2025 INSTRUCTIONAL ANNUAL PROGRAM PLANNING WORKSHEET

CURRENT YEAR: 2025   **PROGRAM(S): LEGAL/PARALEGAL**
CLUSTER: ABS/SS/BE   **AREA OF STUDY: BAHL**
LAST YEAR CPPR COMPLETED: 2022 NEXT SCHEDULED CPPR: 2027 CURRENT DATE: 2/25/2025

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**, which can be downloaded from the **IPPR Program Review Documents Folder**. Please review the **Resource Allocation Rubric** when preparing the 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 programs of study (degrees and/or certificates):

Law, Public Policy & Society, AA-T, Legal Studies: Business Option, AA, Legal Studies: Social Science Option, AA, Paralegal, AA, Paralegal, CA

GENERAL PROGRAM UPDATE

Describe changes and improvements to the program, such as changes to the mission, purpose, or direction. In particular, indicate any changes that have been made to address equity gaps.Click here to enter text.

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.

1 S a n   L u i s   O b i s p o   C o u n t y   C o m m u n i t y   C o l l e g e   D i s t r i c t
I n s t r u c t i o n a l   A n n u a l   P r o g r a m   P l a n n i n g   W o r k s h e e t
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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.

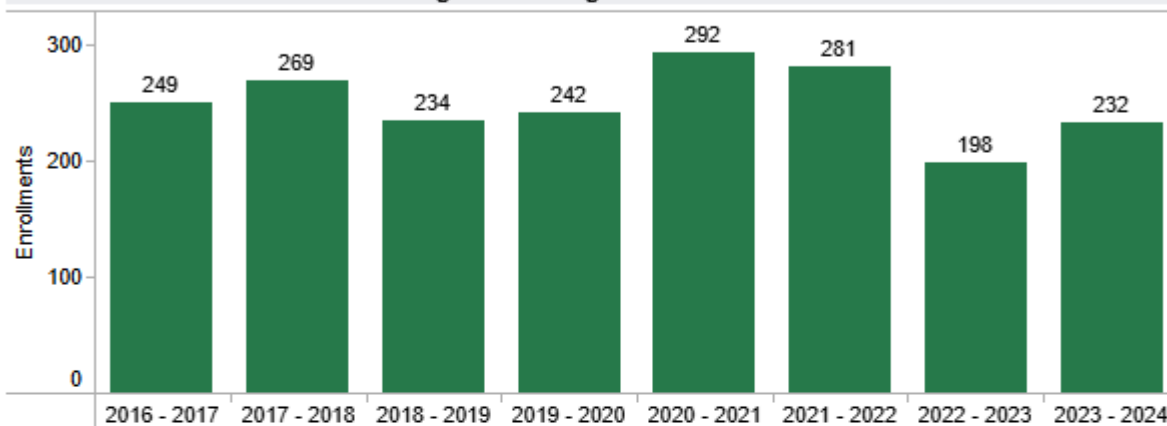A. **General Enrollment (Insert Aggregated Data Chart)**
   Insert the data chart and explain observed differences between the program and the college.
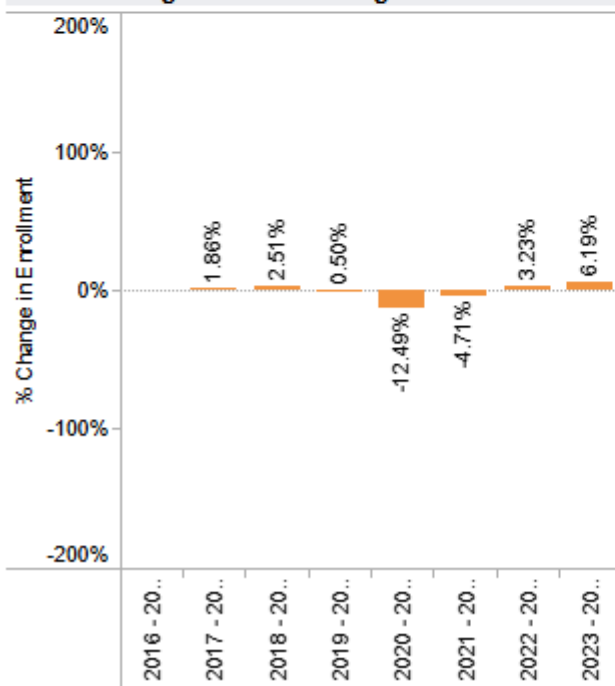
SLOCCCD Program Review Data - Enrollment

Department:	Course:	Dual Enrollment:	Prison:
(Multiple values) ▼	(All) ▼	Not Dual Enrollment ▼	(All) ▼

