

Multi-Year Assessment Plan for CTE

<i>Subject Area Committee Name:</i> Paralegal	
<i>SAC Contact's Name:</i> Jerry Brask, Department Chair Aubrey Baldwin, Instructor	<i>Contact's e-mail:</i> gbrask@pcc.edu aubrey.baldwin@pcc.edu

CTE SACs have the responsibility to assess their degree and certificate outcomes. Outcomes for each degree and certificate can be found [here](#).

In the table below, list each outcome, all the relevant degree(s)/certificate(s), the Core Outcome(s) each maps to, and the schedule for summary data assessment*. If you have questions about how to complete the form, consult the [Help Guide to Completing the Multi-Year Assessment Plan](#) or consult with your LAC coach.

We recognize some SACs have more outcomes than can realistically be comprehensively assessed on a two-year cycle. If this is the case for your SAC, contact your LAC coach to develop an alternative assessment cycle.

*Summary data is defined as the information relevant to understanding student outcome attainment (e.g., totals, averages, percentages, etc.) for all the degree/certificate outcomes assessed that year. This data can come from

Multi-Year Assessment Plan for CTE

various types of assessments (e.g., TSAs, external exams/assessments, internal exams/assessments, and employer assessments).

±PCC Core Outcomes Codes

Communication (C) Cultural Awareness (CA) Community and Environmental Responsibility (C&ER) Professional Competence (PC) Self Reflection (SR) Critical Thinking and Problem Solving (CT&PS)

Multi-Year Plan

The expectation is that most SACs will be able to complete their outcome assessment cycle in two years and then repeat the cycle. If your SAC needs more time, please consult with your coach to work out an alternate plan (4 years probably representing the maximum length), and add more columns for the additional years. (These plans may need to be reviewed and corrected after two years.)

Outcome (add additional rows if required)	Applicable Degree(s)/ Certificate(s)	Core Outcome Code(s) ±	TSA*	Every Year	2013-2014	2014-2015
Apply analytic, critical thinking and research skills to fact situations within a legal context.	AAS/PL & Certificate/PL	C, CT&PS, PC	F			
Demonstrate professional skills necessary to a paralegal career, including oral and written communication and technology skills.	AAS/PL & Certificate/PL	C, CT&PS, PC	F			
Adhere to professional and ethical standards appropriate to the legal profession.	AAS/PL & Certificate/PL	C&ER, CA, PC, SR	F			
Use effective personal, interpersonal, time, and project management skills required in the	AAS/PL &	C, CA,	F			

Multi-Year Assessment Plan for CTE

legal profession.	Certificate/PL	PC, SR				
Demonstrate breadth of knowledge across several disciplines in humanities, social science, mathematics and science.	AAS/PL		F			

*TSA Column: If this outcome is fully assessed by a TSA, mark 'F' (fully) here. Mark 'P' if a TSA partially assesses this outcome and indicate in the appropriate column when the other aspects of the outcome will be assessed. Leave this cell blank if a TSA is not used with this outcome.