	Fall 2017	Pending
Law C118	Fall 2017	Pending
Law C121	Fall 2017	Pending
Law C126	Spring 2015	Approved
Law c390	Fall 2017	Pending
Law C110	Fall 2017	Pending
Law C115	Fall 2017	Pending
Law C130	Fall 2017	Pending

Law C135	Fall 2017	Pending
Law C142	Fall 2017	Pending
Law C148	Fall 2017	Pending
Law C150	Spring 2015	Approved
Law C152	Fall 2017	Pending
Law C155	Fall 2017	Pending
Law C158	Fall 2017	Pending
Law C160	Fall 2017	Pending
Law C164	Fall 2017	Pending
Law C170	Fall 2017	Pending
Law C283	Fall 2017	Pending
Law C284	Fall 2017	Pending

External Compliance

Approval by the American Bar Association was first granted in 1985. The program has applied for and been reapproved by the ABA on each re-approval seven-year cycle since that time. The current approval expires in 2020. An ABA interim report was submitted on August 15, 2017 and is pending review by the ABA committee.

The ABA approval process is an important component of the Paralegal program internal review. As part of this process the Program analyzes course curriculum, including the time spent on topics within each course and the assignments required for teaching of key practical paralegal skills. The program is also required to survey students, graduates, and employers. These surveys must be used as part of an assessment tool created by the program. The Paralegal program assessment tool is attached to this report. In addition, the Paralegal Program is required to track graduates within one year of graduation to determine their employment status. This data is utilized in evaluate whether there are sufficient job opportunities for program graduates. Much like other CTE programs, the Paralegal program is required to maintain an Advisory Committee. The ABA has stringent requirements for the membership of this committee. This is done to have an adequate representation of a cross section of the local legal community. Program faculty are required to have experience working with or as a paralegal. In addition, ABA requirements include faculty professional development in the faculty member's legal area as well as teaching pedagogy.

Progress on Initiative(s)

Table Progress on Forward Strategy Initiatives

Initiative(s)	Status	Progress Status Description	Outcome(s)
Increase marketing through law specific outlets	In-Progress	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. In spring 2016, a prioritized request was moved forward to PIEAC for approval, which is pending the fall 2016 budget revise.	The cost and guidelines for this marketing effort have been researched. By marketing to existing law firms through the OC Lawyer we hope to attract non-traditional students who may be unaware of the program or whose employer may provide education financial assistance.
Increase diversity in the program through advertising in ethnic community newspapers	In-Progress	Need funding to complete this goal. Advertising copy will need to be developed in various languages. In spring 2016, a prioritized request was moved forward to PIEAC for approval, which is pending the fall 2016 budget revise.	Local community newspapers in languages such as Spanish, Vietnamese, Korean, Farsi, and others. We need funding to advertise in these community newspapers to make students aware of the Coastline Paralegal program.
Develop 2 alternative delivery classes for submission to ABA for approval	In-Progress	2 online courses passed through curriculum in Spring 2014. One class has been offered as a non-legal specialty course and is doing well.	One online class has been initiated as a non-legal specialty course. A second class was modified to be treated as non-legal specialty and was taught online in spring 2017. The feasibility and impact of these online courses, and others, is currently under review
Work with students/faculty to develop paralegal club	In-Progress	Pursuant to ABA recommendations and discussion with students this club has been modified to be an Alumni club.	The Alumni group has been established. The Alumni group met on three occasions. They have also created a Facebook page to advertise their events. This effort continues
Expand Career advising with OC One Stop	Completed and on-going	Career counseling seminars begun with OC One Stop. Coastline career center is now doing these seminars with our program. Interview stream software purchased.	This initiative was modified as a result of the termination of the Coastline/OC One Stop partnership. The career advising partnership is now directly with the Coastline Career Center. There were seminars for resume writing and job search held fall 2016 and spring 2017.

Send out direct mail post cards to law firms and legal employers in the coastal	In-progress	In spring 2016, a prioritized request was moved forward to PIEAC for approval, which was subsequently referred to Dean of CTE	These mailings have been approved through the Dean of CTE. The Program coordinator will be working with the marketing department to create mailers.
Expand program awareness and growth throughout the regional communities to help expand and sustain the program	In-progress	The program coordinator attends National and Regional meetings of paralegal educators. The coordinator continues to hold OCPA student section meetings to increase awareness of the program in the local community	This increased community awareness will assist help increase enrollment by utilizing a network base for word of mouth advertising.

Program Planning and Communication Strategies

The Paralegal program faculty attend in person meetings three times per year. The program holds an annual faculty meeting during the summer. During this meeting faculty are provided student survey results, and evaluation summary is discussed, curriculum is reviewed as needed, schedules are discussed, technology needs are reviewed, closing the SLO loop is discussed, marketing strategies are evaluated, and facility needs are analyzed.

Faculty who are teaching during the semester also attend the discipline meetings scheduled in conjunction with the All College Meeting. During these discipline break outs the All College Meeting topic is summarized, available SLO data is reviewed and discussed, paralegal specific articles on teaching are provided and discussed, and any faculty needs or concerns are presented.

Throughout the course of the semester the program will send emails with informational updates, respond to inquiries from faculty, and speak with faculty on the phone as needed.

Forward Strategy

The program will continue its annual faculty meeting to maintain programmatic excellence. The program will continue its review of online course offerings as appropriate. The program will encourage PT faculty to attend teaching pedagogy conferences on a regular basis to increase student success, retention, and persistence. The program will continue its SLO evaluation and work to have all faculty trained on the use of the SLO tool in Canvas within the next year.

Section 2: Human Capital Planning

Staffing

Table 2.1 Staffing Plan

Year	Administrator	Management	F/T Faculty	P/T Faculty	Classified	Hourly
Previous year 2016-17	Dean	0	1 FTE	8 PTF	0	0
Current year 2017-18	Dean	0	1 FTE	8 PTF	0	0
1 year 2018-19	Dean	0	1 FTE	8 PTF	0	0
2 years 2019-2020	Dean	0	1 FTE	8 PTF	0	0
3 years 2020-2021	Dean	0	1 FTE	8 PTF	0	0

The program currently has one full time faculty member. Support is provided to the program through the CTE Dean's office. There are currently 8-part time faculty members. At this time, there is no need for an additional full time faculty member. As part time teaching opportunities become available these will be advertised to various minority bar associations as suggested by the Advisory Committee in an effort to increase the diversity of faculty.

