

2019 INSTRUCTIONAL ANNUAL PROGRAM PLANNING WORKSHEET

CURRENT YEAR: 2018 - 2019

CLUSTER: WORKFORCE & ECONOMIC DEVELOPMENT

NEXT SCHEDULED CPPR: 2023

PROGRAM: LEGAL / PARALEGAL

LAST YEAR CPPR COMPLETED: 2018

CURRENT DATE: 2/1/2019

The Annual Program Planning Worksheet (APPW) is the process for:

- reviewing, analyzing and assessing programs on an annual basis
- documenting relevant program changes, trends, and plans for the upcoming year
- identifying program needs, if any, that will become part of the program's resource plan
- highlighting specific program accomplishments and updates since last year's APPW
- tracking progress on a Program Sustainability Plan if established previously.

Note: Degrees and/or certificates for the same program may be consolidated into one APPW.

This APPW encompasses the following degrees and/or certificates:

A.A. Legal Studies: Business Emphasis; A.A. Legal: Social Science Emphasis; A.A. Paralegal; A.A.-T Law, Public Policy & Society; C.A. Paralegal

GENERAL PROGRAM UPDATE

Describe significant changes, if any, to program mission, purpose or direction. *If there are not any, indicate: NONE.*

None. However, there has been a significant change to the program in the fact that the only Full-time faculty member who had any familiarity with Paralegal as a discipline and course of study left in 2017. The program has been without full-time faculty since then, and this APPW was written by the chair, Susan Kline, who has no pedagogical nor real life understanding of what is entailed in the Paralegal profession.

PROGRAM SUSTAINABILITY PLAN UPDATE

Was a Program Sustainability Plan established in your program's most recent Comprehensive Program Plan and Review?

Yes ☐ If yes, please complete the Program Sustainability Plan Progress Report below.

No ☒ If no, you do not need to complete a Progress Report.

If you selected yes, please complete the Program Sustainability Plan Progress Report below after you complete the Data Analysis section. That data collection and analysis will help you to update, if necessary, your Program Sustainability Plan.

DATA ANALYSIS AND PROGRAM-SPECIFIC MEASUREMENTS

Your responses to the prompts for the data elements below should be for the entire program. If this APPW is for multiple degrees and/or certificates then you MAY want to comment on each degree and/or certificate, or discuss them holistically for the entire program being sure to highlight relevant trends for particular degrees and/or certificates, if necessary. Responses in this document need only reference the most recent year's available data.

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[General Enrollment \(Insert Aggregated Data Chart\)](#)

Insert the data chart and explain observed differences between the program and the college.

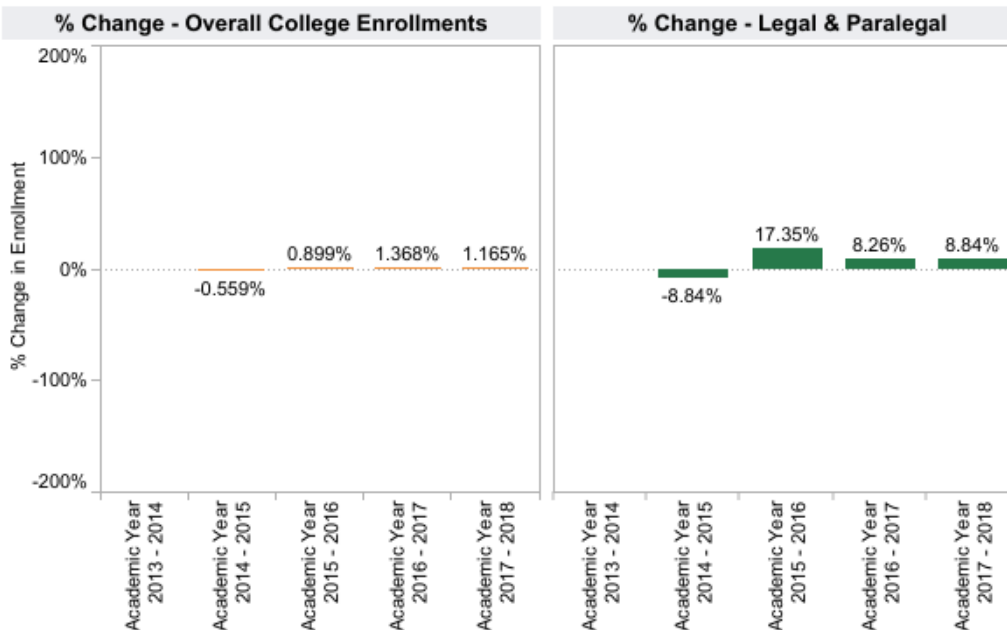
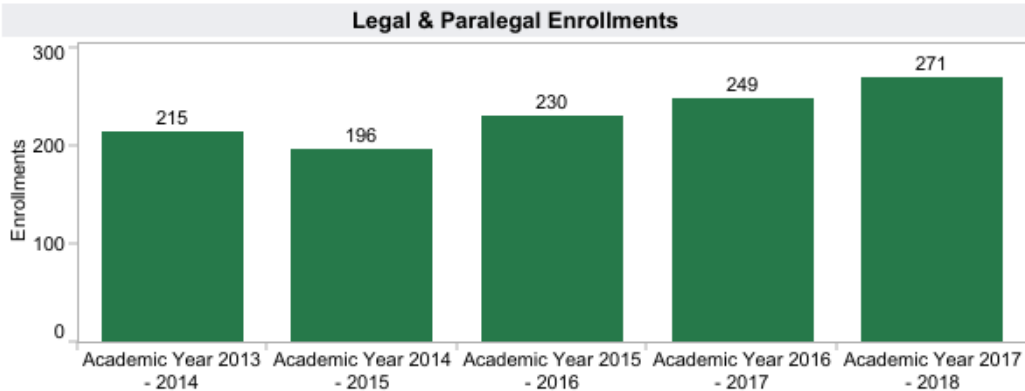
SLOCCCD Program Review Data - Enrollment

Department:
Multiple values

Course:
All

Dual Enrollment:
Not Dual Enrollment

Prison:
Not CMC:Prison



Enrollment: Duplicated count of students who completed greater than 0 units in positive attendance courses or were present on census for all other accounting methods.

