

1. Assessment Plan - Four Column



PIE - Business: Paralegal Unit

Narrative Reporting Year

2018-19

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Program Planning Dialog: -We submitted all courses that were up for of four year review.

-The American Bar Association Standing Committee on Paralegals Approval Commission approved our Substantive Change Reporting Form requesting a short-term certificate waiver for the eDiscovery and Litigation Support Certificate that was developed through the Strong Workforce Initiative.

-The program is hopeful that there will continue to be space for housing and financial support to employ personnel. This request is based on the ABA Site Visit Report issued September 21-22, 2016, which granted re-approval to the Mt. SAC Paralegal Program and included the following recommendation: "The College should consider providing the Program Coordinator with enhanced clerical support located in closer proximity to the Program Coordinator's office."

-All full-time faculty that teach in the PLGL and BUSL disciplines maintain active licenses to practice law in California. The Department asks for support of its licensed professionals who maintain active licenses to practice law.

External Conditions, Trends, or Impacts: 1. The American Bar Association (ABA) accepted the Mt. SAC Paralegal Program's Interim Report on September 20, 2019 and approved our short-term certificate waiver on April 3, 2019.

2. An improving economy has decreased course enrollment rates.

3. The Program is now able to offer PLGL 35, 37, and 39 in an online basis, in addition to the BUSL 18 and BUSL 19 program electives.

Internal Conditions, Trends, or Impacts : Internal conditions include events which culminated with Abby Wood's appeal to the Board of Trustees.

The Business Administration department, including all of its programs and/or disciplines (Paralegal, Real Estate, Economics) has been impacted due to the loss of Edwin Estes's leadership and collaborative style as department chair and, currently, the department operates without a department chair.

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.

Notable Achievements for Theme A: To Advance Academic Excellence and Student Achievement: 1. The Paralegal Program hosted the following events: a resume workshop; Relativity 101 training for faculty; two program advisory meetings; and continuing legal education events concerning tribal justice, social media evidence collection, new legal technologies and environmental law.

2. According to CA.gov, Mt. SAC's paralegal program enjoyed a retention rate of 90.14% and a success rate of 80.28% Summer 2018-Winter 2019.

Notable Achievements for Theme B: To Support Student Access and Success: The Paralegal Program continues to administer SLO and PLO assessments.

Notable Achievements for Theme C: Secure Human, Technological, & Financial Resources: Martin Ramey's accomplishments include, but are not limited to, the following: serving as President of the Academic Senate and all related committee work; and completion of all requirements to maintain an active license to practice law in the State of

California.

Abby Wood's accomplishments include, but are not limited to, the following: served as Coordinator of the Paralegal Program; Director of the Academic Senate; co-chaired the Academic Senate Task Force on Textbooks; and served on the Board of both the Eastern Bar Association of Los Angeles County and the San Gabriel Valley Lawyers Referral Service through 2018. Abby Wood hosted and attended kCura's Relativity 101 training; hosted and attended four additional continuing legal education presentations (State Bar approval pending); and attended multiple POD presentations. Further, Prof. Wood continues to maintain an active license to practice law in CA, which includes remaining in compliance with continuing legal education requirements.

Catherine McKee's accomplishments include, but are not limited to, the following: served as the Assistant Distance Learning coordinator, including all related assignments (DLC, FLAC, FCLT); served as the Paralegal Cohort Program Coordinator through Title V through September 2018; served on the Institutional Review Board; served on the Library Advisory Committee; served on the Board of both the Eastern Bar Association of Los Angeles County and the San Gabriel Valley Lawyers Referral Service. In addition, Catherine attended multiple POD presentations. Catherine McKee attended the AAFPE regional conference; completed Harvard's Derek Bok Center for Teaching and Learning Bok Certificate Program. Further, Prof. McKee continues to maintain her active license to practice law in California, including remaining in compliance with continuing legal education requirements.

Edwin Estes' accomplishments include, but are not limited to, the following: served as the coordinator of the Real Estate Program; attended the California Community Colleges Real Estate Educators' Conference; attended the California Association of REALTORS Annual Conference; attended two of the California Association of REALTORS Legal Forums; organized and chaired the Tri Counties Association of REALTORS Legal Forum (Feb. 15); organized and chaired the REvive Legal Forum; attended multiple professional development sessions concerning Canvas; and completed all required continuing legal education to maintain an active license with the California State Bar. Additionally, Ed continued to serve on the Distance Learning Committee. Ed Estes attended continuing legal education as necessary to maintain his California license to practice law and remain in good standing with the State Bar of California. Further, he attended and presented continuing legal education as necessary to maintain his California real estate broker's license.

Notable Achievements for Theme D: To Foster an Atmosphere of Cooperation and Collaboration: All distance learning faculty continue to meet and discuss various distance learning techniques and share feedback.