Professional Development

The Paralegal Program Coordinator has attended the All College Meeting twice per year for the last five years. The Program Coordinator has also attended the American Association for Paralegal Educators national and regional conferences held twice per year. These professional development conference opportunities were funded with the use of Perkins fund.

Table 2.2 Professional Development

Name (Title)	Professional Development	Outcome
Stephen Barnes, Program Coordinator	All College Meetings twice per year for the past five years	Continued engagement within the college. Improved pedagogy. SLO closing loop.
Stephen Barnes, Program Coordinator	AAfPE National and Regional Conferences twice per year for the past five years	Pedagogy training for paralegal specific courses. Curriculum development, program assessment. ABA approval.
Margaret Lovig, PT faculty	All College Meetings twice per year for the past five years. ALA conferences.	Continued engagement within the college. Improved pedagogy. SLO closing loop. Engagement with legal community.
All faculty	All college meetings. Continuing legal education as required by CA state bar	Continued engagement within the college. Improved pedagogy. SLO closing loop. Training in subject matter areas

Forward Strategy

The Paralegal Program does not have any current needs for human capital. The program will continue to evaluate its needs in this regard.

Section 3: Facilities Planning

Facility Assessment

The program coordinator currently has a shared office at the Newport Center. This office is sufficient to comply with ABA guidelines regarding office space for the program.

A major component of the Paralegal Program is the Legal Clinic practicum. This required course provides students the practical experience in interviewing and working with potential clients. This clinic also provides a substantial service to the college community.

Over the past twenty five years the Legal Clinic was housed at the college center. This included a small area where students can receive phone calls, schedule clients as needed, and a separate area where the volunteer attorney can meet with the client and provide advice in a confidential setting.

During the fall of 2016 it came to the program director's attention that there were possible changes to the Legal Clinic space availability. This issue was addressed with the Vice President of Instruction and it was confirmed there had been a request for use of this space by the campus safety department.

The program coordinator discussed the issue with Legal Clinic faculty. It was agreed to be in the best interests of the College for the program to "give up" the Legal Clinic space at College Center. However, there was a request made to the Vice President of Instruction for a commitment that the clinic would be relocated to the Newport Center on a space available basis.

A visual review of space availability at Newport Beach identified a location next to the student lounge which could be a multi-use space for students and serve as the Legal Clinic for the Paralegal program on Thursday nights when the class is held. The space is a large open area made up mainly of cabinets and counter space with a microwave for student use. After identifying this space, it was walked with the Vice President of Instruction and he agreed the space was suited as a multi-use student area and could serve as the Legal Clinic as needed. This space could be converted by the installation of glass partitions much like what has been done recently at the Le-Jao Westminster Center.

Forward Strategy

The Program Coordinator will meet with the Director of Maintenance and Operations as well as the Vice President of Administrative Services to discuss the viability and cost for converting this open space into a multi-use space also usable as the Paralegal Program Legal Clinic as needed.

Section 4: Technology Planning

Technology Assessment

The Paralegal Program had 2 computers and a printer located in the Legal Clinic when it was transferred to the Public Safety Department. These items were purchased with VTEA funds. They are currently being utilized by the Public Safety Officers. The program will need 2 computers and a printer for use in the Legal Clinic upon relocation to the Newport Beach Center.

The Paralegal Program has utilized Perkins Funding as well as negotiation directly with vendors to obtain the following software:

- Abacus Law
- The Form Tool
- Concordance
- Dissomaster
- Interview Stream

The licenses for Abacus Law and Interview Stream are expiring and require renewal. The cost of the renewal cannot be paid from Perkins funds based on limitations placed on such acquisitions. The cost of the renewal is being investigated and will be included in the Wing Planning prioritization funding requests.

Forward Strategy

The Paralegal Program will continue to evaluate its technology needs. Current needs include two computers and a printer for use in the Legal Clinic. The Program also has 2 software licenses that are up for renewal which cannot be paid for with Perkins funding.

These technology items support the goal of student success, completion, and achievement. This technology will also support post-Coastline outcomes by improving technology skills for students thereby improving employability.

Section 5: New Initiatives

Initiative: Provide a short description of the initiative.

The creation of 2 or 3 multi-use spaces in the student lounge area to be utilized by students for studying. This multi-use space will also be utilized by the Paralegal program Legal Clinic on a weekly basis during the Thursday evening class time.

Describe how the initiative supports the college mission:

The initiative supports student success, completion, and achievement by providing students a quiet study area for individuals or groups. The initiative also helps maintain programmatic excellence of the Paralegal Program by creating a space that can also be utilized for client interviews by Paralegal students during their evening class.

What college goal does the initiative support? Select one

- Student Success, Completion, and Achievement
 Instructional and Programmatic Excellence

- Access and Student Support
- Student Retention and Persistence
- Culture of Evidence, Planning, Innovation, and Change
- Partnerships and Community Engagement
- Fiscal Stewardship, Scalability, and Sustainability

What Educational Master Plan objective does the initiative support? Select all that apply

- Increase student success, retention, and persistence across all instructional delivery modalities with emphasis in distance education.
- Provide universal access to student service and support programs.
- Strengthen post-Coastline outcomes (e.g., transfer, job placement).
- Explore and enter new fields of study (e.g., new programs, bachelor's degrees).
- Foster and sustain industry connections and expand external funding sources (e.g., grants, contracts, and business development opportunities) to facilitate programmatic advancement.
- Strengthen community engagement (e.g., student life, alumni relations, industry and academic alliances).
- Maintain the College's Asian American and Native American Pacific Islander Serving Institution (AANAPISI) designation and pursue becoming a designated Hispanic Serving Institution (HSI).

What evidence supports this initiative? Select all that apply

- Learning Outcome (SLO/PSLO) assessment
- Internal Research (Student achievement, program performance)
- External Research (Academic literature, market assessment, audit findings, compliance mandates)

Describe how the evidence supports this initiative.

The Legal Clinic practicum is a major component of the Paralegal program. This is a required course. Helping students to work with potential clients is key to practical learning that many students would otherwise obtain in an internship. Because more than ninety percent of our students work full time during the day the plausibility of an internship is very limited. The practicum allows for teaching and learning the necessary skills for working with clients in an office setting that would otherwise be lost.

