

PIE Narrative Summary



PIE - Business: Paralegal Unit

2021-22

Contact Person: Abby Wood

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Summary of Notable Achievements: We submitted the full re-approval report to the American Bar Association in November of 2021. Catherine McKee earned CVC-OEI review of PLGL 30, bringing the paralegal program's total number of CVC-OEI approved courses to three (PLGL 30 and BUSL 18 by Catherine McKee and BUSL 19 by Abby Wood).

Program Planning for Retention and Success: Discipline faculty obtained CVC-OEI approval of PLGL 30, BUSL 18, and BUSL 19, which led to improvements in other courses taught by Catherine McKee and Abby Wood. Students taking PLGL courses continue to enjoy high success and retention rates. Success rates improved from 87.8% to 94% from 2019-2020 to 2020 in PLGL courses and from 86.4% in 2019-2020 to 92.4% in 2020-2021. Retention rates improved from 94.9% in 2019-2020 to 100% in 2020-2021 in PLGL courses and from 94.2% in 2019-2020 to 100% in 2020-2021.

The paralegal program continues to revise instructional courses as appropriate, based on feedback provided by the Paralegal Program Advisory Committee.

Program Planning for Equity: The paralegal discipline planned for equity in a number of ways: full-time discipline faculty participated in the Communities of Collaboration training; curriculum in PLGL 41 was revised to incorporate implicit bias; and the program offered students multiple free textbook options through a combination of adopting OER or other no-cost material; utilizing funding to purchase classroom sets and textbook licenses; and augmenting textbook reserves at the library and the TERC.

External and Internal Conditions Analysis: We submitted our full re-approval report in November 2021 and are awaiting revisions from the American Bar Association, as well as planning for the upcoming site visit. If enrollments during the pandemic are a good indication, enrollment in our discipline will be negatively impacted by scheduling policies that prefer face to face instruction as many paralegal students are working adults and prefer online instruction.

Critical Decisions Made by Unit: The program's main critical decisions this planning cycle concerned the following: (1) planning and gathering the data and documentation required for preparation of the ABA report and exhibits; and (2) CVC-OEI approval of PLGL 30 (in addition to BUSL 18 and BUSL 19 in 2020-2021).

Contributors to the Report: Abby Wood; Catherine McKee

2020-21

Contact Person: Abby Wood

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Summary of Notable Achievements: Catherine McKee continued her service to the campus as assistant distance learning coordinator, overseeing a SPOT-queue of over 600.

Catherine McKee and Abby Wood completed OEI alignment, earning a CVC-OEI quality reviewed badge after many hours of detailed work over the course of approximately one year, which will elevate both of their courses (BUSL 18, BUSL 19) in student search results on cvc.edu.

The program coordinator submitted a Covid-19 report, implemented and reviewed a technology assessment of all paralegal students, and reviewed educational plans for students in the Intro course and had an open door policy to assist students with course sequence, degree requirement questions, variances, and other needs. Faculty were able to move 100% of course offerings online and the program substantially grew in enrollments and we even grew 31% in our enrollments during the pandemic.

Program Planning for Retention and Success: Retention has steadily increased in recent years. In 2018-2019, we had a 90.1% retention rate, which increased to 93.7% in 2019-2020 and which grew more during the pandemic to 97.9% in 2020-2021. Average online retention rates for courses on which data is available (BUSL 18, 19, PLGL 100, 35, and 39) are 94% or above in 2019-2020. The average online success rate for those courses increased from 78%-87% in 2018-2019 to 88%-91% in 2019-2020.

Student success was high in Spring 2020 (94.7%), Summer 2020 (98.4%), and Fall 2020 (88.2%). These averages are across all BUSL and PLGL courses offered. The program also saw increases in student success across multiple ethnicities. American Indian or Alaska Native and Native Hawaiian or Other Pacific Islander student success remained at 100% in both 2019-2020. Success among Asian students grew from 92.2% in 2019-2020 to 98.4% in 2020-2021. Success among Hispanic students increased from 84.3% in 2019-2020 to 90% in 2020-2021. Success among students of unknown ethnicity increased from 63.9% to 68.3%.