The department commended Ed on his non-authoritative, non-domineering, collaborative style

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

<i>Unit Goals</i>	<i>Resources Needed</i>	<i>Where We Make an Impact: Closing the Loop on Goals and Plans</i>
American Bar Association requirements - Maintain approval and compliance with American Bar Association Guidelines and related requirements. Status: Active Goal Year(s): 2018-19, 2019-20 Date Goal Entered (Optional): 05/08/2018	Request - Full Funding Requested - Annual license fees to the State Bar of California Describe Plans & Activities Supported (Justification of Need): The Paralegal Program is approved by the American Bar Association and must follow the ABA's Guidelines for Approval of Paralegal Education Programs. Guideline G-401(f) requires Paralegal Program faculty to	Reporting Year: 2018-19 % Completed: 0 All actively licensed members of our department continue to pay out-of-pocket to maintain their licenses to practice law. (04/10/2019)

Unit Goals	Resources Needed	Where We Make an Impact: Closing the Loop on Goals and Plans
	<p>demonstrate commitment to their continued growth as professionals and, specifically, states the following: "Attorneys who are actively licensed and in good standing within their state have demonstrated commitment to their continued growth as professionals." (See Guidelines, p. 31) All full-time professors maintain active licenses to practice law in California. Maintenance of these licenses requires payment of annual license fees to the State Bar of California, as well as the completion of required continuing legal education hours, which includes registration fees and payment of conference and travel, which is addressed as a separate funding request.</p> <p>Lead: Catherine McKee, Abby Wood, Edwin Estes</p> <p>What would success look like and how would you measure it?: The Department receives funding and/or reimbursement for licensing and continuing education expenses.</p> <p>Type of Request: INSTRUCTIONAL SUPPORT PROGRAM FUNDING (INSTRUCTIONAL EQUIPMENT): Equipment, library material, or technology for classroom instruction, student instruction or demonstration, or in preparation of learning materials in an instructional program, equal or over \$500.</p> <p>Planning Unit Priority: High</p> <p>Documentation Attached?: No</p> <p>On-Going Funding Requested (if applicable): 1800</p>	

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	<p>Related Documents: ABA Fee Schedule.pdf ABA Guidelines Effective 9.2018.pdf</p> <p>Request - Full Funding Requested - American Bar Association Approval Process fees</p> <p>Describe Plans & Activities Supported (Justification of Need): ABA Approval Process fees (see attached)</p> <p>Lead: Abby Wood</p> <p>What would success look like and how would you measure it?: All required fees will be paid.</p> <p>Type of Request: INSTRUCTIONAL SUPPORT PROGRAM FUNDING (INSTRUCTIONAL EQUIPMENT): Equipment, library material, or technology for classroom instruction, student instruction or demonstration, or in preparation of learning materials in an instructional program, equal or over \$500.</p> <p>Planning Unit Priority: High</p> <p>Documentation Attached?: Yes</p> <p>On-Going Funding Requested (if applicable): 3000</p> <p>Related Documents: ABA Fees Mt. SAC reapproval info 2-2017.pdf ABA Final Report 11.2.16.pdf</p>	<p>Reporting Year: 2018-19</p> <p>% Completed: 100</p> <p>All ABA approval process fees have been funded for the year. (04/10/2019)</p>
	<p>Request - Full Funding Requested - Compensation for Paralegal Program Coordinator</p> <p>Describe Plans & Activities Supported (Justification of Need): The Paralegal Program coordinator needs compensation that is commensurate with high-level of</p>	<p>Reporting Year: 2018-19</p> <p>% Completed: 50</p> <p>The coordinator has absorbed duties previously funded by Title V with no increase in compensation. Due to that and the voluminous workload required of the coordinator, we have submitted a request for additional reassigned time. The position is currently at 12 LHE annually, yet the Department and the Advisory Committee approved</p>

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	<p>work required. In addition to the requirements of the College, the American Bar Association has suggested and/or requires the following: planning in cooperation with state or local bar associations, law-related management associations, and paralegal organizations, and with individual paralegals, paralegal managers, and representatives of law firms, corporations, government agencies, and other potential employers of paralegals; the program director must be delegated the authority necessary for developing and implementing the program to meet its stated objectives; the coordinator must communicate and coordinate among faculty members, administrators, and students; the program must engage in planning, including long-range planning, and such planning must encompass the matters set forth in the Guidelines; the paralegal education program must be given status within the institution and, specifically, reviews the treatment and status of the program director, among other factors; we must have an advisory committee which meets at least twice per year and record and maintain minutes of the meeting; the College must have the financial resources to sustain the paralegal program, including employment of the program director, faculty, and staff; curriculum must be responsive to the changing needs of the legal</p>	<p>increasing compensation to 21 LHE annually. (04/10/2019)</p>

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	<p>community the program serves; the advisory committee must be advised of assessment findings prior to changes being made in the program; the program director must possess appropriate education, knowledge and experience and knowledge of the paralegal profession; the coordinator must have knowledge about developments in paralegal education and demonstrated commitment to continued professional growth, as well as experience working with or as paralegals; the coordinator must hold meetings of the paralegal faculty, including full-time and adjuncts at least twice per year; the program director must be responsible for the direction of the program must evaluate the adequacy of the library/information resources; coordinate the educational program; and evaluate the overall program, including regular assessment; the coordinator must comply with the ABA requirements on all program literature and promotional material, which is up to the coordinator to review; we must maintain compliance with requirements on student services of the program; the coordinator must gather and maintain information on employment and/or educational status; reports and other documentation with the ABA.</p> <p>Lead: Abby Wood</p> <p>What would success look like and</p>	