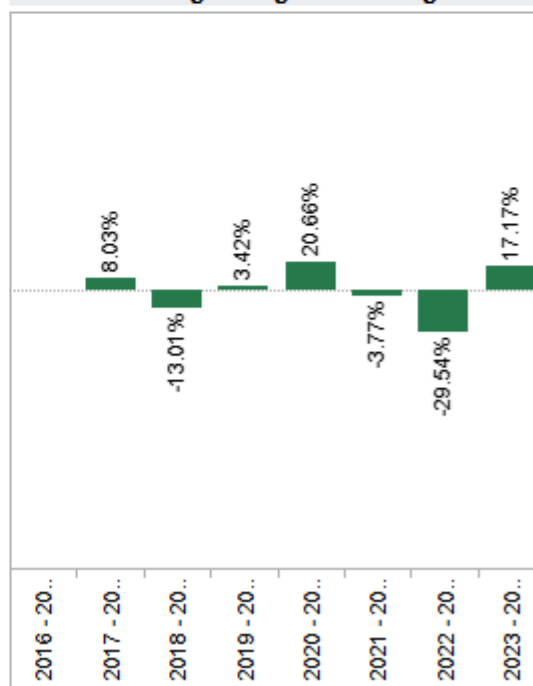| Region:	(All) ▼	TERM	(All) ▼

Legal & Paralegal Enrollments

% Change - Overall College Enrollments
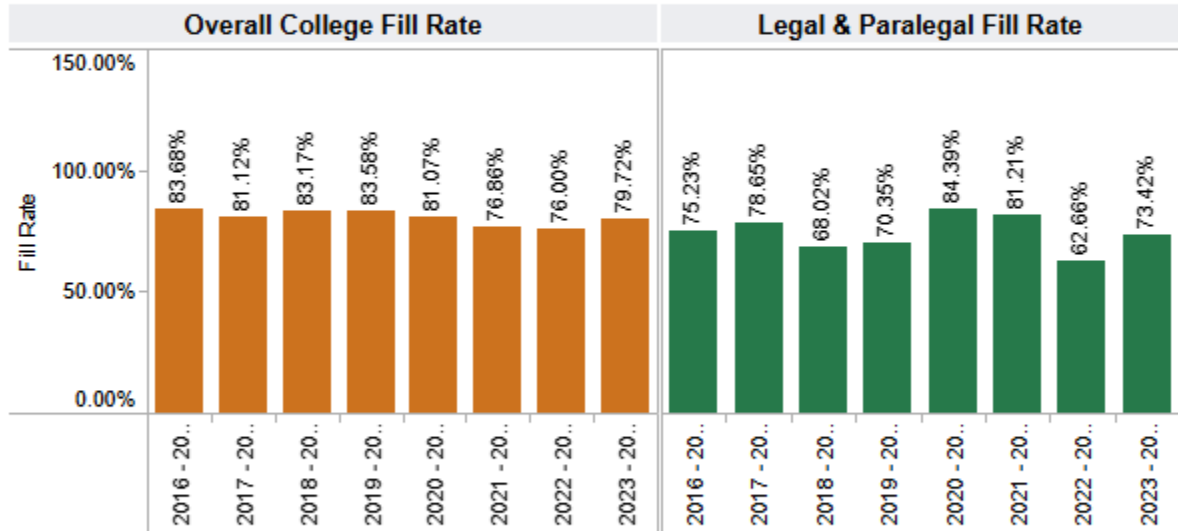

% Change - Legal & Paralegal

Enrollment increase 17.17% from the preceding academic year. This is a great change.

B. **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:	Course:	Dual Enrollment:	Prison
(Multiple values) ▼	(All) ▼	Not Dual Enrollment ▼	(All) ▼

Overall College Fill Rate

- 2016 - 20...: 83.68%
- 2017 - 20...: 81.12%
- 2018 - 20...: 83.17%
- 2019 - 20...: 83.58%
- 2020 - 20...: 81.07%
- 2021 - 20...: 76.86%
- 2022 - 20...: 76.00%
- 2023 - 20...: 79.72%

Legal & Paralegal Fill Rate

- 2016 - 20...: 75.23%
- 2017 - 20...: 78.65%
- 2018 - 20...: 68.02%
- 2019 - 20...: 70.35%
- 2020 - 20...: 84.39%
- 2021 - 20...: 81.21%
- 2022 - 20...: 62.66%
- 2023 - 20...: 73.42%

Fill Rate: The ratio of enrollments to class limits. Cross listed class limits are adjusted appropriately. Also, courses with zero class limits are excluded from this measure.