Enrollments increased for the past 3 years for Paralegal, over and above the college average for enrollments. However, while not part of this data set, we have seen a significant decline in enrollments for the current year 2018-2019 and expect to see this decline in next year's data. The reason why the program saw an increase in the enrollment numbers was do to a very strategic marketing program to get students to enroll. However, without a full-time faculty member who understands the program, this is unlikely to happen again.

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[General Student Demand \(Fill Rate\) \(Insert Aggregated Data Chart\)](#) Insert the data chart and explain observed differences between the program and the college.

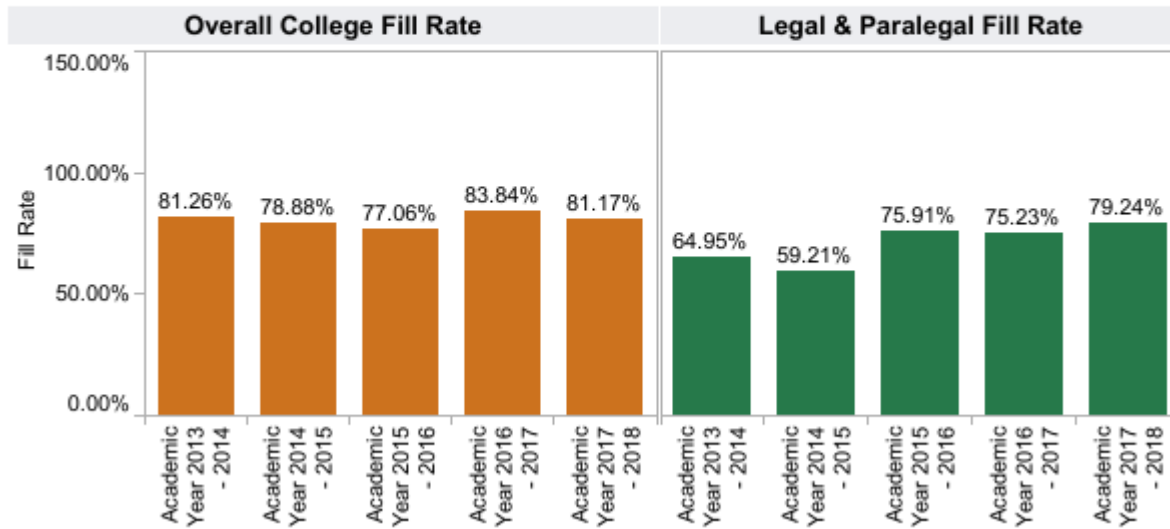
SLOCCCD Program Review Data - Student Demand (Fill Rate)

Department:
Multiple values

Course:
All

Dual Enrollment:
All

Prison:
All



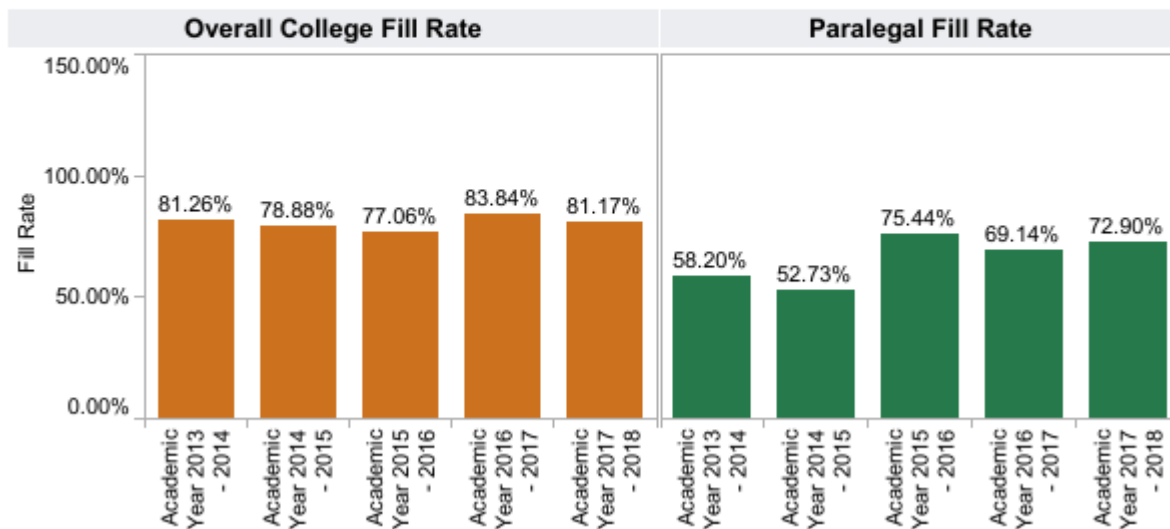
SLOCCCD Program Review Data - Student Demand (Fill Rate)

Department:
Paralegal

Course:
All

Dual Enrollment:
Not Dual Enrollment

Prison:
Not CMC:Prison



The fill rates for Legal & Paralegal are below the college average, and the averages for Paralegal are even lower. This is likely due to only one section of each course required for the Paralegal program, so we are unable to cut sections to increase the average fill rate. Typically, a cohort starts and finishes

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the program together, so in order to serve the 191 enrolled students in the Paralegal program, we must accept the below college average fill rate.