Recommended resource(s) needed for initiative achievement:

The initiative will require maintenance and operations to create a plan for development of the multi-use space. The initiative would then require the space to be built according to the plans entailing labor and materials for completion of the project.

What is the anticipated outcome of completing the initiative?

Completing the initiative would create 2 or 3 multi-use student study areas which would allow students to work in small groups in the student lounge area without being disturbed or disturbing others. The space will also be utilized as a client meeting space on Thursday evenings when the Law c390 Legal Clinic practicum course is held.

Provide a timeline and timeframe from initiative inception to completion.

Preliminary plan January 2018 from maintenance and operations. Approval of plan through the prioritization process March 2018. Budget approval for the build out April 2018. Complete build out summer 2018 to be completed August 2018.

Section 6: Prioritization

List and prioritize resource requests

Initiative	Resource(s)	Est. Cost	Funding Type	Health, Safety Compliance	Evidence	College Goal	To be Completed by	Priority
Multi-use room creation in student lounge	M & O to plan and build out space	TBD \$30,000	One time	No	Learning Outcomes, Internal, External	Student success, completion, and achievement	Summer 2018	1
Computers for Legal Clinic	IT Department	\$2,500	One time	No	Learning outcomes, Internal, External	Instructional and Programmatic Excellence	Summer 2018	2
Software license for existing legal programs	IT Department	\$7,500	On going	No	Learning Outcomes, Internal, External	Instructional and Programmatic Excellence	Summer 2018	3

List and prioritize staffing requests. For full-time positions, include a Coast District approved job description.

Initiative	Resource(s)	Est. Cost	Funding Type	Health, Safety Compliance	Evidence	College Goal	To be Completed by	Priority
N/A								

Prioritization Glossary

- Initiative: Provide a short description of the plan
- Resource(s): Describe the resource(s) needed to support the completion of the initiative
- Est. Cost: Estimated financial cost of the resource(s)
- Funding Type: Specify if the resource request is one-time or ongoing
- Health, Safety Compliance: Specify if the request relates to health or safety compliance issue(s)
- Evidence: Specify what data type(s) supported the initiative (Internal research, external research, or learning outcomes)
- College Goal: Specify what College goal the initiative aligns with
- To be completed by: Specify year of anticipated completion
- Priority: Specify a numerical rank to the initiative

Data Glossary

Enrolled (Census): The official enrollment count based on attendance at the census point of the course.

FTES: Total full-time equivalent students (FTES) based on enrollment of resident and non-resident students. Calculations based on census enrollment or number of hours attended based on the type of Attendance Accounting Method assigned to a section.

FTEF30: A measure of productivity that measures the number of **full-time faculty** loaded for the entire year at 30 Lecture Hour Equivalents (15 LHEs per fall and spring terms). This measure provides an estimate of full-time positions required to teach the instruction load for the subject for the academic year.

WSCH/FTEF (595): A measure of productivity that measures the weekly student contact hours compared to full-time equivalent faculty. When calculated for a 16 week schedule, the productivity benchmark is 595. When calculated for an 18 week schedule, the benchmark is 525.

Success Rate: The number of passing grades (A, B, C, P) compared to all valid grades awarded.

Retention Rate: The number of retention grades (A, B, C, P, D, F, NP, I*) compared to all valid grades awarded.

Fall-to-Spring Persistence: The number of students who completed the course in the fall term and re-enrolled (persisted) in the same subject the subsequent spring semester.

F2S Percent: The number of students who completed a course in the fall term and re-enrolled in the same subject the subsequent spring semester divided by the total number of students enrolled in the fall in the subject.

Checklist

Program Planning

- Internal Analysis
- PSLO Assessment
- Progress on Forward Strategies

Human Capital Planning

- Staffing
- Professional Development

Facility Planning

- Progress on Forward Strategies

Technology Planning

- Progress on Forward Strategies

APPENDIX



MEMORANDUM

Paralegal Studies Program
1515 Monrovia Avenue
Newport Beach, CA 92663

PARALEGAL STUDIES PROGRAM 2017-2018
ABA APPROVED, ASSOCIATE DEGREE and CERTIFICATE PROGRAM
Stephen Barnes, Program Coordinator, sbarnes@coastline.edu

Welcome to the 2017-2018 academic year. Fall classes start August 28, 2017. Please contact us if we can be of assistance in any way or answer questions not addressed in this handout. The majority of the paralegal studies classes are held at:

Coastline's Newport Beach Center
1515 Monrovia Avenue, Newport Beach, CA 92663 (714) 241-6213

- 1) Parking passes are required and they can be purchased online. Program requirements and course descriptions are published in the online College Catalog. The current class offerings are on the searchable schedule on the website under "LAW" <http://coastline.edu>
- 2) The following starting classes may be taken at any time: LAW C100, LAW C127, LAW C128. Enrolling in more than 6 units requires matriculation or evidence of degree and/or general education requirements.
- 3) The sequencing of additional paralegal studies classes will depend on your academic status when entering the program. **Students are required to attend a Paralegal Orientation or a counseling or advising session. The next Orientations will be held on Saturdays: December 2, 2017, January 27, 2018** at 10:00 a.m., Room 227, Newport Beach. An RSVP is not required to attend an orientation. **Counseling appointments may be scheduled after applying to register call (714) 241-6162 or go online.** Program advising appointments are available by calling 714-241-6213 and asking for Stephen Barnes or by Email to Program Director Stephen Barnes sbarnes@coastline.edu to schedule an appointment.
- 4) To assist you in planning:
 - Page 3: a course selection guide for Paralegal Associate Degree students.
 - Page 4: a selection guide for degree transfer students taking the Certificate Program.

Students preparing to transfer to a college or university under a Degree Transfer Plan, are encouraged to schedule a counseling appointment at (714) 241-6162 ["Students possessing a transferable associate in arts or bachelor degree from a regionally accredited college or university, with official transcripts on file at Coastline, will be eligible to petition for a Certificate of Achievement in Paralegal Studies upon satisfactory completion of the 27 units of required paralegal courses."]

5) **Paralegal program electives** are offered on a rotating basis and change from semester to semester (6.0 units are required). Electives may be taken after completion of LAW C100, LAW C127 and/or LAW C128, depending on your academic status. For assistance contact the paralegal studies department directly.