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	<p>how would you measure it?: An increase in LHE from 12 LHE annually to 21 LHE annually.</p> <p>Type of Request: INSTRUCTIONAL SUPPORT PROGRAM FUNDING (INSTRUCTIONAL EQUIPMENT): Equipment, library material, or technology for classroom instruction, student instruction or demonstration, or in preparation of learning materials in an instructional program, equal or over \$500.</p> <p>Planning Unit Priority: High</p> <p>Documentation Attached?: Yes</p> <p>Related Documents: ABA Guidelines Mt. SAC reapproval info 2-2017.pdf ABA Final Report 11.2.16.pdf</p> <p>Request - Full Funding Requested - Maintain funding for paralegal titles in the College Library.</p> <p>Describe Plans & Activities Supported (Justification of Need): The ABA requires the Paralegal Program to have updated library holdings in multiple areas, including but not limited to codes, statutes, practice guides. These items are used in the legal research and writing classes.</p> <p>Lead: Catherine McKee, Abby Wood</p> <p>What would success look like and how would you measure it?: If the Library is able to maintain what resources required by the ABA, and students have sufficient access to them in the paralegal research and writing classes.</p> <p>Type of Request: LOTTERY: Instructional materials that are</p>	<p>Reporting Year: 2018-19</p> <p>% Completed: 100</p> <p>The Library has continued to maintain adequate holdings to maintain compliance with ABA policies. (04/10/2019)</p>

Unit Goals	Resources Needed	Where We Make an Impact: Closing the Loop on Goals and Plans
	<p>designed for use by pupils and their teachers as a learning resource and help pupils acquire facts, skills, or opinions or to develop cognitive processes.</p> <p>Planning Unit Priority: High</p> <p>Documentation Attached?: Yes</p> <p>On-Going Funding Requested (if applicable): 15000</p> <p>Related Documents:</p> <p>ABA Guidelines</p> <p>Request - Full Funding Requested - Refreshments, meeting space for required meetings with the Paralegal Program advisory committee and faculty</p> <p>Describe Plans & Activities Supported (Justification of Need): Under the ABA Guidelines, the Paralegal Program is required to hold two advisory committee meetings and two meetings with faculty each year.</p> <p>Lead: Abby Wood</p> <p>What would success look like and how would you measure it?: Obtained necessary funding</p> <p>Type of Request: INSTRUCTIONAL SUPPORT PROGRAM FUNDING (INSTRUCTIONAL EQUIPMENT): Equipment, library material, or technology for classroom instruction, student instruction or demonstration, or in preparation of learning materials in an instructional program, equal or over \$500.</p> <p>Planning Unit Priority: High</p> <p>Documentation Attached?: Yes</p> <p>On-Going Funding Requested (if applicable): 1000</p>	<p>Reporting Year: 2018-19</p> <p>% Completed: 100</p> <p>Two advisory meetings were held and Perkins paid for the food at each. (04/10/2019)</p>

Unit Goals	Resources Needed	Where We Make an Impact: Closing the Loop on Goals and Plans
<p>Curriculum - Review all courses on four-year review schedule; propose new curriculum, as appropriate; propose select PLGL courses for distance-learning approval; and review and assess student learning outcomes.</p> <p>Status: Active</p> <p>Goal Year(s): 2018-19, 2019-20</p> <p>Date Goal Entered (Optional): 05/10/2018</p>	<p>Request - Partial Funding Requested</p> <p>- Articulation Agreements</p> <p>Describe Plans & Activities</p> <p>Supported (Justification of Need):</p> <p>The Department will continue to review articulation agreements, as appropriate. This may involve meetings on other campuses, which will require mileage reimbursement.</p> <p>Lead: Abby Wood, Catherine McKee</p> <p>What would success look like and how would you measure it?:</p> <p>Obtaining and/or maintaining appropriate articulation agreements.</p> <p>Type of Request: OTHER OPERATING EXPENSES AND SERVICES: Requests for contracted, legal/ audit, personal/ consultant, rent/ leases, repairs/ maintenance, and other misc. services. May also include request for travel and conference that does not require the assistance of POD.</p> <p>Planning Unit Priority: Low</p> <p>Documentation Attached?: No</p> <p>On-Going Funding Requested (if applicable): 100</p>	
	<p>Request - Partial Funding Requested</p> <p>- Curriculum development & continuing legal education (CLE) development</p> <p>Describe Plans & Activities</p> <p>Supported (Justification of Need):</p> <p>Compensation for outside vendor and/or faculty concerning new e-discovery/litigation support certificate courses. Strong Workforce funding was previously approved for this. We are seeking to add costs to cover preparation of</p>	<p>Reporting Year: 2018-19</p> <p>% Completed: 25</p> <p>We received curriculum from Joy Murao for PLGL 100, 102 and are pursuing curriculum development of PLGL 101 and 103, as well as Canvas course shells for PLGL 100-103. All course outlines of record are approved and PLGL 100-103 are DL-approved. (04/10/2019)</p>

