

IMPERIAL VALLEY COLLEGE
PROGRAM REVIEW COMPLIANCE FORM AND REQUEST FOR RESOURCES

PROGRAM/DEPARTMENT Legal Assistant

ACADEMIC YR. 2012-2013

Comprehensive Program Review

Annual Assessment

Request for Resources (check all that apply)

Please analyze your Program Review data as well as your SLO/SAO assessment findings in order to update to your Comprehensive Program Review report as needed. All changes to area needs and subsequent requests for additional resources must be reported at this time.

If your program is scheduled for a Comprehensive Program Review all forms are to be completed and submitted to the appropriate Dean/VP. If you are completing the annual Program Review Assessment only and have no changes to area needs, sign below and submit this form to appropriate Dean/VP. If your needs have changed as a result of your annual assessment of program review data, please complete the appropriate Request for Resources form(s) and submit to appropriate Dean/VP.

Craig M. Bleh 2/15/13
Signature of Program Chair/Director Date

[Signature] 2/20/13
Signature of Area Dean Date

[Signature] 2/28/13
Signature of Area Vice President Date

Please attach the following documents to this Program Review Compliance form if you are requesting additional resources:

- ✓ Comprehensive Program Review
- ✓ Data Analysis Form
- ✓ SLO/SAO Assessments
- ✓ Request for Resources Forms

**Academic Program Evaluation – LEGAL ASSISTANT
Division – EWD
Department - BUSINESS**

BUSINESS COURSES

TERM	Enrollment	Fill Rate	# of Sections	Mass Cap	Avg. Class Cap	Avg. Class Size	FTEs	FTEF	Productivity (FTEs/FTEF)	Completion Rate	Success Rate
Fall 2009	555	87.40%	20	635	31.75	27.75	67.51	4.72	14.3	81%	62%
Spring 2010	631	86.32%	24	731	30.46	26.29	77.35	5.66	13.67	76%	61%
Fall 2010	576	86.23%	21	668	31.81	27.43	71.29	4.92	14.49	85%	68%
Spring 2011	672	85.06%	25	790	31.6	26.88	84.69	5.59	15.15	81%	62%
Fall 2011	598	85.67%	22	698	31.73	27.18	73.01	5.12	14.26	83%	67%
Spring 2012	473	68.35%	22	692	31.45	21.5	59.8	5.39	11.09	83%	60%
% Change Fall Semesters 09 - 11	7.75%	-1.98%	10.00%	9.92%	-0.06%	-2.05%	8.15%	8.47%	-0.28%	2.47%	8.06%
% Change Spring Semesters 10 - 12	-25.04%	-20.82%	-8.33%	-5.34%	3.25%	-18.22%	-22.69%	-4.77%	-18.87%	9.21%	-1.64%

PROGRAM COMPLETION

Number of certificates completed Between Fall 2009 and Spring 2012	Number of Associate Degrees Completed Between Fall 2009 and Spring 2012
2	3

LEGAL ASSISTANT COURSES - A.S AND CERTIFICATE

A.S. DEGREE: Required Courses: BUS 126, LEGL 115, 116, 117, 119, 120, 121

Acceptable Courses: LEGL 125, 126, 127, 129, WE 201, 220

Certificate: Required Courses: BUS 126, LEGL 115, 116, 117, 119, 120, 121

Acceptable Courses: LEGL 125, 126, 127, 129, WE 201, 220

LEGAL ASSISTANT COURSES - ENROLLMENT, FILL RATES & WAIT LISTS

COURSES	Course Cap	Enrollment - # Sections						Fill Rate						S 13
		F 09	S 10	F 10	S 11	F 11	S 12	F 09	S 10	F 10	S 11	F 11	S 12	
BUS 126	32	87 - 3	89 - 3	84 - 3	86 - 3	79 - 3	78 - 3	89.69%	94.68%	86.60%	91.49%	81.44%	82.98%	2
ENGL 101	25	493 - 21	472 - 22	585 - 25	493 - 20	634 - 24	602 - 23	117.14%	138.82%	117.00%	131.47%	105.67%	104.70%	94
LEGL 115	32		15 - 1			28 - 1			50%			87.50%		
LEGL 116	32		7 - 1				24 - 1		23.33%				75%	
LEGL 117	32			25 - 1					83.33%					
LEGL 119	32			8 - 1					26.67%					
LEGL 120	32	15 - 1			14 - 1			50%			46.67%			
LEGL 121	32	17 - 1			18 - 1			56.67%			60%			
LEGL 125	32		9 - 1						30%					
LEGL 126	32			10 - 1					33.33%					
LEGL 127	32				23 - 1						76.67%			
LEGL 129	32													
WE 201	30		29 - 1	23 - 1	30 - 1	33 - 1	28 - 1		96.67%	76.67%	100%	110%	93.33%	2
WE 220	30		22 - 1	15 - 1	18 - 1	25 - 1	18 - 4		73.33%	50%	60%	83.33%	60%	

LEGAL ASSISTANT COURSES - PRODUCTIVITY (FTES/FTEF)