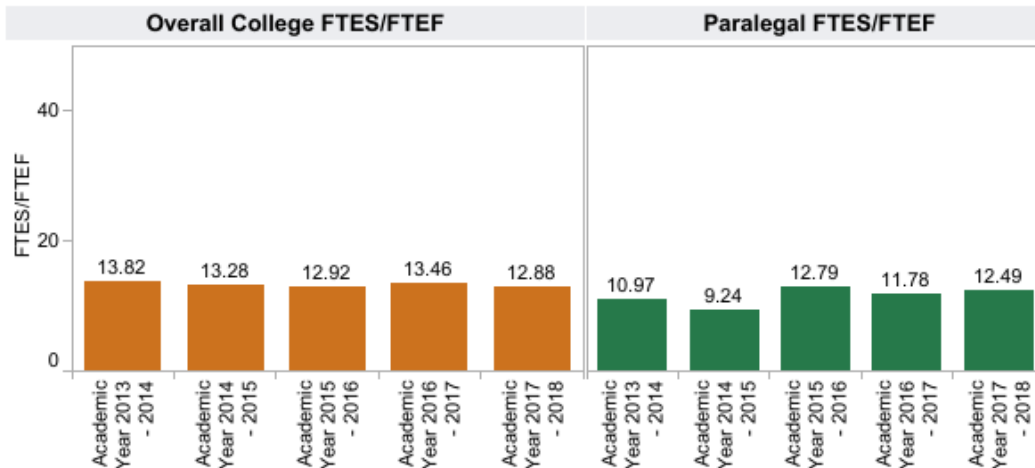
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[General Efficiency \(FTES/FTEF\) \(Insert Aggregated Data Chart\)](#)

Insert the data chart and explain observed differences between the program and the college.

SLOCCCD Program Review Data - Efficiency (FTES/FTEF)

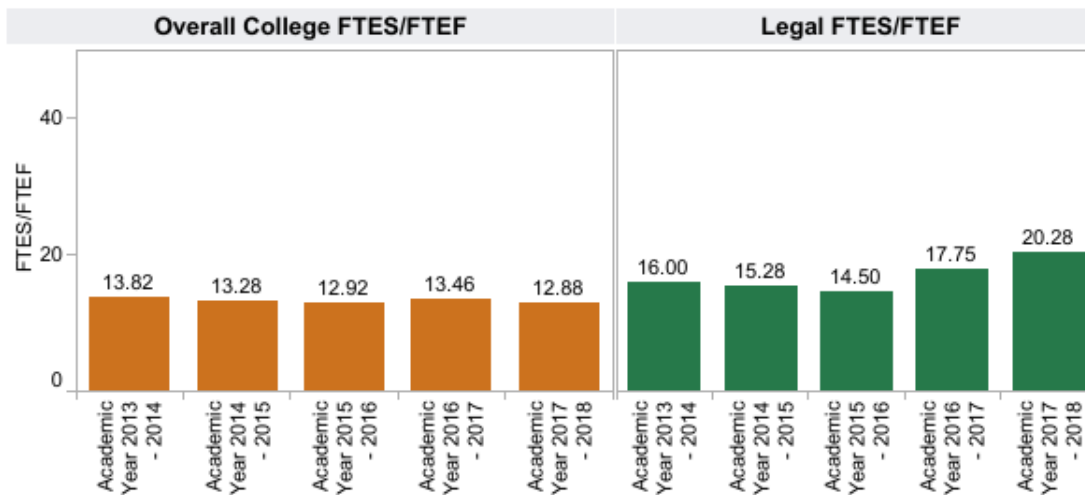
Department: Paralegal Course: All Dual Enrollment: Not Dual Enrollment Prison: Not CMC:Prison



The efficiency rate for Paralegal leaves a lot to be desired. The course caps for most Paralegal courses is 28. Without a full-time faculty who understands the need for this, there is no known action to be taken. The Legal efficiency, however, has increased steadily.

SLOCCCD Program Review Data - Efficiency (FTES/FTEF)

Department: Legal Course: All Dual Enrollment: All Prison: All



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Student Success—Course Modality (Insert Data Chart)

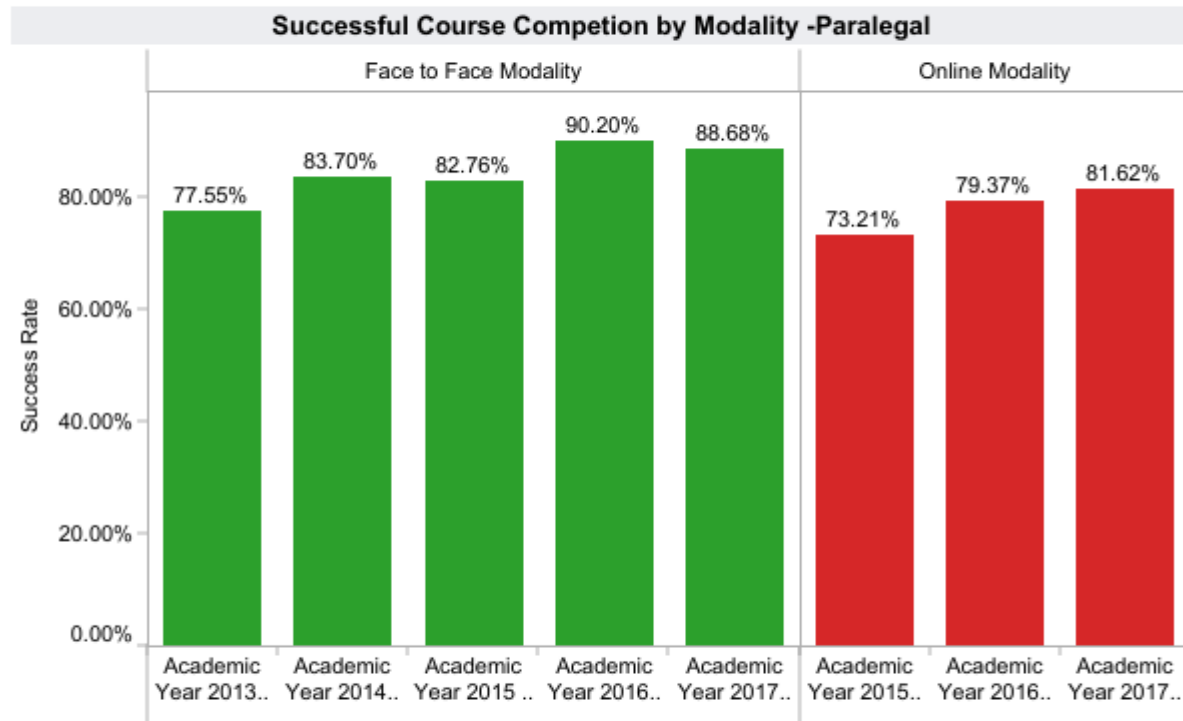
Insert the data chart and explain observed differences between the program and the college.