The following are suggested program electives selections by legal practice area:

Litigation, Torts, Contracts	Family Law, Criminal Law, Off. Management	Business Organ. Corporate, Intellectual Prop.	Estate Planning, Probate Admin., Elder Law	General Law, Bankruptcy Law
LAW C110 1.5	LAW C135 1.5	LAW C150 3.0	LAW C142 3.0	LAW C130 1.5
LAW C160 1.5	LAW C115 1.5	LAW C158 3.0	LAW C148 1.5	LAW C155 3.0
LAW C161,1643	LAW C130 1.5	LAW C164 3.0	LAW C135 1.5	LAW C161,1643
LAW C115 1.5	LAW C142 3.0	LAW C130 1.5	LAW C152 3.0	LAW C158 3.0
LAW C152 3.0	LAW C148 1.5	LAW C152 3.0		LAW C152 3.0
LAW C170 3.0	LAW C170 3.0	LAW C170 3.0	LAW C170 3.0	LAW C170 3.0

6) The legal profession requires competent computer skills, including word processing, data processing, spreadsheet, E-mail management, Internet, online research, time and billing, case management, as well as specialized legal and calendaring software. **Students are required to demonstrate computer proficiency at program completion.** Computer skill analysis and assistance in course planning is available by contacting the paralegal studies department directly or the counseling department. Coastline Community College offers a wide variety of computer training courses.

7) Work Based Learning units may be used as elective credit toward the associate degree, but **do not apply** to the 27.0 units required for all Paralegal Studies students.

8) A **formal Petition to Graduate (Degree and/or Certificate) is required** to be filed during your last semester of classes. See Important Dates posted on the website. Each semester there is a filing deadline for the Petition to be received by Admissions Office.

We are here to assist you, please advise us of your questions and concerns. Paralegal classes are offered in the evenings and occasionally on a Saturday. There are currently no online classes. Faculty mail boxes are located at the Newport Beach Center. For email contact with faculty use the following formula: first initial + last name @ coastline.edu

COASTLINE COMMUNITY COLLEGE
PARALEGAL STUDIES PROGRAM - COURSE SELECTION GUIDE
ASSOCIATE DEGREE in PARALEGAL STUDIES and PARALEGAL STUDIES
CERTIFICATE APPROVED BY THE AMERICAN BAR ASSOCIATION
 Academic Advising Plan, Option I - 60.0 units

I. Full-time Student (60 units minimum):

First Semester		Second Semester		Summer		Third Semester		Fourth Semester	
LAW C100	3.0	LAW C127	3.0	LAW Elec.	3.0	LAW C105	3.0	LAW C121	4.0
Group A1	3.0	LAW C128	3.0	**	3.0	LAW C118	3.0	LAW Elec.	3.0
Group A2	3.0	Group B	3.0			Group D	3.0	LAW C390	2.0
Group A3	3.0	Group C	3.0			Group E	3.0	**	3.0
						**	3.0	**	3.0
Total	12.0	Total	12.0	Total	6.0	Total	15.0	Total	15.0

Overall total 60.0 units

**Global and Multicultural Studies requirement, see advising plan for details.

**Consider classes to meet the computer proficiency requirement and/or Work Based Learning.

Academic Advising Transfer Plans for CSU and IGETC are available by appointment with a counselor.

II. Part-time Student (60 units minimum):

First Semester		Next Full Semester		Summer		Next Full Semester		Next Full Semester	
LAW C100	3.0	LAW C127	3.0	Group B	3.0	LAW C128	3.0	LAW C105	3.0
Group A	3.0	Group A	3.0	Group C	3.0	Group A	3.0	Group D	3.0
Total	6.0	Total	6.0	Total	6.0	Total	6.0	Total	6.0

Next Full Semester		Next Full Semester		Summer		Next Full Semester		Next Full Semester	
LAW C118	3.0	LAW C121	4.0	Group E	3.0	LAW Elec.	3.0	LAW Elec.	3.0
**	3.0	LAW C390	2.0			**	3.0	**	6.0
Total	6.0	Total	6.0	Total	3.0	Total	6.0	Total	9.0

Overall total 60.0 units.

**Global and Multicultural Studies requirement, see advising plan for details.

**Consider classes for computer proficiency requirement and/or Work Based Learning.

Academic Advising Transfer Plans for CSU and IGETC are available by appointment with a counselor.

A **formal** Petition to Graduate (Degree and/or Certificate) is **required to be filed by the deadline** in the last semester. Review important dates posted on the website to locate the deadline.

COASTLINE COMMUNITY COLLEGE
 PARALEGAL STUDIES PROGRAM - COURSE SELECTION GUIDE
 PARALEGAL STUDIES CERTIFICATE
 APPROVED BY THE AMERICAN BAR ASSOCIATION
 27.0 semester units

I. A plan for Certificate completion in one year:

First Semester (fall or spring)	Second Semester	**Summer
LAW C100 3.0	LAW C105 or LAW Elective 3.0	LAW Elective 1.5
LAW C127 3.0	LAW C118 3.0	LAW Elective 1.5/3.0
LAW C128 3.0	LAW C121 4.0	
LAW C105 or LAW Elective 3.0	LAW C390 2.0	
Total 12.0	Total 12.0	Total 3.0

Total 27.0 units

II. A plan for Certificate completion in two years:

First Semester	Next Semester	**Summer	Next Semester	Next Semester
LAW C100 3.0	LAW C128 3.0	LAW Elec. 3.0	LAW C118 3.0	LAW C121 4.0
LAW C127 3.0	LAW C105 3.0		LAW C390 2.0	LAW Elec. 3.0
Total 6.0	Total 6.0	Total 3.0	Total 5.0	Total 7.0

Total 27.0 units

***Students possessing a transferable associate in arts or bachelor degree or higher from a regionally accredited college or university, with official transcripts on file at Coastline, will be eligible to apply for a Certificate of Achievement in Paralegal Studies approved by the American Bar Association, upon completion of the 27.0 units of required paralegal studies courses. All students are required to demonstrate computer proficiency and maintain a 2.0 gpa or higher in each paralegal course.**

