



## Program Assessment Followup Report

**Program:** College of Policy and Legal Studies: Paralegal, BAS

**Option:** Paralegal

**Report Year:** 2017-18

*Drafted by Christy Powers on Jul 31, 2020*

### Data Files

[PLA 4941 Capstone Scores - Combined 2016-2018.xlsx](#)

[Legal Data Tables - 2016-2018.xlsx](#)

### Program Learning Outcomes

- #1:** Acquire and implement advanced critical thinking and analytical skills needed to effectively problem solve.
- #2:** Demonstrate the appropriate use of communication and organizational skills within and outside the legal system.
- #3:** Execute the technical skills, including legal research and writing, needed to succeed in the legal profession.
- #4:** Exhibit the ability to deliver professional and ethical legal services in a culturally and locally appropriate manner.
- #5:** Demonstrate an advanced knowledge and understanding of the American legal system.

### Action Plan

#### Completed Action Items

Category	Action Plan Detail / Completion Explanation	For PLO	Responsible Party / Due Date
<b>A. Enable Greater Student Success</b>			
<b>A1. Identify needs and address ways to improve overall student success</b>			
	Students' scores vary from semester to semester. Focusing on the individual competencies attained and future skill sets will continue to guide how the projects are provided to the students.	#1, #2, #3, #4, #5	Christy Powers, Susan Demers, Ian Banks, and Deborah Eldridge May 2019
	<b>Explanation:</b> We developed and refined the Essential Functions Checklist which students take via a WITS survey in PLA 1003. We are able to gauge strengths and weaknesses in order to address how to improve a balanced skill set.		
	In order to address the decrease in the Organization scores, the Paralegal, BAS program will be implementing more mandatory projects in core courses in the upper division to practice and demonstrate the compilation of a concise and organized submission of work product.	#2, #3	Christy Powers and Susan Demers May 2019

**Explanation:**

With the implementation of the NLST Certificate and a focus on exploring software for data and document management, students confront this in a core class, PLA 3734 Computers and the Law Office. Organization of information through projects and assignments have improved.

**Incomplete Action Items**

Category	Action Plan Detail / Explanation / Completion Plan	For PLO	Responsible Party / Due Date
There are no items to display			

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## Evaluation of the Impact of Action Plan Items on Program Quality

We developed and refined the Essential Functions Checklist, which students take via a WITS survey in PLA 1003. Our advisory board assisted us with this over a 12-month period. The student's awareness of strengths and weaknesses assists each student in focusing on how to improve their weaknesses. This, in turn, guided the student's focus on attaining the necessary skills that the legal field desires for employment.

With the implementation of the NLST Certificate and a focus on exploring software for data and document management, students confront this in a core class, PLA 3734 Computers and the Law Office. Organization of information through projects and assignments have improved. Creating the situational awareness necessary to meet the demands in the legal industry assists in developing a highly proficient paralegal. Students learn how to organize items electronically and in a fashion consistent with file-naming protocols and document management.

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## Approvals

**Program Administrator:**

Christy Powers - Instructor in Charge

*Approved by Christy Powers - Instructor in Charge on Jul 31, 2020*

**Educational Outcomes Coordinators:**

Amy Eggers - Coord, Accredtn&BaccAssessment

Magaly Tymms - Assessment Director

*Approved by Amy Eggers - Coord, Accredtn&BaccAssessment on Aug 5, 2020*

**Dean:**

Susan Demers - Dean, College of Policy Ethics and Legal Studies

*Approved by Susan Demers - Dean, College of Policy Ethics and Legal Studies on Aug 24, 2020*

**Senior Vice President:**

Sabrina Crawford - AVP, Institutional Eff Acad Srv

*Approved by Sabrina Crawford - AVP, Institutional Eff Acad Srv on Aug 24, 2020*

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