SLOCCCD Program Review Data: Successful Course Completion

Select Department:
Paralegal

Course:
All

Legend:
■ Face to Face Modality
■ Online Modality



Successful Course Completion by Modality Table - Paralegal						
		Academic Year 2013 - 2014	Academic Year 2014 - 2015	Academic Year 2015 - 2016	Academic Year 2016 - 2017	Academic Year 2017 - 2018
Face to Face Modality	Department Success Rate	77.55%	83.70%	82.76%	90.20%	88.68%
	Total Department Enrollments	147.0	135.0	116.0	51.0	53.0
Online Modality	Department Success Rate			73.21%	79.37%	81.62%
	Total Department Enrollments			56.0	126.0	136.0

This chart is extremely misleading. There are nine Paralegal courses offered at Cuesta. The first, PLGL 131, has shifted to be offered ONLY online, so it is impossible to distinguish if the success is due to any particular change in the way the course is offered. PLGL 201, 203, 207 are only offered in person and PLGL 205, 206, 208, 209, 220 also shifted away from face to face to only online offerings. So unfortunately, this speaks more to the overall success between courses than between the modalities of online vs face to face.

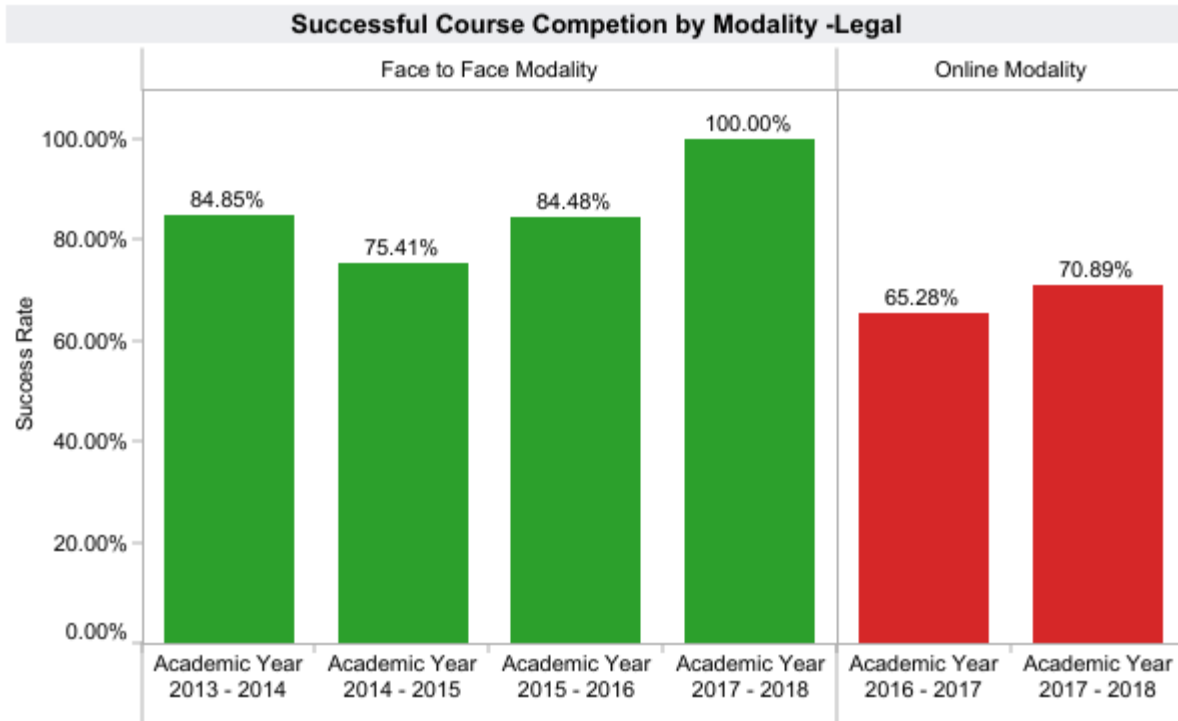
2019 INSTRUCTIONAL ANNUAL PROGRAM PLANNING WORKSHEET

SLOCCCD Program Review Data: Successful Course Completion

Select Department:
Legal

Course:
All

Legend:
■ Face to Face Modality
■ Online Modality



Successful Course Completion by Modality Table - Legal						
		Academic Year 2013 - 2014	Academic Year 2014 - 2015	Academic Year 2015 - 2016	Academic Year 2016 - 2017	Academic Year 2017 - 2018
Face to Face Modality	Department Success Rate	84.85%	75.41%	84.48%		100.00%
	Total Department Enrollments	66.00	61.00	58.00		1.00
Online Modality	Department Success Rate				65.28%	70.89%
	Total Department Enrollments				72.00	79.00

The Legal success by modality is similarly flawed as you can tell by looking at the counts in the data table below the chart.

