

Administrative Response to Program Review

Paralegal

Prepared by Scott Huff

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The Paralegal (PL) Program Review was presented in the Spring of 2010 and included a thorough review of activities over the last several years. These include creating the Law Library in 2006, establishment of the Paralegal Student Club, and receiving ABA Approval for the program's degree and certificate curricula in 2010. The Law Library and ABA Approval are firsts for a community college in Oregon and the program's chair, Jerry Brask, is commended for his efforts and tenacity in making both ideas realities.

Attainment of ABA Approval came with seven suggestions. Cascade's administration will work with you to meet those suggestions wherever possible.

The review and the presentation spoke to the importance of part-time faculty and of the Paralegal Advisory Council. Both groups are very important to the success of the program. Please share our thanks and gratitude with members of both.

You have created a program about which there is much pride - for the students, for the college, and for you. Enjoy that pride. You earned it.

In response to your Recommendations, we make the following *comments and observations*.

1. Full time Academic Professional Position For PL: *Cascade will fund a temporary full-time AP for the program in 2010-2011 using "margin money". Permanent funding of this position beyond the coming year will be sought through the "new initiative" process as we prepare the budget for the next biennium, which begins in July 2011. This position will vie with other requests within the Arts & Professions Division as well as with other*

*requests at Cascade and across the College. During the coming year, please consider how to best use the position including how the person hired might teach, within the contractual limitation of 10 hours per week, to aid in delivery of PL classes.*

2. Designated Classroom: *PL will have priority access to TH 107, but other classes will be scheduled in the room as space allows.*

3. Assign Perkins funds to department for targeted use: *The use of Perkins funding is highly constrained by federal and state rules and by the College's practices for that funding. Within those rules and practices, we will consider how to better serve PL.*

4. Add 1 full time faculty member: *We recognize that single-faculty CTE programs place a great deal of responsibility on a single individual and will consider adding a second position in the coming year through "new initiative" funding as we prepare the budget for the next biennium, which begins in July 2011. This position will vie with other requests within the Arts & Professions Division, including the AP position covered above, as well as with other requests at Cascade and across the College.*