External and Internal Conditions Analysis: The program received DL approval for all courses not previously approved, except for BUSL 20 (scheduled to be deleted) and PLGL 36 (work experience). During the pandemic, paralegal enrollments increased by 31% over the prior year, after four years of small declines each year. Other external conditions include revised and new American Bar Association requirements, including a technology assessment of all paralegal students, as well as a Covid report. A full re-approval report is due in November 2021.

Critical Decisions Made by Unit: The most critical decisions involved quickly pivoting to address the new pandemic reality, including all new ABA-required compliance procedures and reports, extensive support to adjunct faculty, and obtaining full DL approval of virtually all PLGL and/or BUSL courses which had not been previously DL approved.

Contributors to the Report: Abby Wood

2019-20

Contact Person: Abby Wood

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Summary of Notable Achievements: We transitioned all BUSL and PLGL courses online.

Program Planning for Retention and Success: We maintained high student success and retention rates, and enrollments grew 31%.

External and Internal Conditions Analysis: The pivot online required tremendous efforts on behalf of program faculty. Catherine McKee served as the assistant distance learning coordinator assisting the entire campus in a quick pivot online during a pandemic. The paralegal program coordinator assisted all program adjuncts with making modifications to their courses and transitioning online, while also responding to newly required ABA policies and additional reporting (Covid report, meetings with the ABA, and worked on a full report that is due in 11/2021).

Critical Decisions Made by Unit: The program obtained DL approval of all courses not previously approved, with the exception of our work experience course and BUSL 20 (scheduled to be deleted).

Contributors to the Report: Abby Wood

2018-19

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Critical Decisions Made by Unit: Following the ABA's September 2019 issuance of new Guidelines, the Program requested that the ABA Standing Committee on Paralegals Approval Commission approve our Substantive Change Reporting Form and issue a short-term certificate waiver for the eDiscovery and Litigation Support Certificate. This was required so that the eDiscovery course offerings would not negatively impact the ABA's approval of the paralegal degree.

Contributors to the Report: Catherine McKee - Paralegal and Business Law Professor, Cohort Coordinator; Abby Wood - Paralegal and Business Law Professor, Paralegal Program Coordinator

2017-18

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Critical Decisions Made by Unit: 1. All current DL faculty have attended multiple POD training courses in Canvas.

2. All full-time Paralegal Program faculty have attended multiple trainings on the new technology in the BCT complex

Contributors to the Report: Catherine McKee - Paralegal and Business Law Professor, Cohort Coordinator; Abby Wood - Paralegal and Business Law Professor, Paralegal Program Coordinator

Related Documents:

[Retention and Success Rates for Fall 2017.pdf](#)

2016-17

Contact Person: Abby Wood

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Critical Decisions Made by Unit: 1. Edwin Estes obtained approval from the Bureau of Real Estate for paralegal courses to be used by real estate students to qualify to sit for their real estate examinations.

2. Martin Ramey obtained re-approval of the Paralegal Program from the American Bar Association in Fall 2016.

3. All DL courses being offered in Fall 2017 were previously submitted for the DL Preflight Check.

4. All current DL faculty have attended multiple POD training courses concerning migration into Canvas, as well as various features within Canvas. All current DL faculty also met individually with the Online Learning Support Center representatives and/or the distance learning coordinator or assistance distance learning coordinator.
5. The Department has migrated out of Moodlerooms and into Canvas for all distance learning classes and any other courses utilizing Canvas.
6. The Department adopted a policy concerning electronic communication through the College's learning management system and/or College email accounts.
7. The Paralegal Program requested a temporary one-year hire in Paralegal Studies due to Martin Ramey's service as President of the Academic Senate.

Contributors to the Report: Edwin Estes - Business Administration
Abby Wood - Business Administration

2015-16

Contact Person: Edwin Estes

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Critical Decisions Made by Unit: 1. Edwin Estes obtained approval from the Bureau of Real Estate for paralegal courses to be used by real estate students to qualify to sit for their real estate examinations.

2. The department submitted all DL courses being offered in Fall 2016 to be reviewed under the "DL Flight Checklist."

Contributors to the Report: Edwin Estes - Business Administration
Abby Wood - Business Administration

Related Documents:

[2015.16BusinessAdministration_UnitPIE.pdf](#)