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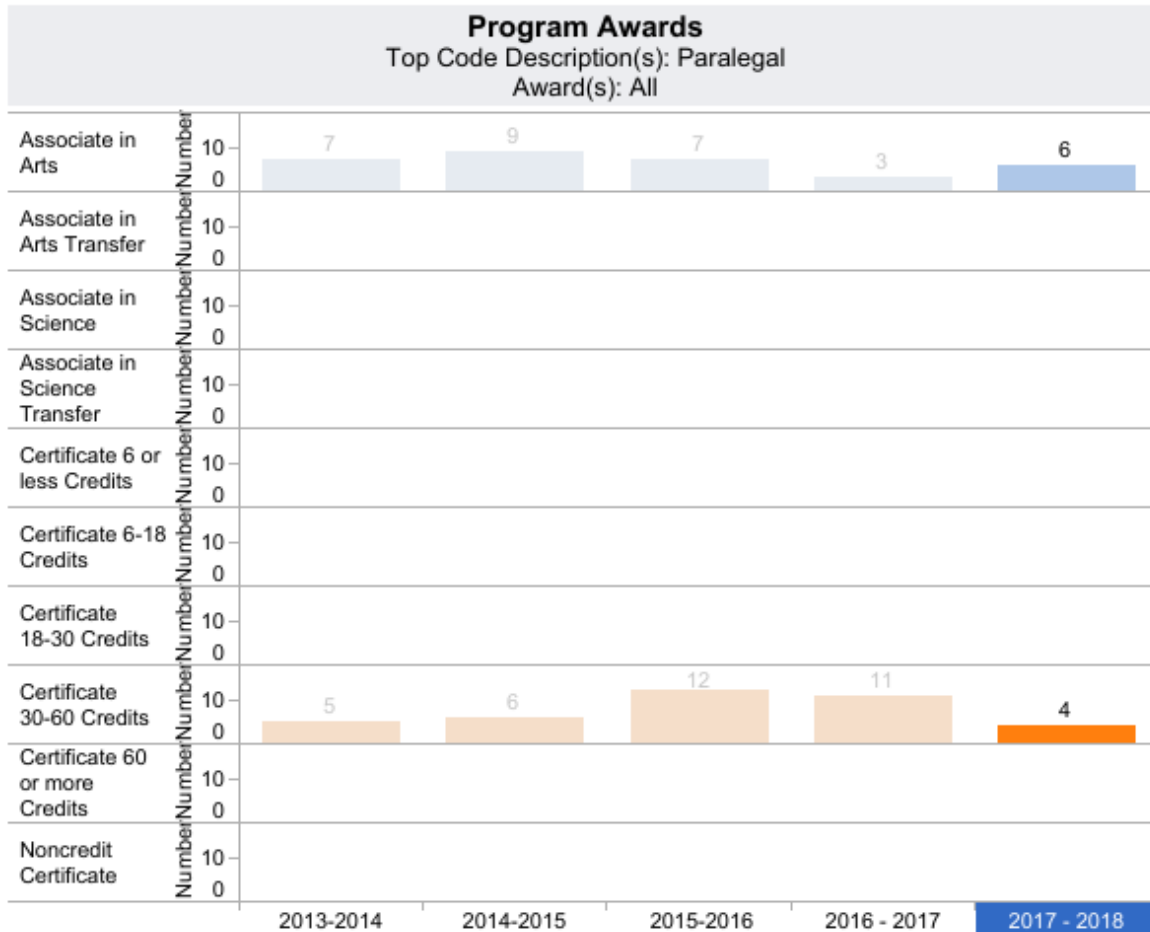
[Degrees and Certificates Awarded \(Insert Data Chart\)](#)

Insert the data chart and explain observed differences between the program and the college.

SLOCCCD Program Review Data: Degrees and Certificates Awarded

Program:
Paralegal

Award Type:
All



Award T..		Program Awards Table				
Award		2013-2014	2014-2015	2015-2016	2016 - 2017	2017 - 2018
Associate in Arts	Paralegal (AA)	7	9	7	3	6
	Total	7	9	7	3	6
Certificate 30-60 Cr..	Paralegal (CA)	5	6	12	11	4
	Total	5	6	12	11	4
Grand Total		12	15	19	14	10

Program Awards: The number of degrees and certificates awarded by program type

Six students completed the Paralegal AA and 4 students completed the Paralegal Certificate of Achievements. Paralegal has been and will likely continue to be a small program without full-time faculty. There is no legal degree, the course is required for Paralegal certificates.

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General Student Success – Course Completion (Insert Aggregated Data Chart)

Review the [Disaggregated Student Success](#) charts; include any charts that you will reference.

Describe any departmental or pedagogical outcomes that have occurred as a result of programmatic discussion regarding the data presented.