COURSE	FTES						FTES						PRODUCTIVITY					
	F 09	S 10	F 10	S 11	F 11	S 12	F 09	S 10	F 10	S 11	F 11	S 12	F 09	S 10	F 10	S 11	F 11	S 12
BUS 126	8.95	9.16	8.64	8.85	8.12	8.03	0.60	0.60	0.60	0.60	0.60	0.60	14.92	15.27	14.40	14.75	13.53	13.38
ENGL 101	50.59	48.55	60.17	50.70	65.21	61.90	4.20	4.40	5.00	4.00	4.80	4.60	12.05	11.03	12.03	12.68	13.59	13.46
LEGL 115		1.54			2.88			0.2			0.2			7.70			14.40	
LEGL 116		0.72				2.47		0.20				0.2		3.60				12.35
LEGL 117			2.57						0.2							12.85		
LEGL 119			0.82						0.2							4.10		
LEGL 120	1.54			1.44			0.20			0.2			7.70				7.20	
LEGL 121	1.75			1.85			0.20			0.2			8.75				9.25	
LEGL 125		0.93						0.20						4.65				
LEGL 126			1.03						0.2							5.15		
LEGL 127				2.37						0.2							11.85	
LEGL 129																		
WE 201		0.99	0.79	1.03	1.13	0.96		0.07	0.07	0.07	0.07	0.07		14.14	11.29	14.71	16.14	13.71
WE 220		2.64	0.18	2.16	3.00	2.16		0.07	0.07	0.07	0.07	0.28		37.71	2.57	30.86	42.86	7.71

LEGAL ASSISTANT COURSES - COMPLETION & SUCCESS RATES

COURSE	Completion Rate						Success Rate					
	F 09	S 10	F 10	S 11	F 11	S 12	F 09	S 10	F 10	S 11	F 11	S 12
BUS 126	66%	51%	79%	80%	82%	83%	39%	35%	56%	53%	56%	53%
ENGL 101	58.78%	71.19%	70.84%	70.59%	68.77%	71.76%	40.84%	57.63%	51.97%	55.98%	52.37%	54.65%
LEGL 115		93%			71%			47%			61%	
LEGL 116		71%				96%		71%				83%
LEGL 117			92%						68%			
LEGL 119			100%						100%			
LEGL 120				86%						79%		
LEGL 121				72%						50%		
LEGL 125		89%						67%				
LEGL 126			80%						70%			
LEGL 127				96%						83%		
LEGL 129												
WE 201		97%	91%	83%	85%	82%		90%	83%	70%	64%	79%
WE 220		95%	93%	67%	92%	89%		95%	93%	67%	84%	89%

Recent Enrollment Demand: High _____ Medium _____ Low _____

Projection for Future Demand: Growing _____ Stable _____ Declining _____

Opportunity Analysis: (Successes, new curriculum development, alternative delivery mechanisms, interdisciplinary strategies, etc.)

The LMI 2008-2018 (Imperial County) projects 9.1% growth for workers in the legal field.

The legal assistant education and training for students considering a career in the legal industry as paralegals working under the direct supervision of lawyers program provides in the public and private sectors. Faculty concluded during the last program review that continuously evolving computer assisted legal research technologies present a challenge to keeping the program current and up to date.

IVC faculty and staff met with an advisory group made up of local attorneys in 2009-10 to create a scheduling plan, review the program curriculum, and make revisions for the 2010-11 IVC General Catalog. Revisions approved by the Curriculum and Instruction Committee which gave students the opportunity to upgrade their skills and to become employable. The program courses meet the need for the high caliber legal assistants that are needed in the community. Courses are scheduled in the evening to allow students already working in the field access.

Summary of Program "Health" Evaluation: (Including consideration of size, score, productivity and quality of outcomes)

Enrollment did not change significantly over the three-year period. Total enrollment for academic year 2008-09 was 65, for 2009-10 it was 63 and for 2010-2011 it was 52 (one less class was taught in each semester due to budget issues). The trend over the three-year period indicates an ongoing need for the program. Bus 126 Business and the Legal Environment and the work experience courses are required for other programs; thus there are no enrollment issues in those courses. The legal assistant courses specific to this program do not normally fill to cap when offered, but the enrollment holds steady at an average of 16 students per course. Because they are taught by adjunct instructors, the demand is enough to be cost effective (average productivity = 10.3). The average number of students for the legal courses each academic year did not change significantly; maintaining approximately a 50% ratio to maximum quota. The data indicates that over the period from Fall 2009-Spring 2012, the completion rates and success rates have been fairly constant. However, within the legal core coursework both completion and success rates have risen slightly.

Student Learning Outcomes Assessment:

All SLO's in the program have been assessed at least once. The department continues to monitor, assess and update SLO's as necessary.

Program Learning Outcomes Assessment:

The PLO's for the Legal Assistant program were written with good intentions, but for a number of reasons proved to be less useful than we had hoped. Therefore, in Fall 2012, the Department rewrote all Program Learning Outcomes and will begin assessing **these** new outcomes with the Spring 2013 semester.

Future Goals of Program

This program needs to allow students to finish in a more-timely manner. Our goal is to offer at least two LEGL courses per semester to allow students to finish within a reasonable time frame.

Resource requests from annual program review

1. This program like all the programs in the Business Department needs full-time secretarial support. The recent 50% cut in secretarial services it is creating additional difficulties for the program. Without proper staff support it is even harder for the program to grow and prosper.
2. Marketing help in the community.