Fill rate increase substantially from the previous academic year (when the fill rate was 62.66%) to 73.42% for the 2023-2024 academic year, this explains the increase in enrollment. The paralegal program has exhibited cyclical demand, and this appears to be an expansionary period.

C. **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:	Course:	Dual Enrollment:	Prison:
(Multiple values) ▼	(All) ▼	Not Dual Enrollment ▼	(All) ▼

Overall College FTES/FTEF

2016 - 2017	2017 - 2018	2018 - 2019	2019 - 2020	2020 - 2021	2021 - 2022	2022 - 2023	2023 - 2024
13.41	12.87	13.13	12.88	12.51	11.72	11.77	11.55

Legal & Paralegal FTES/FTEF

2016 - 2017	2017 - 2018	2018 - 2019	2019 - 2020	2020 - 2021	2021 - 2022	2022 - 2023	2023 - 2024
12.74	13.66	11.43	12.12	14.85	12.86	11.08	12.56
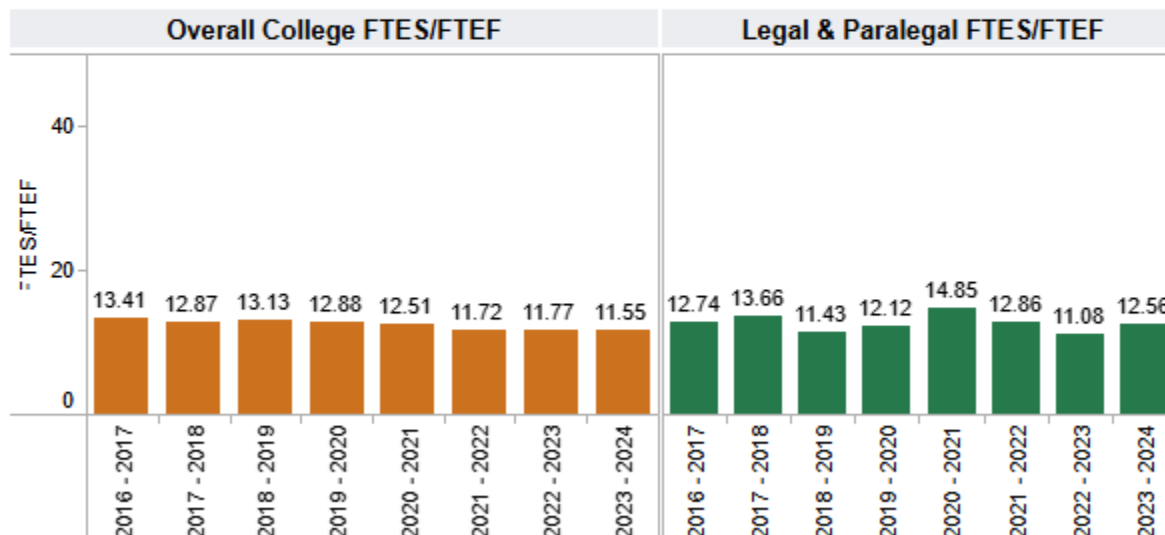
In line with the increase in enrollment and fill rate seen in the previous data, this corresponds to a higher efficiency rate for the academic year 2023 – 2024 of 12.56, an increase from the previous year's efficiency measure of 11.08.

