Administrative Response

Paralegal
February, 2015

We thank you for your hard work, dedication, and commitment to your profession and students. The Program Review document and discussion was thorough and thoughtful. This response contains 4 sections: 1) Commendations, 2) Suggestions/observations, 3) Response to recommendations/areas of SAC needs and 4) Closing comments.

1. Commendations

*The Program Review Document was thorough, thoughtful, and well organized.
*The Program Review discussion provided significant insight into the Paralegal profession and instructional challenges.
*The Program Review discussion provided useful history of the instructional program at PCC as well as insight into the challenges ahead.
*Recommendations based on assessment results have been incorporated into course rubrics and instruction.
*Ongoing course and program revision, based on assessment results, is apparent.
*Changes in curriculum align with changes in the profession and are guided by feedback from professional organizations and the External Advisory Committee.
*Program outcomes are aligned with PCC's Core Outcomes.
*The Paralegal Program's External Advisory Committee provides useful feedback on skills needed to enter the Paralegal profession. Advisory committee members attended the Program Review presentation and provided valuable insight and information.

2. Suggestions and Observations

Input from the External Advisory Committee, use of portfolio assessment results, and feedback from students are all apparent and meaningful contributors to the quality, health, and continuous improvement of the Paralegal program. It was especially valuable to hear from Paralegal students of their experiences in the program during the Program Review. The Paralegal faculty and staff are clearly working closely with representatives of the legal profession to maintain the quality and relevance of the program's curriculum.

3. Recommendations

1. SAC PLANS FOR IMPROVING TEACHING AND LEARNING, STUDENT SUCCESS, AND DEGREE OR CERTIFICATE OF COMPLETION. Integrate computer use into more classes and enhance the skills of students in computer skills. Offer Hybrid courses. Expand Internship opportunities. Continue teaching focus on practical skills. *The DOIs support the integration of computer skills, development of hybrid courses, expansion of internship opportunities, and continued focus on practical skills.*

Recommendations requiring funding

1. Computers in TH 107, designated for Paralegal Program use or alternatively a lap top cart with lap tops that have hard drive computers. *Requests for computer equipment and other facilities improvements are made at the campus level and should be made through the Division Dean and DOI. Campus requests are prioritized and funded as budgets allow.*

2. Renovation of TH 107 by removing cabinetry. New carpet and window coverings in TH 107 and TH 109. *Requests for facilities improvements are made at the campus level and should be made through the Division Dean and DOI. Campus requests are prioritized and funded as budgets allow*.

3. Maintain, if not increase, current staffing pattern of Department Chair, Department Specialist and 1 additional full-time faculty. *The DOIs are not recommending or anticipating any changes in staffing at this time.*

4. Closing Comments

It is apparent that the Paralegal SAC is taking seriously and working hard at updating and strengthening its curriculum.

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