****Summer scheduling: normally one or two program elective courses are offered during the summer session. These courses vary from summer to summer based on availability of faculty and rotation of legal subjects. Summer course selection will alter the above plans depending on whether you start the program in the fall or the spring semester. A formal Petition to apply for the Certificate is required to be filed by the deadline during your last semester.**
[Plan starting date: Fall 2017]

Paralegal Studies Program

2017-2018

Coastline Community College

Welcome, Introductions

- Program overview
- **Associate Degree Paralegal Studies**
Approved by the American Bar Association
- **ABA Approved Paralegal Certificate**
- <http://www.coastline.edu/academics/paralegal-studies/>

Department Contacts

- Stephen Barnes, Program Coordinator, 1-949-933-2558
- Nancy Jones, Dean, Career & Technical Programs, 1-714-241-6209, Garden Grove Center
- Legal Clinic, College Center, 1-714-241-6298 for an appointment
- Newport Beach Office 1-714-241-6213

Paralegal Faculty

- Stephen Barnes
- Robert Crawfis
- David Fuller
- Ed Johnson
- Bryce Letterman
- Todd Litman
- Margaret Lovig
- Tyler Offenhauser
- William Tanner
- Melissa Steele
- Susan Watts

Registration Process

- Application – MyCCC – select a password that is easy to remember
- Wait list available if class is full, watch for email for notice to add, attend first class
- Books may be ordered online
- 6 unit limit without matriculation
- You must be active in the system

Degree and Certificate Requirements

- **Associate Degree;**
 - ◆ Option 1 GE 33 units
 - ◆ Option 2 CSU
 - ◆ Option 3 UC
 - ◆ 27 paralegal course units
- **Computer Proficiency**
 - ◆ Previous Coursework
 - ◆ Certification
 - ◆ Employer Letter
 - ◆ Law C170

Degree and Certificate Requirements

- **General Education limits and ABA requirements [Group C]**
- **“C” or better in all paralegal courses**
- **Certificate**
 - ◆ Transferable AA degree or above
 - ★ Counselor
 - ★ Foreign Degree
 - ◆ 27 paralegal course units
 - ★ 21 required
 - ★ 6 electives

Transfer of classes

- GE-Official Transcripts - formal review by counseling department
- Paralegal courses taken **before** Coastline **require written approval-6 units**
- **Pre-approval** for a paralegal course to be taken at another ABA approved program while attending Coastline with credit toward the paralegal certificate at Coastline

Sequencing of Paralegal Classes

- Full-time, Part-time, Advisories
- Concurrent registration, Legal Procedure 1 and 2 [C127/128]
- Important change – LAW C121 combines LAW C120 and C122
- Computer proficiency required
- Student Education Plan-Required to maintain priority registration

Graduation Requirements

- **Formal Petition** required, deadline dates posted online, form online at Admissions & Records (Forms)
- A.A. Degree or higher on record
- Certificate of Achievement
- Official transfer transcripts **must be on file before petition filed**
- Academic Advising Plan
- Plan ahead, calendar a reminder

Newport Beach Center

- Reading Room 226 dedicated to Paralegal Studies, 8 computers: Westlaw, Internet access, and printing.
- Rooms 227, 228, 229, & 234 are also used for paralegal classes.
- Reading Room access, sign-in required at NB office
- NB Office open 8:30 am–8:00 pm M-Th & 8:30–5:00 pm on Friday
1-714-241-6213

ABA Approval and California B & P Code

- Guidelines, ABA Approval Process
- History of OC Paralegal Education
- Current status of approval
- Statutory language California B&P Code, Sections 6450 *et seq.*
- Mandatory Continuing Education [OCPA, NALA, OCBA, NFPA, etc.]
- Voluntary Certification

Labor Market, Entry Level Employment

- Paralegals remain in top job list
- Experience and formal training key
- Employment before graduation establishes work experience
- Work Based Learning (associate degree only - **not** part of Paralegal Certificate)
- Resume and Cover Letter review
- Coastline Career Center
- OC One Stop Centers-job search assistance

Important Trends Facing the Paralegal Profession

- Ethical Issues and Ethical Behavior
- Electronic Receiving and Transmitting Information
- Time Management/Work Ethics
- Technology and Software Skills
- Continuing Education
- Multiple Skills and Increased Complex Duties on-the-job
- Testing, Regulation, Certification

Helpful Information

- Bookstore and Admissions Office extended hours first two weeks only **not** open on Saturdays
- www.coastlinebookstore.com
1-714-241-6101
- Health Services, 1-714-241-6197
- Memorial Prompt Care
- Two forms of ID required
- See webpage for more detailed information

Helpful Information

- Virtual Library, Log on MyCCC page, go to CCC Student Resources, click on Library and select from available databases
- Cheryl Stewart, Librarian
- Access from college website
- “Ask the Librarian” questions
- Or call 1-714-241-6117

Helpful Information

- Orange County One Stop Centers
- Job Search assistance for multiple OC organizations and services
- Resume and related Workshops
- Westminster 1-714-241-4900, 5405 Garden Grove Blvd. #100
- Irvine Office, 1-949-341-8000, 125 Technology Drive, #200

Question & Answer

- Open discussion
- What is the best way to proceed if you have a question
- Counseling appointments call 1-714-241-6162 or online services

Coastline Community College, Paralegal Studies Program, Assessment Plan

	Assessment Measure	Frequency of Assessment
<p>Are the program goals supported by the learning activities of the courses?</p> <p>Program goals:</p> <ol style="list-style-type: none"> 1. Students will gain the necessary knowledge to become ethical legal professionals. 2. Student will gain the necessary skills and abilities to be prepared for employment in the legal field. 3. Students will learn to think critically and communicate effectively. <p>Faculty will assess student learning outcomes and examine the strengths and weaknesses of the learning outcomes and follow a regular, systematic process of assessing results and making improvements in future instruction.</p> <p>The Department Chair will regularly evaluate the assessment data and learning outcomes in support of program and college goals.</p> <p>The Advisory committee will also regularly evaluate the assessment data and curriculum and make recommendations relative to the local legal community.</p>	<p>Comprehensive Program Review</p> <p>Program Review-Annual</p> <p>Course review including SLOs</p> <p>SLO Assessment</p>	<p>Every five years</p> <p>Every Year</p> <p>Every three years and when revised or modified</p> <p>During Program Review. Each instructor will use the course website tool for assessing course level SLO.</p>
<p>How do students assess the curriculum?</p> <p>Department chair with the participation of faculty will evaluate and revise curriculum and present program and course changes, revisions, and additions to the college Curriculum Committee.</p>	<p>Class evaluations</p> <p>Graduate surveys</p> <p>Employer surveys</p>	<p>Every semester</p> <p>Annually</p> <p>Every three years</p>