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	<p>testbank questions and, possibly, development of Canvas course shells, which could be used for faculty teaching the courses, at their option. This may also include the preparation of continuing legal education videos and/or PowerPoint slides to support CLE presentations.</p> <p>Lead: Abby</p> <p>What would success look like and how would you measure it?: An approved amendment to the previous contract and/or a new contract to complete curriculum development and implementation within Canvas.</p> <p>Type of Request: INSTRUCTIONAL SUPPORT PROGRAM FUNDING (INSTRUCTIONAL EQUIPMENT): Equipment, library material, or technology for classroom instruction, student instruction or demonstration, or in preparation of learning materials in an instructional program, equal or over \$500.</p> <p>Planning Unit Priority: High</p> <p>Documentation Attached?: No</p> <p>One-Time Funding Requested (if applicable): 25000</p>	
<p>Equipment, Subscriptions, and Technology - Maintain currency in equipment and technology, including subscriptions, for full-time program faculty members.</p> <p>Status: Active</p> <p>Goal Year(s): 2018-19, 2019-20</p> <p>Date Goal Entered (Optional): 05/10/2018</p>	<p>Request - Full Funding Requested - Lambda Epsilon Chi (LEX) Honor Society</p> <p>Describe Plans & Activities Supported (Justification of Need): Lambda Epsilon Chi (LEX) is the national honor society founded by AAFPE. Each year the host institutions select those students who meet high academic criteria and cite them for their accomplishments</p>	<p>Reporting Year: 2018-19</p> <p>% Completed: 100</p> <p>The Chapter invoice was paid. (04/10/2019)</p>

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	<p>by inducting them into Lambda Epsilon Chi. These students are recognized through a formal ceremony and the awarding of a Certificate of Induction and a special pin. The Paralegal Program would like to maintain and/or restore a chapter of LEX at Mt. SAC, which includes the following costs: pins and certificates for students; a LEX banner for display purposes at the ceremony; and related shipping costs. Funding for light refreshments at the service would also be appreciated.</p> <p>Lead: Abby Wood</p> <p>What would success look like and how would you measure it?: Success will be measured by receipt of funding to become and/or maintain a LEX chapter at Mt. SAC, purchasing a LEX banner, and a sample LEX Graduation Sash (with shipping)</p> <p>Type of Request: OTHER OPERATING EXPENSES AND SERVICES: Requests for contracted, legal/ audit, personal/ consultant, rent/ leases, repairs/ maintenance, and other misc. services. May also include request for travel and conference that does not require the assistance of POD.</p> <p>Planning Unit Priority: Low</p> <p>Documentation Attached?: No</p> <p>On-Going Funding Requested (if applicable): 2500</p> <p>Related Documents:</p> <p>LEX Banner</p> <p>LEX Certificate and Pin (Induction Fee)</p> <p>LEX Chapter Application</p>	

Unit Goals	Resources Needed	Where We Make an Impact: Closing the Loop on Goals and Plans
	<p>LEX Graduation sash LEX Membership Rules for Student Eligibility</p> <p>Request - Full Funding Requested - Lexis subscription</p> <p>Describe Plans & Activities Supported (Justification of Need): Paralegal students need to learn how to use Lexis, a legal research service.</p> <p>Lead: Abby Wood</p> <p>What would success look like and how would you measure it?: Obtaining a Lexis license for each paralegal student or, in the alternative, each student enrolled in all legal research and writing courses.</p> <p>Type of Request: LOTTERY: Instructional materials that are designed for use by pupils and their teachers as a learning resource and help pupils acquire facts, skills, or opinions or to develop cognitive processes.</p> <p>Planning Unit Priority: High</p> <p>Documentation Attached?: No</p> <p>On-Going Funding Requested (if applicable): 6000</p>	<p>Reporting Year: 2018-19</p> <p>% Completed: 0</p> <p>This was paid by the Division. (04/10/2019)</p>
	<p>Request - No Funding Requested - Constant Contact subscription</p> <p>Describe Plans & Activities Supported (Justification of Need): Constant is a tool used to administer surveys required by the ABA and, further, to conduct outreach. No funding is requested at this time since we received Strong Workforce funding for 2018-2019.</p> <p>Lead: Abby Wood</p> <p>What would success look like and</p>	<p>Reporting Year: 2018-19</p> <p>% Completed: 100</p> <p>This was funded and was extremely useful to the Program in maintaining contact with local professions and graduates of the program, as required by the ABA. (04/10/2019)</p>

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	<p>how would you measure it?: Having access to a subscription with Constant Contact for 5,000-10,000 contacts.</p> <p>Type of Request: LOTTERY: Instructional materials that are designed for use by pupils and their teachers as a learning resource and help pupils acquire facts, skills, or opinions or to develop cognitive processes.</p> <p>Planning Unit Priority: High</p> <p>Documentation Attached?: Yes</p> <p>On-Going Funding Requested (if applicable): 1600</p> <p>Related Documents: Constant Contact Pricing</p> <p>Request - Full Funding Requested - iPad Pro, Keyboard, and Pencil for each full-time faculty member</p> <p>Describe Plans & Activities Supported (Justification of Need): The purchase of iPads will allow professors to teach students what the local legal market and courts are utilizing. Keyboards, ApplePencils, and covers are required equipment to use the iPad to its full functionality and/or to adequately protect it. 3-years of AppleCare+ is also recommended.</p> <p>Lead: Abby Wood, Catherine McKee</p> <p>What would success look like and how would you measure it?: We obtain the equipment requested.</p> <p>Type of Request: INSTRUCTIONAL SUPPORT PROGRAM FUNDING (INSTRUCTIONAL EQUIPMENT): Equipment, library material, or technology for classroom instruction,</p>	<p>Reporting Year: 2018-19</p> <p>% Completed: 0</p> <p>There was no progress as this was not funded. (04/10/2019)</p>