D. **Student Success—Course Completion by 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
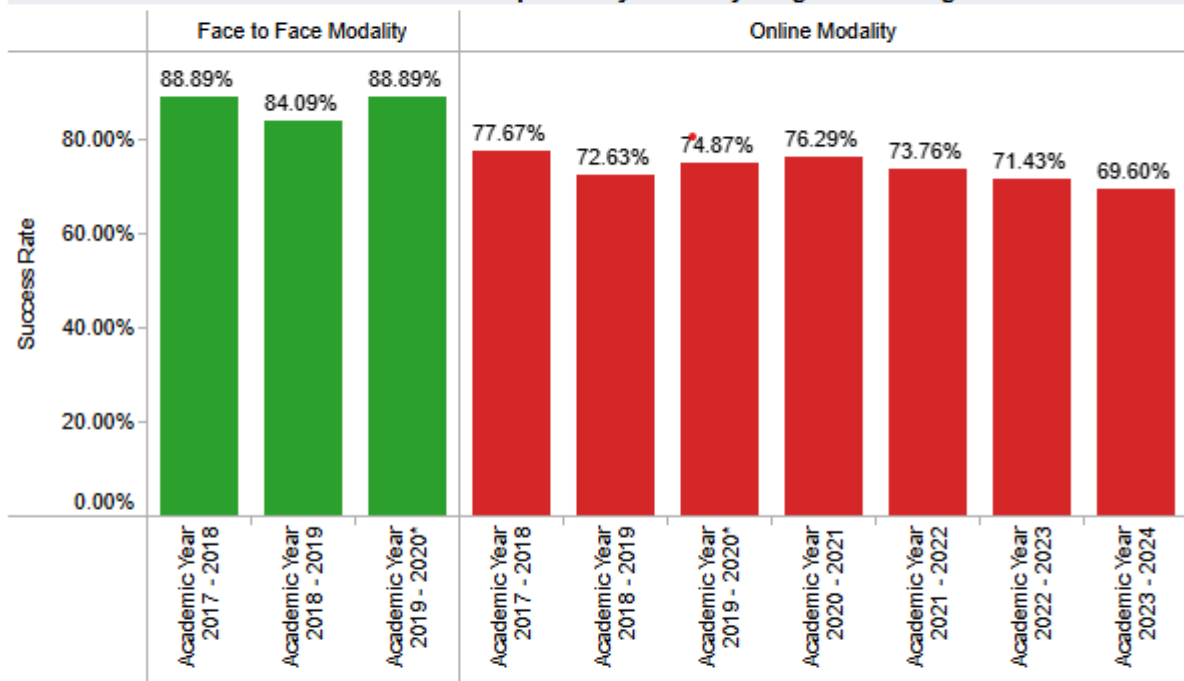
Select Department:
(Multiple values) ▼

Course:
(All) ▼

Legend:
🟩 Face to Face Modality
🟥 Online Modality

Successful Course Competion by Modality - Legal & Paralegal

	Face to Face Modality			Online Modality						
	88.89%	84.09%	88.89%	77.67%	72.63%	74.87%	76.29%	73.76%	71.43%	69.60%

Academic Year 2017 - 2018, Academic Year 2018 - 2019, Academic Year 2019 - 2020*, Academic Year 2017 - 2018, Academic Year 2018 - 2019, Academic Year 2019 - 2020*, Academic Year 2020 - 2021, Academic Year 2021 - 2022, Academic Year 2022 - 2023, Academic Year 2023 - 2024

Success Rate

Successful Course Competion by Modality Table - Legal & Paralegal

		Academic Year 2017 - 2018	Academic Year 2018 - 2019	Academic Year 2019 - 2020*	Academic Year 2020 - 2021	Academic Year 2021 - 2022	Academic Year 2022 - 2023	Academic Year 2023 - 2024
Face to Face Modality	Department S..	88.89%	84.09%	88.89%				
	Total Depart..	54.0	44.0	23.0				
Online Modality	Department S..	77.67%	72.63%	74.87%	76.29%	73.76%	71.43%	69.60%
	Total Depart..	215.0	190.0	219.0	292.0	283.0	198.0	232.0

SLOCCCD Program Review Data: Successful Course Completion

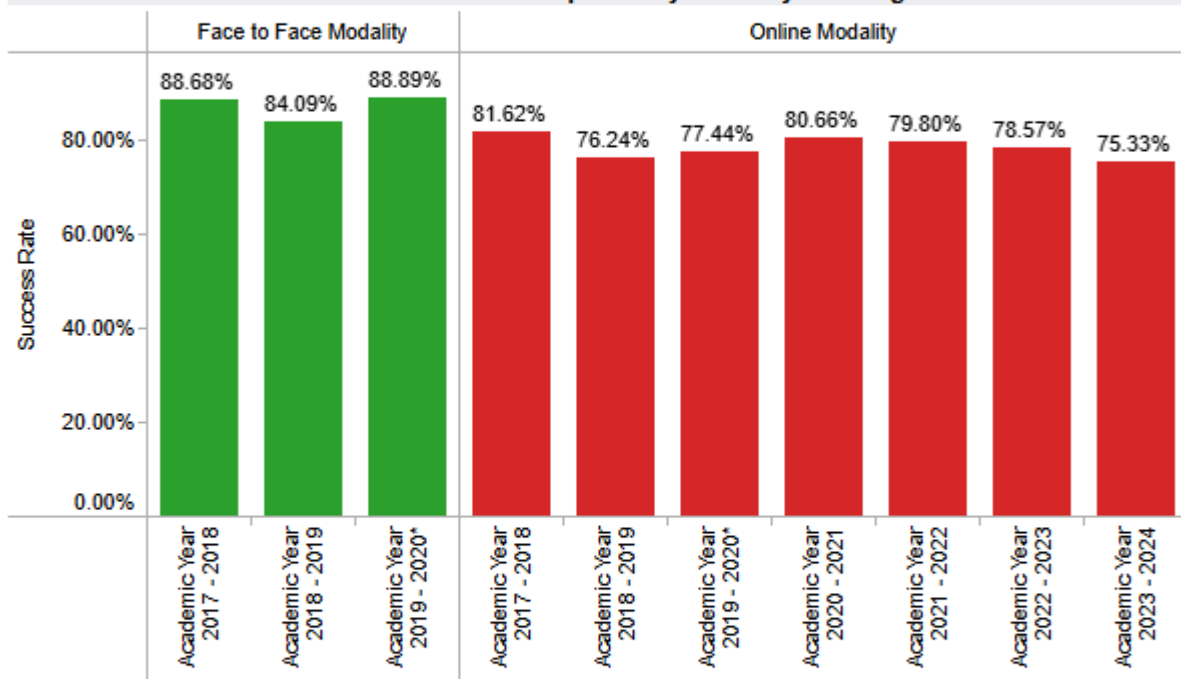**Select Department:** Paralegal ▼   **Course:** (All) ▼