<p>The effectiveness of faculty?</p> <p>Faculty are formally evaluated every six semesters in accordance with the bargaining unit contract. Students have input on the effectiveness of faculty in each course. The Department reviews course evaluations and discusses results at faculty meetings and individually.</p>	<p>Student course evaluations</p> <p>Formal bargaining unit evaluation</p> <p>Department review of all evaluations</p> <p>Graduate surveys</p>	<p>Every course</p> <p>Every six semesters</p> <p>Semester and yearly for meetings</p> <p>Annually</p>
<p>Does the local community utilize paralegals?</p> <p>The Advisory Committee will meet and report on the employment market for paralegals and review the assessments of the program and the courses to keep the program in line with the local legal employment market. The Department Chair will implement the changes recommended and approved by the Advisory Committee.</p>	<p>Employer surveys</p> <p>Advisory Committee meetings</p>	<p>Every three years</p> <p>Two or more annually</p>
<p>Are employers of Coastline paralegal students and graduates satisfied with the training and job preparation?</p> <p>The Department Chair, the faculty, and the Advisory Committee will evaluate the information received from the surveys and from discussions with students and professional groups in the community to determine the satisfaction of students and graduates employed in the legal field.</p>	<p>Employer surveys</p> <p>Graduate surveys</p>	<p>Every three years</p> <p>Annually</p>
<p>Do Coastline paralegals obtain employment?</p> <p>The Department Chair and the Advisory Committee will use the assessment data to recommend improvements to increase employment of program paralegals.</p>	<p>Graduate surveys</p>	<p>Annually</p>

Paralegal Studies Program

2017-2018

Coastline Community College

Welcome, Introductions

- Program overview
- **Associate Degree Paralegal Studies**
Approved by the American Bar Association
- **ABA Approved Paralegal Certificate**
- <http://www.coastline.edu/academics/paralegal-studies/>

Department Contacts

- Stephen Barnes, Program Coordinator, 1-949-933-2558
- Nancy Jones, Dean, Career & Technical Programs, 1-714-241-6209, Garden Grove Center
- Legal Clinic, College Center, 1-714-241-6298 for an appointment
- Newport Beach Office 1-714-241-6213

Paralegal Faculty

- Stephen Barnes
- Robert Crawfis
- David Fuller
- Ed Johnson
- Bryce Letterman
- Todd Litman
- Margaret Lovig
- Tyler Offenhauser
- William Tanner
- Melissa Steele
- Susan Watts

Registration Process

- Application – MyCCC – select a password that is easy to remember
- Wait list available if class is full, watch for email for notice to add, attend first class
- Books may be ordered online
- 6 unit limit without matriculation
- You must be active in the system

Degree and Certificate Requirements

- **Associate Degree;**
 - ◆ Option 1 GE 33 units
 - ◆ Option 2 CSU
 - ◆ Option 3 UC
 - ◆ 27 paralegal course units
- **Computer Proficiency**
 - ◆ Previous Coursework
 - ◆ Certification
 - ◆ Employer Letter
 - ◆ Law C170

Degree and Certificate Requirements

- **General Education limits and ABA requirements [Group C]**
- **“C” or better in all paralegal courses**
- **Certificate**
 - ◆ Transferable AA degree or above
 - ★ Counselor
 - ★ Foreign Degree
 - ◆ 27 paralegal course units
 - ★ 21 required
 - ★ 6 electives

Transfer of classes

- GE-Official Transcripts - formal review by counseling department
- Paralegal courses taken **before** Coastline **require written approval-6 units**
- **Pre-approval** for a paralegal course to be taken at another ABA approved program while attending Coastline with credit toward the paralegal certificate at Coastline

Sequencing of Paralegal Classes

- Full-time, Part-time, Advisories
- Concurrent registration, Legal Procedure 1 and 2 [C127/128]
- Important change – LAW C121 combines LAW C120 and C122
- Computer proficiency required
- Student Education Plan-Required to maintain priority registration

Graduation Requirements

- **Formal Petition** required, deadline dates posted online, form online at Admissions & Records (Forms)
- A.A. Degree or higher on record
- Certificate of Achievement
- Official transfer transcripts **must be on file before petition filed**
- Academic Advising Plan
- Plan ahead, calendar a reminder

Newport Beach Center

- Reading Room 226 dedicated to Paralegal Studies, 8 computers: Westlaw, Internet access, and printing.
- Rooms 227, 228, 229, & 234 are also used for paralegal classes.
- Reading Room access, sign-in required at NB office
- NB Office open 8:30 am–8:00 pm M-Th & 8:30–5:00 pm on Friday
1-714-241-6213

ABA Approval and California B & P Code

- Guidelines, ABA Approval Process
- History of OC Paralegal Education
- Current status of approval
- Statutory language California B&P Code, Sections 6450 *et seq.*
- Mandatory Continuing Education [OCPA, NALA, OCBA, NFPA, etc.]
- Voluntary Certification

Labor Market, Entry Level Employment

- Paralegals remain in top job list
- Experience and formal training key
- Employment before graduation establishes work experience
- Work Based Learning (associate degree only - **not** part of Paralegal Certificate)
- Resume and Cover Letter review
- Coastline Career Center
- OC One Stop Centers-job search assistance

Important Trends Facing the Paralegal Profession

- Ethical Issues and Ethical Behavior
- Electronic Receiving and Transmitting Information
- Time Management/Work Ethics
- Technology and Software Skills
- Continuing Education
- Multiple Skills and Increased Complex Duties on-the-job
- Testing, Regulation, Certification

Helpful Information

- Bookstore and Admissions Office extended hours first two weeks only **not** open on Saturdays
- www.coastlinebookstore.com
1-714-241-6101
- Health Services, 1-714-241-6197
- Memorial Prompt Care
- Two forms of ID required
- See webpage for more detailed information