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	<p>student instruction or demonstration, or in preparation of learning materials in an instructional program, equal or over \$500.</p> <p>Planning Unit Priority: High</p> <p>Documentation Attached?: Yes</p> <p>One-Time Funding Requested (if applicable): 4500</p> <p>Related Documents:</p> <p>Apple cart.pdf</p> <p>Article concerning jury and judicial use of iPads in LA courtroom</p> <p>Request - Full Funding Requested - Brightlink and related white board(s)</p> <p>Describe Plans & Activities Supported (Justification of Need):</p> <p>We need a Brightlink installed in 78-2105 to facilitate offering the new eDiscovery and Litigation Support certificate courses.</p> <p>Lead: Abby Wood</p> <p>What would success look like and how would you measure it?:</p> <p>Successful installation of requested equipment in 78-2105.</p> <p>Type of Request: INSTRUCTIONAL SUPPORT PROGRAM FUNDING (INSTRUCTIONAL EQUIPMENT): Equipment, library material, or technology for classroom instruction, student instruction or demonstration, or in preparation of learning materials in an instructional program, equal or over \$500.</p> <p>Planning Unit Priority: High</p> <p>Documentation Attached?: No</p> <p>One-Time Funding Requested (if applicable): 7000</p>	
	<p>Request - Full Funding Requested - CALI Affiliate Membership</p>	<p>Reporting Year: 2017-18</p> <p>% Completed: 0</p>

Unit Goals	Resources Needed	Where We Make an Impact: Closing the Loop on Goals and Plans
	<p>Describe Plans & Activities Supported (Justification of Need): The Center for Computer-Assisted Legal Instruction (CALI) affiliate membership provides access to valuable lessons that Program faculty could incorporate into the classroom. Pricing is based on Mt. SAC being a non-JD institution with less than 1,000 users annually.</p> <p>Lead: Abby Wood</p> <p>What would success look like and how would you measure it?: Obtaining the institutional membership.</p> <p>Type of Request: INSTRUCTIONAL SUPPORT PROGRAM FUNDING (INSTRUCTIONAL EQUIPMENT): Equipment, library material, or technology for classroom instruction, student instruction or demonstration, or in preparation of learning materials in an instructional program, equal or over \$500.</p> <p>Planning Unit Priority: Medium</p> <p>Documentation Attached?: Yes</p> <p>On-Going Funding Requested (if applicable): 250</p> <p>Related Documents: CALI affiliate membership application form CALI website</p>	<p>This was fully funded. (04/10/2019)</p>
	<p>Request - Full Funding Requested - New computer for one full-time faculty member</p> <p>Describe Plans & Activities Supported (Justification of Need): One faculty member has a computer that is approx. 4-5 (or more) years old.</p>	<p>Reporting Year: 2018-19</p> <p>% Completed: 50</p> <p>One faculty member received a new computer. (04/10/2019)</p>

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	<p>What would success look like and how would you measure it?: Obtaining one new computer</p> <p>Type of Request: INSTRUCTIONAL SUPPORT PROGRAM FUNDING (INSTRUCTIONAL EQUIPMENT): Equipment, library material, or technology for classroom instruction, student instruction or demonstration, or in preparation of learning materials in an instructional program, equal or over \$500.</p> <p>Planning Unit Priority: Medium</p> <p>Documentation Attached?: No</p> <p>One-Time Funding Requested (if applicable): 1250</p> <p>Request - Full Funding Requested - Scanner</p> <p>Describe Plans & Activities Supported (Justification of Need): An additional document scanner would allow program faculty to scan documents.</p> <p>Lead: Abby Wood</p> <p>What would success look like and how would you measure it?: Receipt of the scanner.</p> <p>Type of Request: NON INSTRUCTIONAL EQUIPMENT: Tangible property with useful life of more than one year, other than land or buildings improvements, equal and over \$500 per individual item. Used for administrative or non-instructional purposes.</p> <p>Planning Unit Priority: Medium</p> <p>Documentation Attached?: Yes</p> <p>One-Time Funding Requested (if applicable): 1000</p> <p>Related Documents:</p>	<p>Reporting Year: 2018-19</p> <p>% Completed: 50</p> <p>We received one scanner in Spring 2018 that is used by the part-time employee for the Paralegal Program, however, could use a scanner in the Business Administration suite for professors. (04/10/2019)</p>

<i>Unit Goals</i>	<i>Resources Needed</i>	<i>Where We Make an Impact: Closing the Loop on Goals and Plans</i>
	ImageFormula DR-M16011 Office Document Scanner Request - Full Funding Requested - Office furniture Describe Plans & Activities Supported (Justification of Need): We need a few pieces of office furniture, as follows: a locking cabinet that will fit in the Business Administration suite area to hold our collection of Paralegal Cohort textbooks; a locking cabinet for storage of approx. 48 headphones to be used in computer classroom 78-2105. Quotes are not attached because we are not certain of where the cabinets and/or desk will be placed. Lead: Abby Wood What would success look like and how would you measure it?: Obtaining both items requested. Type of Request: NON INSTRUCTIONAL EQUIPMENT: Tangible property with useful life of more than one year, other than land or buildings improvements, equal and over \$500 per individual item. Used for administrative or non-instructional purposes. Planning Unit Priority: High Documentation Attached?: No One-Time Funding Requested (if applicable): 3000	Reporting Year: 2018-19 % Completed: 0 There was no progress. (04/10/2019)
Professional Development - Professional development and conference and travel. Status: Active Goal Year(s): 2018-19, 2019-20	Request - Full Funding Requested - Conference and travel to the Online Teaching Conference Describe Plans & Activities Supported (Justification of Need):	Reporting Year: 2018-19 % Completed: 50 Funding received for one faculty member. (04/10/2019)

