Instructional Annual Program Review and Planning Update Form Fall 2024

## BACKGROUND:

**Program review is an integral part of the campus planning process. As programs and areas monitor their progress on the current comprehensive four-year program review, changes in need and scope can be expected. This Annual PR Update form is designed to outline and request modifications to the current program review that occur between comprehensive four-year review cycles, as needed.**

**Examples of a requested change include new information such as action plans, outcomes modifications, personnel changes, technology needs, and capital expenditures requirements. As programs and areas monitor their progress on the previous comprehensive four-year program review, the form provides the basis to suggest a change in plans and processes to improve student success and institutional effectiveness.**

## SUBMISSION:

**Program:**

Paralegal Studies

**Principal Author(s):**

Michael Moore

**Dean:**

Carlos Ayon

**Submission Date:**

11/25/2024 1:34:08 PM

**Author Signature:**

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| Electronically signed by Michael Moore on 11/06/2024 4:46:58 PM |

**Manager Signature:**

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| Electronically signed by Carlos Ayon on 11/25/2024 1:34:08 PM |

# Part 1: Review of Data

## Use the data provided by the Office of Institutional Effectiveness (OIE)--[available in August 2024](https://fullcolledu-my.sharepoint.com/%3Af%3A/g/personal/dberumen_fullcoll_edu/Ejn54PAVVhJLqimOjiLWBBYBPkPdoZEFZxZtScvvyibo6A)--to review your program completion and success rates and compare them to the Institution Set Standards for course completion and success rates. Then, answer these questions:

1. **Where your program meets or exceeds the college-wide standard for completion and success, to what do you attribute your success?**

The Paralegal Studies Program (“Program”) continues to exceed the set standard for completion and success overall, among all groups, which was also seen in 2022-23.

As before, the Program believes that, with almost half of its students entering the Program already possessing some sort of degree [either an Associate or bachelor’s degree], students have already engaged in the writing, critical thinking, and comprehension skills obtained through a college education. Since the Program involves vast amounts of critical thinking and writing skills to apply and analyze the law, this prior education assists with the synthesis of difficult legal concepts.

1. **Where your program does not meet this standard, please examine the possible reasons and note any actions that should be taken, if appropriate.**

N/A

1. **Compare your data analysis in questions 1 and 2 to the review of data in your 2023 Annual Program Review update (available on the** [**Program Review and Planning Committee**](https://committees.fullcoll.edu/program-review/) **website). Are there significant changes? Do you notice any patterns from year to year?**

In comparing the data to 2022-23, the Program’s data is not as close to the aspirational goals as before. It is unclear if this is a pattern from year-to-year. The Program does identify equity gaps among Latinx students that will need to be assessed in the next self-study. As before, the gateway PLEG 101 and 104 courses are below standards for almost all groups for both success and completion. As previously mentioned, students tend to realize that working in the legal field involves more writing and critical thinking than they originally believe, often resulting in them moving on to pursuing a different career pathway.

# Part 2: Additional Resource Request Reasoning and Support

[x] **We have reviewed our most recent self-study and have not identified any significant changes that necessitate resource requests for the upcoming academic year.**

[ ] **We have reviewed our most recent self-study and have identified significant changes that necessitate additional resource requests.**