Helpful Information

- Virtual Library, Log on MyCCC page, go to CCC Student Resources, click on Library and select from available databases
- Cheryl Stewart, Librarian
- Access from college website
- “Ask the Librarian” questions
- Or call 1-714-241-6117

Helpful Information

- Orange County One Stop Centers
- Job Search assistance for multiple OC organizations and services
- Resume and related Workshops
- Westminster 1-714-241-4900,
5405 Garden Grove Blvd. #100
- Irvine Office, 1-949-341-8000, 125
Technology Drive, #200

Question & Answer

- Open discussion
- What is the best way to proceed if you have a question
- Counseling appointments call 1-714-241-6162 or online services

Coastline Community College, Paralegal Studies Program, Assessment Plan

	Assessment Measure	Frequency of Assessment
<p>Are the program goals supported by the learning activities of the courses?</p> <p>Program goals:</p> <ol style="list-style-type: none"> 1. Students will gain the necessary knowledge to become ethical legal professionals. 2. Student will gain the necessary skills and abilities to be prepared for employment in the legal field. 3. Students will learn to think critically and communicate effectively. <p>Faculty will assess student learning outcomes and examine the strengths and weaknesses of the learning outcomes and follow a regular, systematic process of assessing results and making improvements in future instruction.</p> <p>The Department Chair will regularly evaluate the assessment data and learning outcomes in support of program and college goals.</p> <p>The Advisory committee will also regularly evaluate the assessment data and curriculum and make recommendations relative to the local legal community.</p>	<p>Comprehensive Program Review</p> <p>Program Review-Annual</p> <p>Course review including SLOs</p> <p>SLO Assessment</p>	<p>Every five years</p> <p>Every Year</p> <p>Every three years and when revised or modified</p> <p>During Program Review. Each instructor will use the course website tool for assessing course level SLO.</p>
<p>How do students assess the curriculum?</p> <p>Department chair with the participation of faculty will evaluate and revise curriculum and present program and course changes, revisions, and additions to the college Curriculum Committee.</p>	<p>Class evaluations</p> <p>Graduate surveys</p> <p>Employer surveys</p>	<p>Every semester</p> <p>Annually</p> <p>Every three years</p>

<p>The effectiveness of faculty?</p> <p>Faculty are formally evaluated every six semesters in accordance with the bargaining unit contract. Students have input on the effectiveness of faculty in each course. The Department reviews course evaluations and discusses results at faculty meetings and individually.</p>	<p>Student course evaluations</p> <p>Formal bargaining unit evaluation</p> <p>Department review of all evaluations</p> <p>Graduate surveys</p>	<p>Every course</p> <p>Every six semesters</p> <p>Semester and yearly for meetings</p> <p>Annually</p>
<p>Does the local community utilize paralegals?</p> <p>The Advisory Committee will meet and report on the employment market for paralegals and review the assessments of the program and the courses to keep the program in line with the local legal employment market. The Department Chair will implement the changes recommended and approved by the Advisory Committee.</p>	<p>Employer surveys</p> <p>Advisory Committee meetings</p>	<p>Every three years</p> <p>Two or more annually</p>
<p>Are employers of Coastline paralegal students and graduates satisfied with the training and job preparation?</p> <p>The Department Chair, the faculty, and the Advisory Committee will evaluate the information received from the surveys and from discussions with students and professional groups in the community to determine the satisfaction of students and graduates employed in the legal field.</p>	<p>Employer surveys</p> <p>Graduate surveys</p>	<p>Every three years</p> <p>Annually</p>
<p>Do Coastline paralegals obtain employment?</p> <p>The Department Chair and the Advisory Committee will use the assessment data to recommend improvements to increase employment of program paralegals.</p>	<p>Graduate surveys</p>	<p>Annually</p>



MEMORANDUM

Paralegal Studies Program
1515 Monrovia Avenue
Newport Beach, CA 92663

PARALEGAL STUDIES PROGRAM 2017-2018
ABA APPROVED, ASSOCIATE DEGREE and CERTIFICATE PROGRAM
Stephen Barnes, Program Coordinator, sbarnes@coastline.edu

Welcome to the 2017-2018 academic year. Fall classes start August 28, 2017. Please contact us if we can be of assistance in any way or answer questions not addressed in this handout. The majority of the paralegal studies classes are held at:

Coastline's Newport Beach Center
1515 Monrovia Avenue, Newport Beach, CA 92663 (714) 241-6213

- 1) Parking passes are required and they can be purchased online. Program requirements and course descriptions are published in the online College Catalog. The current class offerings are on the searchable schedule on the website under "LAW" <http://coastline.edu>
- 2) The following starting classes may be taken at any time: LAW C100, LAW C127, LAW C128. Enrolling in more than 6 units requires matriculation or evidence of degree and/or general education requirements.
- 3) The sequencing of additional paralegal studies classes will depend on your academic status when entering the program. **Students are required to attend a Paralegal Orientation or a counseling or advising session. The next Orientations will be held on Saturdays: December 2, 2017, January 27, 2018** at 10:00 a.m., Room 227, Newport Beach. An RSVP is not required to attend an orientation. **Counseling appointments may be scheduled after applying to register call (714) 241-6162 or go online.** Program advising appointments are available by calling 714-241-6213 and asking for Stephen Barnes or by Email to Program Director Stephen Barnes sbarnes@coastline.edu to schedule an appointment.
- 4) To assist you in planning:
 - Page 3: a course selection guide for Paralegal Associate Degree students.
 - Page 4: a selection guide for degree transfer students taking the Certificate Program.

Students preparing to transfer to a college or university under a Degree Transfer Plan, are encouraged to schedule a counseling appointment at (714) 241-6162 ["Students possessing a transferable associate in arts or bachelor degree from a regionally accredited college or university, with official transcripts on file at Coastline, will be eligible to petition for a Certificate of Achievement in Paralegal Studies upon satisfactory completion of the 27 units of required paralegal courses."]

5) **Paralegal program electives** are offered on a rotating basis and change from semester to semester (6.0 units are required). Electives may be taken after completion of LAW C100, LAW C127 and/or LAW C128, depending on your academic status. For assistance contact the paralegal studies department directly.