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<p>Date Goal Entered (Optional): 05/10/2018</p>	<p>The distance-learning professors would like to attend professional development related to distance-learning, including pedagogy and regular and effective contact.</p> <p>Lead: Abby Wood, Catherine McKee, Ed Estes, and Douglas Lusk</p> <p>What would success look like and how would you measure it?: Payment of conference and travel for all conference attendees.</p> <p>Type of Request: PROFESSIONAL & ORGANIZATION DEVELOPMENT (POD): Requests that provide professional learning opportunities for Mt. SAC employees.</p> <p>Planning Unit Priority: Medium</p> <p>Documentation Attached?: Yes</p> <p>On-Going Funding Requested (if applicable): 5000</p> <p>Related Documents: Online Teaching Conference</p> <p>Request - Full Funding Requested - Describe Plans & Activities Supported (Justification of Need): Conference and travel funding for multiple faculty to attend the national and/or regional conferences of the American Association for Paralegal Education.</p> <p>Lead: Abby Wood</p> <p>What would success look like and how would you measure it?: Funding received for multiple full-time Paralegal Professors to attend the national conference.</p> <p>Type of Request: PROFESSIONAL & ORGANIZATION DEVELOPMENT</p>	<p>Reporting Year: 2018-19</p> <p>% Completed: 100</p> <p>One faculty member attended the regional conference. (04/10/2019)</p>

Unit Goals	Resources Needed	Where We Make an Impact: Closing the Loop on Goals and Plans
	<p>(POD): Requests that provide professional learning opportunities for Mt. SAC employees.</p> <p>Planning Unit Priority: Medium</p> <p>Documentation Attached?: Yes</p> <p>On-Going Funding Requested (if applicable): 6000</p> <p>Related Documents:</p> <p>AAfPE National Conference</p> <p>AAfPE Regional Conference</p> <p>California State Bar CLE Requirements</p> <p>Request - Full Funding Requested -</p> <p>Training and compensation for completion of training in high-tech IT aspects of courses contained within the new e-discovery and litigation support certificate.</p> <p>Describe Plans & Activities Supported (Justification of Need):</p> <p>All full-time paralegal professors are well-versed in applications typically used in law firms and are already qualified to teach PLGL 35. We are also familiar with civil procedure rules and discovery. The Program's new certificate program in a high-tech area, however, requires an IT-related background. If full-time paralegal professors will be teaching any of these new courses, we must learn the IT-side of the applicable technology, including predictive coding, legal analytics, various e-discovery platforms and trial-presentation related software. We must understand how the technology works before teaching it to IT professions and/or current paralegals looking to enhance their</p>	<p>Reporting Year: 2018-19</p> <p>% Completed: 25</p> <p>Faculty attended Relativity 101 training. No compensation has been approved for completion of trainings. (04/10/2019)</p>

Unit Goals	Resources Needed	Where We Make an Impact: Closing the Loop on Goals and Plans
	<p>abilities. All full-timers would need to learn this skill-set prior to teaching the new courses. We are requesting compensation for the time spent in training to learn the skills necessary to teach these courses. Please note that these trainings will require countless trainings and, possibly, certification exams which are in excess of any hours required to maintain our active law licenses. Further, please note that all full-time paralegal professors are very dedicated to the College and already perform supplemental hours in excess of those required. Training in these areas should be understood as outside of supplemental hours and any funding of courses needs to be tied to compensation as the trainings are greatly in excess of the supplemental hour requirements. Strong Workforce funding for this has been approved, however, the exact dollar amount awarded for training and/or compensation is not yet known.</p> <p>Lead: Abby Wood, Catherine McKee</p> <p>What would success look like and how would you measure it?: Compensation and trainings are received.</p> <p>Type of Request: PROFESSIONAL & ORGANIZATION DEVELOPMENT (POD): Requests that provide professional learning opportunities for Mt. SAC employees.</p> <p>Planning Unit Priority: High</p> <p>Documentation Attached?: Yes</p>	

Unit Goals	Resources Needed	Where We Make an Impact: Closing the Loop on Goals and Plans
	<p>One-Time Funding Requested (if applicable): 65000</p> <p>Related Documents: Relativity training</p> <p>Request - Full Funding Requested - Conference and travel to ABA TechShow 2019</p> <p>Describe Plans & Activities Supported (Justification of Need): The ABA TechShow will be held in Chicago in February-March of 2019. It is a three day conference where attendees learn about useful and practical technologies available. Continuing legal education hours may also be available.</p> <p>Lead: Abby Wood, Catherine McKee</p> <p>What would success look like and how would you measure it?: Receipt of funding for conference, travel, and registration.</p> <p>Type of Request: PROFESSIONAL & ORGANIZATION DEVELOPMENT (POD): Requests that provide professional learning opportunities for Mt. SAC employees.</p> <p>Planning Unit Priority: Medium</p> <p>Documentation Attached?: Yes</p> <p>On-Going Funding Requested (if applicable): 4000</p> <p>Related Documents: ABA Tech Show California State Bar CLE Requirements</p>	<p>Reporting Year: 2018-19</p> <p>% Completed: 0</p> <p>There was no progress as this was not funded. (04/10/2019)</p>
	<p>Request - Full Funding Requested - American Bar Association membership</p> <p>Describe Plans & Activities Supported (Justification of Need): Having a membership in the</p>	<p>Reporting Year: 2018-19</p> <p>% Completed: 0</p> <p>There was no progress as this was not funded. (04/10/2019)</p>