SLOCCCD Program Review Data: Successful Course Completion

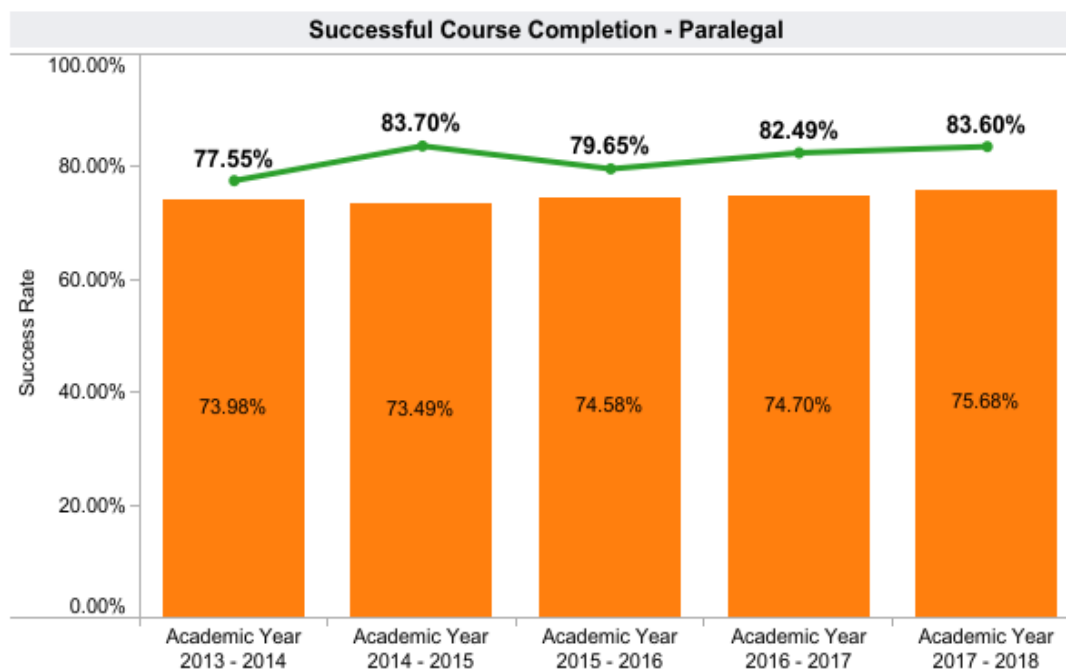
Select Department:
Paralegal

COURSE
All

Measure Names

Department Success Rate

Overall College Success Rate



Paralegal Success Rate Table

	Academic Year 2013 - 2014	Academic Year 2014 - 2015	Academic Year 2015 - 2016	Academic Year 2016 - 2017	Academic Year 2017 - 2018
Department Success..	77.55%	83.70%	79.65%	82.49%	83.60%
Total Enrollments	147	135	172	177	189

The overall success of students taking Paralegal courses is higher (83.6%) than the average across the college

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75.68%).

SLOCCCD Program Review Data: Successful Course Completion

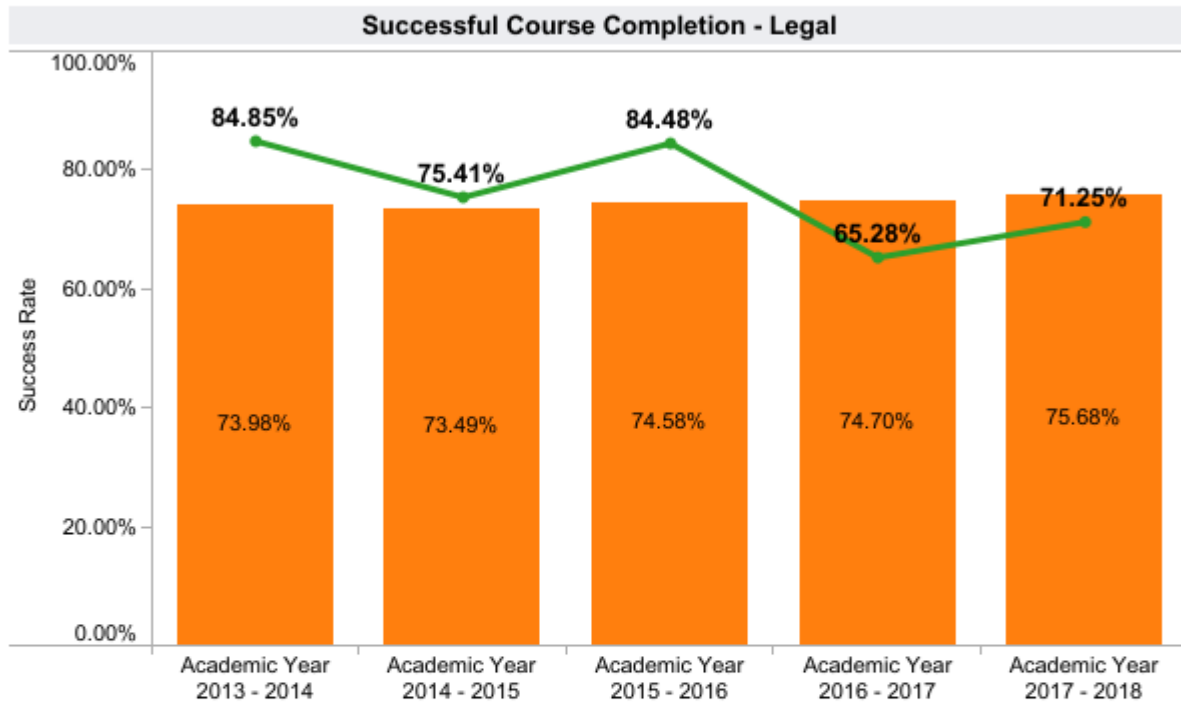
Select Department:
Legal

COURSE
All

Measure Names

Department Success Rate

Overall College Success Rate



Legal Success Rate Table

	Academic Year 2013 - 2014	Academic Year 2014 - 2015	Academic Year 2015 - 2016	Academic Year 2016 - 2017	Academic Year 2017 - 2018
Department Success..	84.85%	75.41%	84.48%	65.28%	71.25%
Total Enrollments	66	61	58	72	80

Success: The Percentage of student enrollments resulting in a final grade of "C" or better

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Successful Course Completion by Student Subpopulation