The following are suggested program electives selections by legal practice area:

Litigation, Torts, Contracts	Family Law, Criminal Law, Off. Management	Business Organ. Corporate, Intellectual Prop.	Estate Planning, Probate Admin., Elder Law	General Law, Bankruptcy Law
LAW C110 1.5	LAW C135 1.5	LAW C150 3.0	LAW C142 3.0	LAW C130 1.5
LAW C160 1.5	LAW C115 1.5	LAW C158 3.0	LAW C148 1.5	LAW C155 3.0
LAW C161,1643	LAW C130 1.5	LAW C164 3.0	LAW C135 1.5	LAW C161,1643
LAW C115 1.5	LAW C142 3.0	LAW C130 1.5	LAW C152 3.0	LAW C158 3.0
LAW C152 3.0	LAW C148 1.5	LAW C152 3.0		LAW C152 3.0
LAW C170 3.0	LAW C170 3.0	LAW C170 3.0	LAW C170 3.0	LAW C170 3.0

6) The legal profession requires competent computer skills, including word processing, data processing, spreadsheet, E-mail management, Internet, online research, time and billing, case management, as well as specialized legal and calendaring software. **Students are required to demonstrate computer proficiency at program completion.** Computer skill analysis and assistance in course planning is available by contacting the paralegal studies department directly or the counseling department. Coastline Community College offers a wide variety of computer training courses.

7) Work Based Learning units may be used as elective credit toward the associate degree, but **do not apply** to the 27.0 units required for all Paralegal Studies students.

8) A **formal Petition to Graduate (Degree and/or Certificate)** is required to be filed during your last semester of classes. See Important Dates posted on the website. Each semester there is a filing deadline for the Petition to be received by Admissions Office.

We are here to assist you, please advise us of your questions and concerns. Paralegal classes are offered in the evenings and occasionally on a Saturday. There are currently no online classes. Faculty mail boxes are located at the Newport Beach Center. For email contact with faculty use the following formula: first initial + last name @ coastline.edu

COASTLINE COMMUNITY COLLEGE
PARALEGAL STUDIES PROGRAM - COURSE SELECTION GUIDE
ASSOCIATE DEGREE in PARALEGAL STUDIES and PARALEGAL STUDIES
CERTIFICATE APPROVED BY THE AMERICAN BAR ASSOCIATION
 Academic Advising Plan, Option I - 60.0 units

I. Full-time Student (60 units minimum):

First Semester		Second Semester		Summer		Third Semester		Fourth Semester	
LAW C100	3.0	LAW C127	3.0	LAW Elec.	3.0	LAW C105	3.0	LAW C121	4.0
Group A1	3.0	LAW C128	3.0	**	3.0	LAW C118	3.0	LAW Elec.	3.0
Group A2	3.0	Group B	3.0			Group D	3.0	LAW C390	2.0
Group A3	3.0	Group C	3.0			Group E	3.0	**	3.0
						**	3.0	**	3.0
Total	12.0	Total	12.0	Total	6.0	Total	15.0	Total	15.0

Overall total 60.0 units

**Global and Multicultural Studies requirement, see advising plan for details.

**Consider classes to meet the computer proficiency requirement and/or Work Based Learning.

Academic Advising Transfer Plans for CSU and IGETC are available by appointment with a counselor.

II. Part-time Student (60 units minimum):

First Semester		Next Full Semester		Summer		Next Full Semester		Next Full Semester	
LAW C100	3.0	LAW C127	3.0	Group B	3.0	LAW C128	3.0	LAW C105	3.0
Group A	3.0	Group A	3.0	Group C	3.0	Group A	3.0	Group D	3.0
Total	6.0	Total	6.0	Total	6.0	Total	6.0	Total	6.0

Next Full Semester		Next Full Semester		Summer		Next Full Semester		Next Full Semester	
LAW C118	3.0	LAW C121	4.0	Group E	3.0	LAW Elec.	3.0	LAW Elec.	3.0
**	3.0	LAW C390	2.0			**	3.0	**	6.0
Total	6.0	Total	6.0	Total	3.0	Total	6.0	Total	9.0

Overall total 60.0 units.

**Global and Multicultural Studies requirement, see advising plan for details.

**Consider classes for computer proficiency requirement and/or Work Based Learning.

Academic Advising Transfer Plans for CSU and IGETC are available by appointment with a counselor.

A **formal** Petition to Graduate (Degree and/or Certificate) is **required to be filed by the deadline** in the last semester. Review important dates posted on the website to locate the deadline.

COASTLINE COMMUNITY COLLEGE
 PARALEGAL STUDIES PROGRAM - COURSE SELECTION GUIDE
PARALEGAL STUDIES CERTIFICATE
APPROVED BY THE AMERICAN BAR ASSOCIATION
 27.0 semester units

I. A plan for Certificate completion in one year:

First Semester (fall or spring)	Second Semester	**Summer
LAW C100 3.0	LAW C105 or LAW Elective 3.0	LAW Elective 1.5
LAW C127 3.0	LAW C118 3.0	LAW Elective 1.5/3.0
LAW C128 3.0	LAW C121 4.0	
LAW C105 or LAW Elective 3.0	LAW C390 2.0	
Total 12.0	Total 12.0	Total 3.0

Total 27.0 units

II. A plan for Certificate completion in two years:

First Semester	Next Semester	**Summer	Next Semester	Next Semester
LAW C100 3.0	LAW C128 3.0	LAW Elec. 3.0	LAW C118 3.0	LAW C121 4.0
LAW C127 3.0	LAW C105 3.0		LAW C390 2.0	LAW Elec. 3.0
Total 6.0	Total 6.0	Total 3.0	Total 5.0	Total 7.0

Total 27.0 units

***Students possessing a transferable associate in arts or bachelor degree or higher from a regionally accredited college or university, with official transcripts on file at Coastline, will be eligible to apply for a Certificate of Achievement in Paralegal Studies approved by the American Bar Association, upon completion of the 27.0 units of required paralegal studies courses. All students are required to demonstrate computer proficiency and maintain a 2.0 gpa or higher in each paralegal course.**

****Summer scheduling: normally one or two program elective courses are offered during the summer session. These courses vary from summer to summer based on availability of faculty and rotation of legal subjects. Summer course selection will alter the above plans depending on whether you start the program in the fall or the spring semester. A formal Petition to apply for the Certificate is required to be filed by the deadline during your last semester.**
[Plan starting date: Fall 2017]