Unit Goals	Resources Needed	Where We Make an Impact: Closing the Loop on Goals and Plans
	<p>American Bar Association for all full-time paralegal faculty would provide them with legal education courses led by national authorities, publications offering in-depth legal analysis, discounts on continuing legal education credits, and ABA's ethics research service.</p> <p>Lead: Abby Wood</p> <p>What would success look like and how would you measure it?: Receipt of individual memberships for all full-time paralegal faculty.</p> <p>Type of Request: PROFESSIONAL & ORGANIZATION DEVELOPMENT (POD): Requests that provide professional learning opportunities for Mt. SAC employees.</p> <p>Planning Unit Priority: Medium</p> <p>Documentation Attached?: Yes</p> <p>On-Going Funding Requested (if applicable): 750</p> <p>Related Documents: California State Bar CLE Requirements ABA Individual Memberships</p> <p>Request - Full Funding Requested - Annual Membership in and continuing legal education registration fees to the Eastern Bar Association of Los Angeles County.</p> <p>Describe Plans & Activities Supported (Justification of Need): All full-time Paralegal Program faculty belong to the Eastern Bar Association of Los Angeles County. Annual dues are \$150.00. Each hour of CLE is between \$34-\$45. Attorneys are required to complete at least 25 hours of continuing legal</p>	<p>Reporting Year: 2018-19</p> <p>% Completed: 25</p> <p>Two professors received Division funding for continuing legal education registration fees, however, paid out-of-pocket for their annual membership fee of approx. \$100. (04/10/2019)</p>

Unit Goals	Resources Needed	Where We Make an Impact: Closing the Loop on Goals and Plans
	<p>education for each three-year reporting period. We also market the program at each EBA event and, often, recruit from EBA membership to fill our advisory board.</p> <p>Lead: Abby Wood, Catherine McKee</p> <p>What would success look like and how would you measure it?:</p> <p>Obtaining annual membership fees for all full-timers and, further, payment of sufficient continuing legal education hours to assist faculty with maintaining their active licenses to practice law.</p> <p>Type of Request: PROFESSIONAL & ORGANIZATION DEVELOPMENT (POD): Requests that provide professional learning opportunities for Mt. SAC employees.</p> <p>Planning Unit Priority: Medium</p> <p>Documentation Attached?: Yes</p> <p>On-Going Funding Requested (if applicable): 1000</p> <p>Related Documents:</p> <p>California State Bar CLE Requirements</p> <p>Request - Partial Funding Requested</p> <p>- Application fees to become a single and multiple activity provider of CLE from the State Bar of California</p> <p>Describe Plans & Activities Supported (Justification of Need):</p> <p>To become a multiple-activity provider, the Paralegal Program must host four CLE events and pay for the following: a single activity application fee for each event, in addition to, a multiple activity provider application fee, which is subject to renewal (which requires a</p>	<p>Reporting Year: 2018-19</p> <p>% Completed: 75</p> <p>It is my understanding that the College is paying for the five single activity provider and one multiple activity provider applications to the the State Bar of CA. (04/10/2019)</p>

Unit Goals	Resources Needed	Where We Make an Impact: Closing the Loop on Goals and Plans
	<p>renewal fee). Refreshments at such events are recommended so that the Program is best able to use these events as professional outreach and a networking opportunity for Paralegal Program students and alumni. In addition to refreshments, we also need access to facilities to host the events and may need to pay speaker fees, if applicable. IT support may also be required. Partial funding for this request may be supplied through new resource allocation funding.</p> <p>Lead: Abby Wood</p> <p>What would success look like and how would you measure it?: Hosting CLE events for program graduates and attorneys.</p> <p>Type of Request: MARKETING: Requests for services in the areas of graphic design, news, and photography, posting information, communication and social media.</p> <p>Planning Unit Priority: High</p> <p>Documentation Attached?: Yes</p> <p>On-Going Funding Requested (if applicable): 3000</p> <p>Related Documents:</p> <p>California State Bar CLE Requirements</p> <p>CA State Bar: Single Activity Provider</p> <p>CA State Bar: Multiple Activity Provider</p> <p>Request - Full Funding Requested - Conference and travel to LegalTech</p> <p>Describe Plans & Activities Supported (Justification of Need): LegalTech is a high tech tradeshow</p>	<p>Reporting Year: 2018-19</p> <p>% Completed: 0</p> <p>There was no progress as this was not funded. (04/10/2019)</p>