Academic Year:
Academic Year 2017 - 2018

Department:
Paralegal

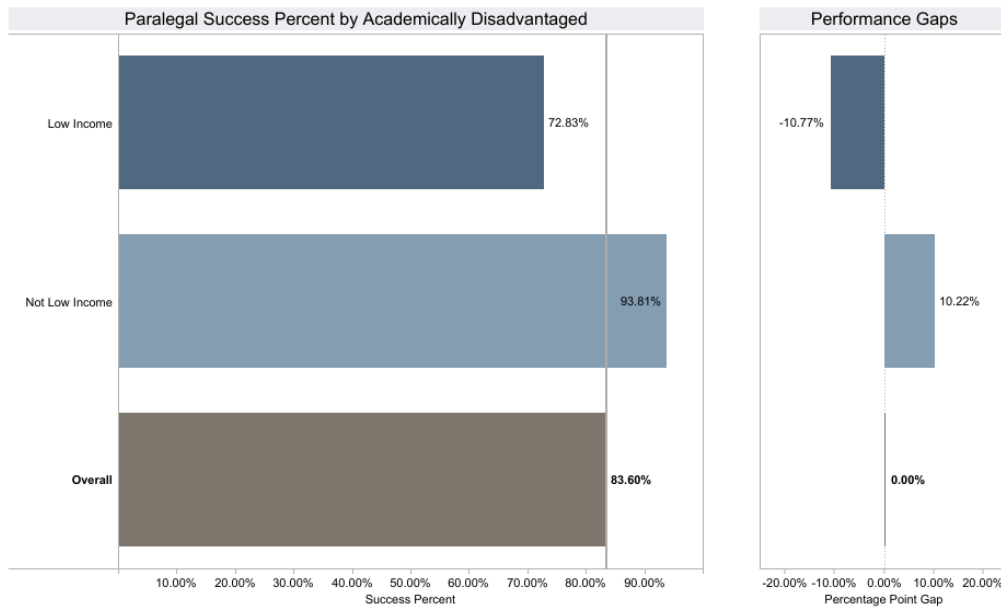
Region:
All

Enroll Status:
All

Dual Enrollment:
All

Prison:
All

Disaggregate By:
Academically Disadvantag..



Note: Successful Course Completion is the ratio of enrollments resulting in a final grade of A, A-, B+, B-, C+, C, CR or P to all valid grades.

There is a 20-point success gap between low income and not low-income students.



Successful Course Completion by Student Subpopulation

Academic Year:
Academic Year 2017 - 2018

Department:
Paralegal

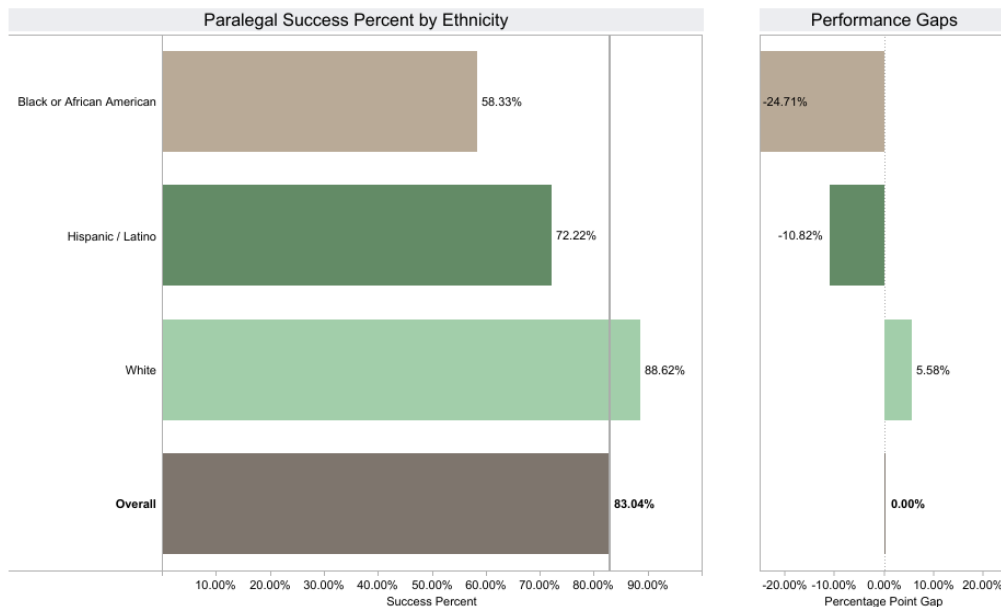
Region:
All

Enroll Status:
All

Dual Enrollment:
All

Prison:
All

Disaggregate By:
Ethnicity



Note: Successful Course Completion is the ratio of enrollments resulting in a final grade of A, A-, B+, B-, C+, C, CR or P to all valid grades.

Of particular concern is the gap between White students and Black students, there is a 29-point gap in success. This is very troubling. However, part of this is likely due to the fact that there are far fewer Black/African American students who enroll in these courses and this leaves a lot of variability in the outcome. This gap is much smaller for the Legal course, as shown in the graphs on the next page.

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Successful Course Completion by Student Subpopulation

Academic Year:
Academic Year 2017 - 2018

Department:
Legal

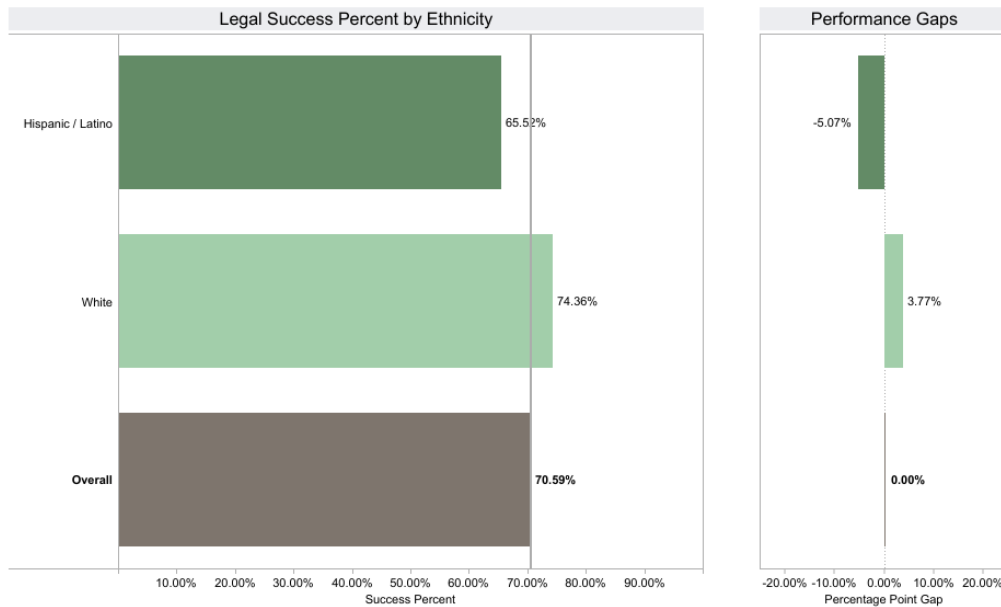
Region:
All

Enroll Status:
All

Dual Enrollment:
All

Prison:
All

Disaggregate By:
Ethnicity



Note: Successful Course Completion is the ratio of enrollments resulting in a final grade of A, A-, B+, B-, C+, C, CR or P to all valid grades.