Legend:
🟩 Face to Face Modality
🟥 Online Modality

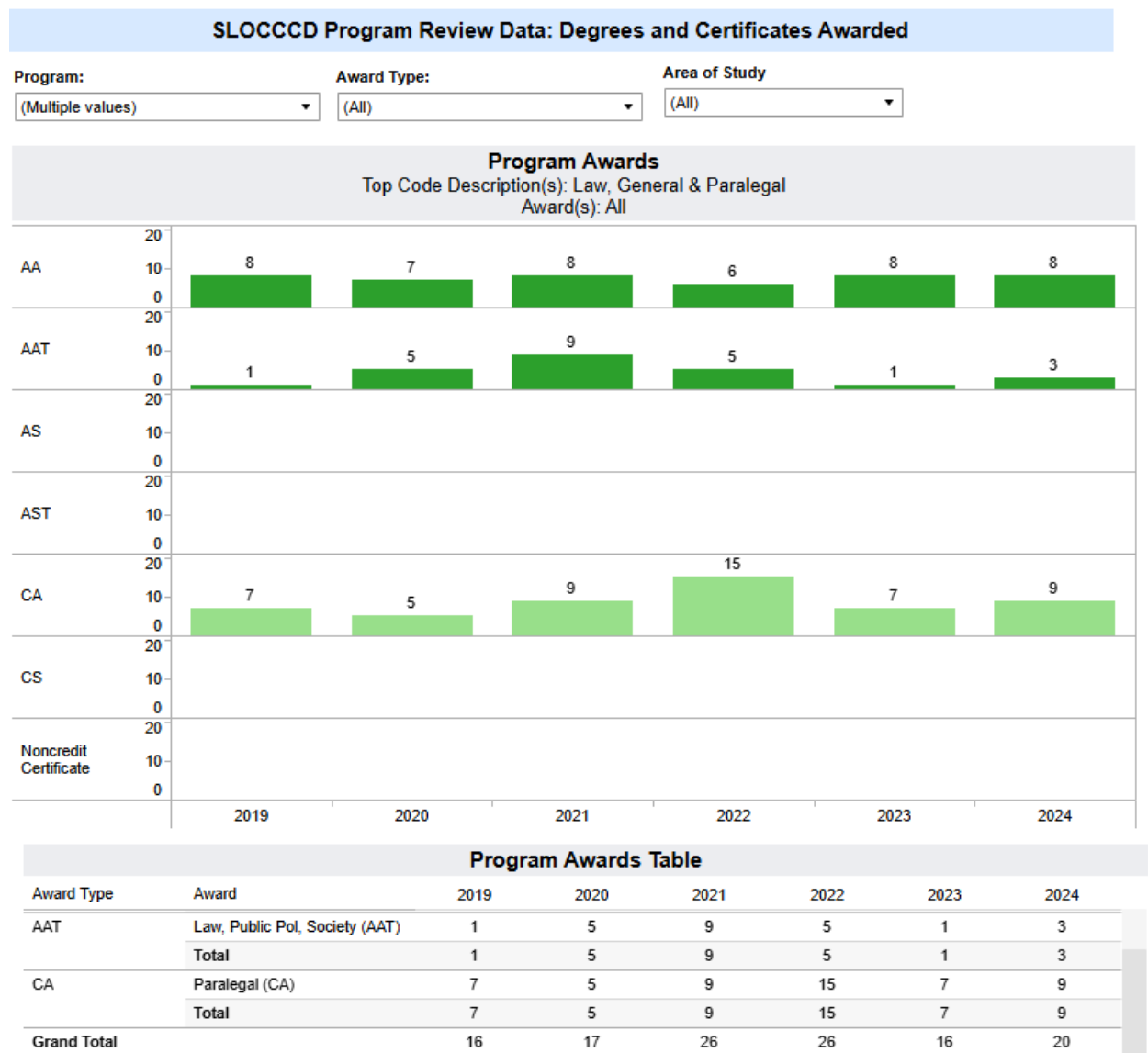### Successful Course Competion by Modality -Paralegal