Successful Course Completion by Student Subpopulation

Academic Year:
All

Department:
Legal

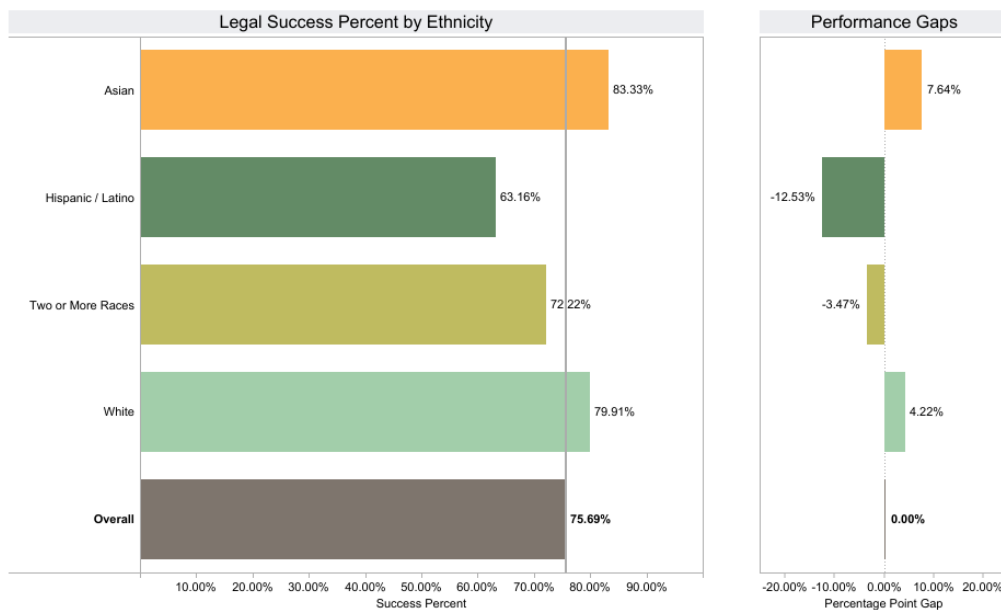
Region:
All

Enroll Status:
All

Dual Enrollment:
All

Prison:
All

Disaggregate By:
Ethnicity



Note: Successful Course Completion is the ratio of enrollments resulting in a final grade of A, A-, B+, B-, C+, C, CR or P to all valid grades.

OTHER RELEVANT PROGRAM DATA (OPTIONAL)

Provide and comment on any other data that is relevant to your program such as state or national certification/licensure exam results, employment data, etc. If necessary, describe origin and/or

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data collection methods used.

PROGRAM OUTCOMES ASSESSMENT CHECKLIST AND NARRATIVE

CHECKLIST:

- ☒ SLO assessment cycle calendar is up to date.
- ☒ All courses scheduled for assessment have been assessed in eLumen.
- ☐ Program Sustainability Plan progress report completed (if applicable).

NARRATIVE:

Briefly describe program changes, if any, which have been implemented in the previous year as a direct result of the Program or Student Services Learning Outcomes Assessment. *If no program changes have been made as results of Program or Student Services Learning Outcomes Assessment, indicate: NONE.*

None. Again, without a full-time faculty member who understands the program it is difficult to have any meaningful change to curriculum or SLOs and PLOs.

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PROGRAM PLANNING / FORECASTING FOR THE NEXT ACADEMIC YEAR

Briefly describe any program plans for the upcoming academic year. These may include, but are not limited to the following: *(Note: you do not need to respond to each of the items below). If there are no forecasted plans for the program, for the upcoming year, indicate: NONE.*

- A. New or modified plans for achieving program-learning outcomes.
- B. Anticipated changes in curriculum, scheduling or delivery modality
- C. Levels, delivery or types of services
- D. Facilities changes
- E. Staffing projections
- F. Other

B. PLGL 205: Civil Litigation was only offered online for the past few years, this is going to be transitioned to a hybrid course due to the rigor of the course. This change was prompted when a student requested a waiver of the course because they were concerned about their success in the online version of the course. We hope this will increase overall student success.

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PROGRAM SUSTAINABILITY PLAN PROGRESS REPORT

This section only needs to be completed if a program has an existing Program Sustainability Plan. Indicate whether objectives established in your Program Sustainability Plan have been addressed or not, and if improvement targets have been met.

Area of Decline or Challenge	Identified Objective (Paste from PSP)	Planning Steps (Check all that apply)	Has the Improvement Target Been Met?
Enrollment		<input type="checkbox"/> Identified <input type="checkbox"/> Resources Allocated <input type="checkbox"/> Implemented	Select one
Student Demand (Fill Rate)		<input type="checkbox"/> Identified <input type="checkbox"/> Resources Allocated <input type="checkbox"/> Implemented	Select one
Efficiency (FTES/FTEF)		<input type="checkbox"/> Identified <input type="checkbox"/> Resources Allocated <input type="checkbox"/> Implemented	Select one
Student Success – Course Completion		<input type="checkbox"/> Identified <input type="checkbox"/> Resources Allocated <input type="checkbox"/> Implemented	Select one
Student Success—Course Modality		<input type="checkbox"/> Identified <input type="checkbox"/> Resources Allocated <input type="checkbox"/> Implemented	Select one
Degrees and Certificates Awarded		<input type="checkbox"/> Identified <input type="checkbox"/> Resources Allocated <input type="checkbox"/> Implemented	Select one

If Program Sustainability Plan is still necessary, provide a brief description of how you plan to continue your PSP and update your PSP to remove any objectives that have been addressed and include any new objectives that are needed.