Successful Course Competion by Modality Table - Paralegal

		Academic Year 2017 - 2018	Academic Year 2018 - 2019	Academic Year 2019 - 2020*	Academic Year 2020 - 2021	Academic Year 2021 - 2022	Academic Year 2022 - 2023	Academic Year 2023 - 2024
Face to Face Modality	Department S..	88.68%	84.09%	88.89%				
	Total Depart..	53.0	44.0	23.0				
Online Modality	Department S..	81.62%	76.24%	77.44%	80.66%	79.80%	78.57%	75.33%
	Total Depart..	136.0	101.0	142.0	213.0	204.0	127.0	153.0

All Paralegal courses have been offered online since the pandemic. This increases the enrollment and fill rate for paralegal and legal courses, but it has had an overall negative impact on student success, as is typically seen in success rates for in-person for fac-to-face courses, regardless of discipline or college. There has been no significant change to the program in modality or instructors over this data, so the author has no hypothesis as to why the success rate fell from 71.43% in 2022-2023, to 69.6% in 2023-2024.

E. **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: (Multiple values) ▼ **Award Type:** (All) ▼ **Area of Study** (All) ▼

Program Awards
Top Code Description(s): Law, General & Paralegal
Award(s): All

Program Awards Table

Award Type	Award	2019	2020	2021	2022	2023	2024
AAT	Law, Public Pol, Society (AAT)	1	5	9	5	1	3
	Total	1	5	9	5	1	3
CA	Paralegal (CA)	7	5	9	15	7	9
	Total	7	5	9	15	7	9
Grand Total		16	17	26	26	16	20

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

The degrees and certificates awarded in 2023-2024 increased slightly from the previous academic year, but are in line with the numbers awarded for the previous five years prior to that.

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

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

8 S a n L u i s O b i s p o C o u n t y C o m m u n i t y C o l l e g e D i s t r i c t
I n s t r u c t i o n a l A n n u a l P r o g r a m P l a n n i n g W o r k s h e e t
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SLOCCCD Program Review Data: Successful Course Completion

Select Department:
(Multiple values) ▼

COURSE
(All) ▼

TERM
(All) ▼

Measure Names
🟩 Department Success Rate
🟧 Overall College Success ...

Successful Course Completion - Legal & Paralegal

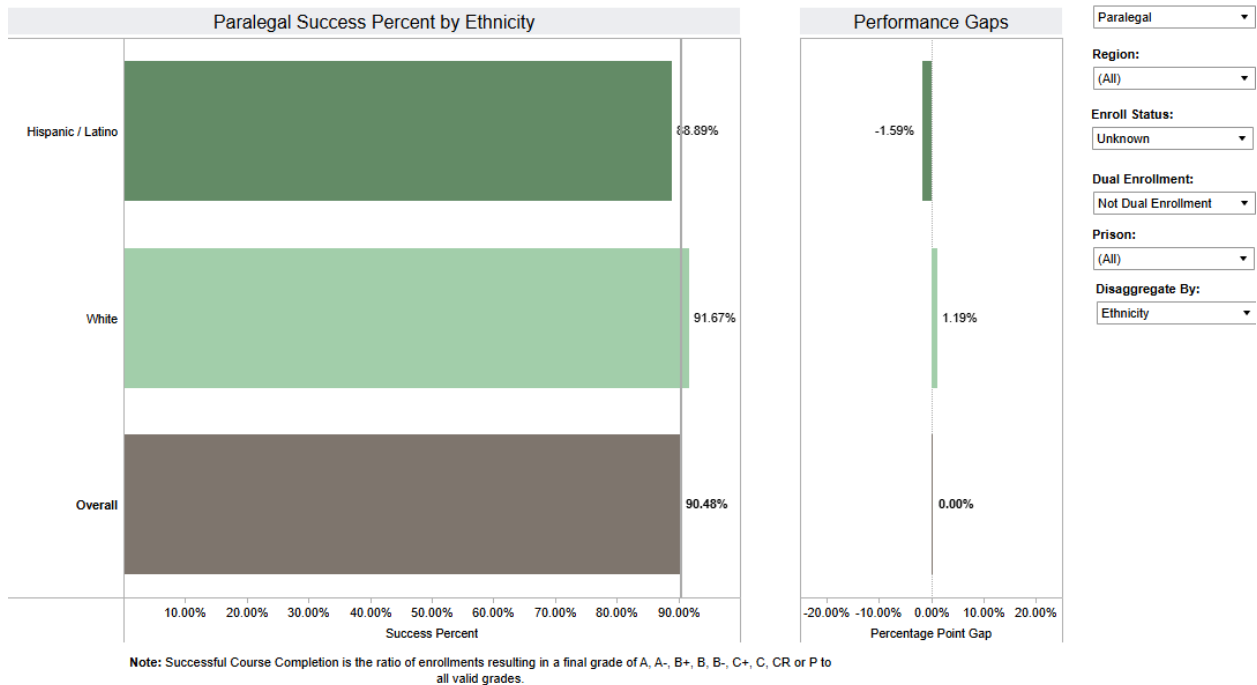|	Academic Year 2017..	Academic Year 2018..	Academic Year 2019..	Academic Year 2020..	Academic Year 2021..	Academic Year 2022..	Academic Year 2023..
Department Success Rate	79.93%	74.79%	76.04%	76.29%	73.76%	71.43%	69.60%
Overall College Success	75.67%	75.48%	82.51%	74.62%	74.74%	75.98%	76.69%
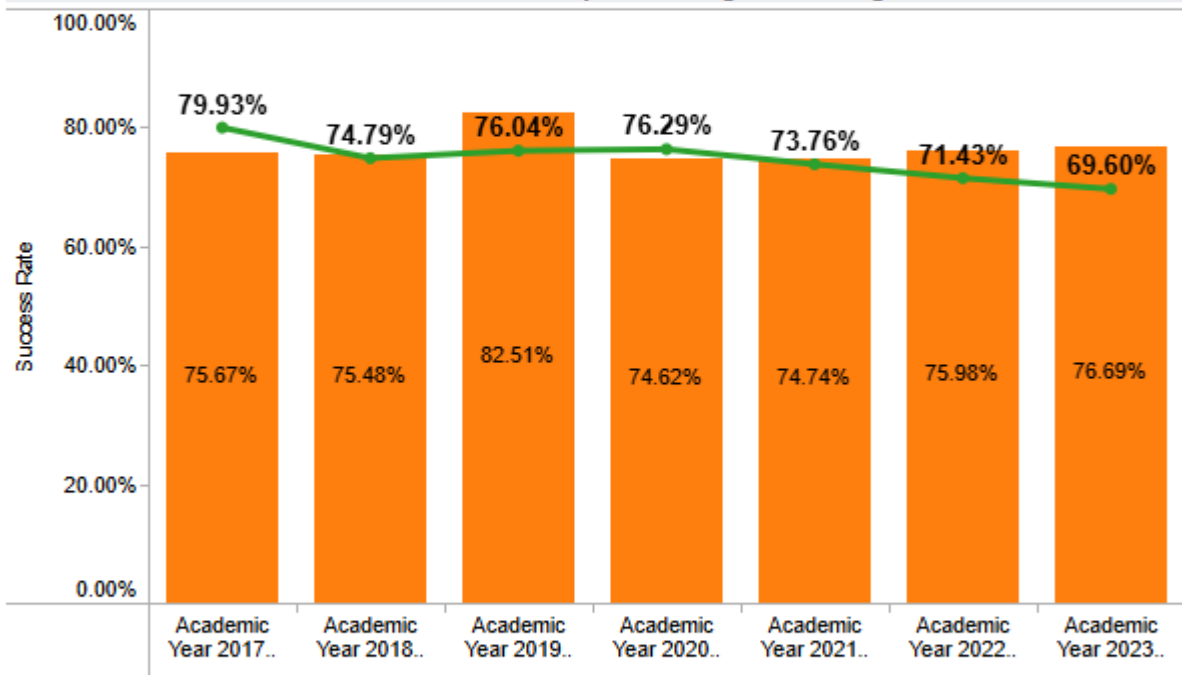
Legal & Paralegal Success Rate Table

	Academic Year 2017 - 2018	Academic Year 2018 - 2019	Academic Year 2019 - 2020*	Academic Year 2020 - 2021	Academic Year 2021 - 2022	Academic Year 2022 - 2023	Academic Year 2023 - 2024
Department Success..	79.93%	74.79%	76.04%	76.29%	73.76%	71.43%	69.60%
Total Enrollments	269	234	242	292	283	198	232

The program course success rate continues to decline as compared to the overall college success rate for the second year. The author does not have a hypothesis as to why this is occurring.

G. 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.

Successful Course Completion by Student Subpopulation

Paralegal Success Percent by Ethnicity

	Success Percent
Hispanic / Latino	88.89%
White	91.67%
Overall	90.48%

Performance Gaps

	Percentage Point Gap
Hispanic / Latino	-1.59%
White	1.19%
Overall	0.00%

Academic Year:
Academic Year 2024 ...

Department:
Paralegal

Region:
(All)

Enroll Status:
Unknown

Dual Enrollment:
Not Dual Enrollment

Prison:
(All)

Disaggregate By:
Ethnicity

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

The following are some questions you might want to consider:

- What specific groups are experiencing inequities? What patterns do you notice in the data? How have the equity gaps changed since the previous academic year?
- What professional opportunities are your program faculty participating in to address closing equity gaps?
- What strategies, policies and/or practices in your program have you implemented or what could be improved to better support students who experience equity gaps?

Looking at the disaggregated data for 2023-2024 by Ethnicity there is a very small gap of success between the two groups identified. Hispanic/Latino students succeeded at a rate of 88.89%, while white students succeeded at a rate of 91.67% for Paralegal courses. There was no data reported for Legal courses.

PROGRAMS AND CURRICULUM REVIEW PROGRESS

SECTION 1: PROGRESS CHECK ON SCHEDULED CURRICULUM UPDATES FROM CPPR

Directions:

For the following questions, please refer to #3 in Section 1 of the Programs and

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Curriculum Review Progress portion of last year's APPW.

1. List those programs of study (degrees and/or certificates) and courses that were scheduled for major or minor modification during the 2024 academic year in the 5-year calendar of the Curriculum Review Worksheet.

   NONE

2. From the list generated in #1, identify those programs of study and courses that underwent the scheduled modifications during the 2024 academic year. Complete the table below for those items only.

Program of Study **OR** Prefix and Course #	Major/Minor Modification (select one)	Date completed (semester and year)

3. From the list generated in #1, identify those programs of study and courses that did **not** undergo the modifications for which they were scheduled during the 2024 academic year. Complete the table below for those items only.

Program of Study OR Prefix and Course #	Past Due Date for Modification	Briefly state why modification was not completed on schedule	Re-scheduled date for modification (must be within 1 year)

SECTION 2: PROGRESS CHECK ON PREVIOUSLY OUT-OF-DATE CURRICULUM UPDATES FROM CPPR

Directions: For the following questions, please refer to #3 in Section 1 of the Programs and Curriculum Review Progress portion of APPW from years before the previous academic year where incomplete curriculum updates were re-scheduled to be addressed in 2024.

1. List those programs of study and courses that are listed in the older APPW that were listed in #3. Complete the table below for those items only. If there were no courses included under #3 of previous APPW, please type "N/A" in the first box of the first

row of the table.

Program of Study OR Prefix and Course #	Past Due Date for Modification	Re-scheduled date for modification	Completed (yes or no)
N/A			

2. From the list generated in #1, identify those programs of study and courses that did **not** undergo the modifications for which they were re-scheduled to during the 2024 academic year. Complete the table below for those items only. You may leave this table blank if you wrote "N/A" for the previous table.

Program of Study OR Prefix and Course #	Past Re-scheduled Due Date for Modification	Briefly state why modification was not completed as rescheduled	Second re-scheduled date for modification (must be within 6 months)
N/A			

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 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.*

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 and addressing equity gaps
B. Anticipated changes in curriculum, scheduling or delivery modality
C. Levels, delivery or types of services
D. Facilities changes
E. Staffing projections
F. Other

NONE

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		☐ Identified ☐ Resources Allocated ☐ Implemented	**Select one**
Student Demand (Fill Rate)		☐ Identified ☐ Resources Allocated ☐ Implemented	**Select one**
Efficiency (FTES/FTEF)		☐ Identified ☐ Resources Allocated ☐ Implemented	**Select one**
Student Success – Course Completion		☐ Identified ☐ Resources Allocated ☐ Implemented	**Select one**
Student Success — Course Modality		☐ Identified ☐ Resources Allocated ☐ Implemented	**Select one**
Degrees and Certificates Awarded		☐ Identified ☐ Resources Allocated ☐ 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.

14 S a n   L u i s   O b i s p o   C o u n t y   C o m m u n i t y   C o l l e g e   D i s t r i c t
I n s t r u c t i o n a l   A n n u a l   P r o g r a m   P l a n n i n g   W o r k s h e e t
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