Unit Goals	Resources Needed	Where We Make an Impact: Closing the Loop on Goals and Plans
	<p>in New York City which includes a series of workshops that provide access to the latest applications and resources for practicing attorneys and paralegals. Registration is approximately \$1,700 per person and does not include airline and/or hotel costs. Due to the high volume of exhibitors and displays, we are requesting funding for multiple faculty to attend, if available.</p> <p>Lead: Abby Wood, Catherine McKee</p> <p>What would success look like and how would you measure it?:</p> <p>Sufficient funding is received to facilitate attendance at the conference.</p> <p>Type of Request: PROFESSIONAL & ORGANIZATION DEVELOPMENT (POD): Requests that provide professional learning opportunities for Mt. SAC employees.</p> <p>Planning Unit Priority: Medium</p> <p>Documentation Attached?: Yes</p> <p>On-Going Funding Requested (if applicable): 6000</p> <p>Related Documents:</p> <p>LegalTech 2018 Agenda</p> <p>LegalTech 2018 Pricing</p> <p>Request - Full Funding Requested -</p> <p>Memberships, as well as, conference and travel to local paralegal association conferences and/or events</p> <p>Describe Plans & Activities Supported (Justification of Need):</p> <p>There are a number of local paralegal associations, including but limited to, the Los Angeles Paralegal Association and the Orange County</p>	<p>Reporting Year: 2018-19</p> <p>% Completed: 25</p> <p>The Program became a member of LAPA. (04/10/2019)</p>

Unit Goals	Resources Needed	Where We Make an Impact: Closing the Loop on Goals and Plans
	<p>Paralegal Associations. Events include, but not limited to, the following: networking events for paralegals, continuing legal education, and spring and fall conferences. We are seeking funding for registration fees and conference and travel reimbursement for Paralegal Program faculty to attend such events. We are also seeking memberships with the local associations. These expenses are, typically, covered as an institutional expense.</p> <p>Lead: Abby Wood</p> <p>What would success look like and how would you measure it?: Obtaining requested funding.</p> <p>Type of Request: PROFESSIONAL & ORGANIZATION DEVELOPMENT (POD): Requests that provide professional learning opportunities for Mt. SAC employees.</p> <p>Planning Unit Priority: Medium</p> <p>Documentation Attached?: Yes</p> <p>On-Going Funding Requested (if applicable): 1000</p> <p>Related Documents:</p> <p>Website for the Orange County Paralegal Association</p> <p>Website for the Los Angeles Paralegal Association</p>	
<p>Staffing - Provide professors and students with the appropriate staffing level to accommodate needs.</p> <p>Status: Active</p> <p>Goal Year(s): 2018-19, 2019-20</p> <p>Date Goal Entered (Optional):</p>	<p>Request - Full Funding Requested - Part-time Administrative Specialist II</p> <p>Describe Plans & Activities Supported (Justification of Need): A part-time ASII would provide students and faculty support in the</p>	<p>Reporting Year: 2018-19</p> <p>% Completed: 100</p> <p>We received a part-time employee for up to 19 hours/week. (04/10/2019)</p>

Unit Goals	Resources Needed	Where We Make an Impact: Closing the Loop on Goals and Plans
05/10/2018	<p>performance of ABA requirements, including research and data collection, as well as support for Paralegal Program-related events, as applicable.</p> <p>Part-time funding requested would cover the cost of a desk to be placed in the Business Administration suite (estimated cost of \$500), as well as a computer, telephone, and scanner at an estimated cost of \$2,000.</p> <p>Lead: Abby Wood</p> <p>What would success look like and how would you measure it?: Success is measured by whether we receive the administrative support, and related equipment, that has been requested.</p> <p>Type of Request: STAFFING: Requests for permanent employee positions or temporary/hourly employees.</p> <p>Planning Unit Priority: High</p> <p>Documentation Attached?: No</p> <p>One-Time Funding Requested (if applicable): 2500</p> <p>On-Going Funding Requested (if applicable): 30000</p> <p>Request - Full Funding Requested - New full-time professor</p> <p>Describe Plans & Activities Supported (Justification of Need): A new full-time professor with a highly specialized background in both IT and law is needed to teach courses in the new e-discovery/litigation support certificate</p> <p>Lead: Abby Wood</p> <p>What would success look like and how would you measure it?: Hiring</p>	<p>Reporting Year: 2018-19</p> <p>% Completed: 0</p> <p>This was put on hold due to the change in ABA policy. We obtained a waiver in April of 2019. (04/10/2019)</p>

Unit Goals	Resources Needed	Where We Make an Impact: Closing the Loop on Goals and Plans
	<p>new professor with specialized background</p> <p>Type of Request: STAFFING: Requests for permanent employee positions or temporary/hourly employees.</p> <p>Planning Unit Priority: Medium</p> <p>Documentation Attached?: No</p> <p>On-Going Funding Requested (if applicable): 112000</p>	
<p>Marketing, Advertising, and Program Promotion - To maintain or grow enrollment, as appropriate, through marketing, advertising, and promotion of the Paralegal Program both on campus and off campus.</p> <p>Status: Active</p> <p>Goal Year(s): 2018-19, 2019-20</p> <p>Date Goal Entered (Optional): 05/13/2018</p>	<p>Request - Partial Funding Requested</p> <p>- Marketing and advertising material for the Paralegal Program</p> <p>Describe Plans & Activities</p> <p>Supported (Justification of Need): Marketing brochures, posters, banners, and golf-style shirts labeled "Paralegal Program" for cohort tutors and/or student workers who attend events on behalf of the Paralegal Program. Between 4-6 shirts are requested at a cost of approx. \$40/each. The cost of the marketing material is currently unknown but ranges from \$10,000-\$60,000, depending on the complexity and cost of any approved advertising. Strong Workforce funds have been approved for part of this request.</p> <p>Lead: Abby Wood</p> <p>What would success look like and how would you measure it?: Advertising and/or marketing provides sufficient enrollment numbers.</p> <p>Type of Request: MARKETING: Requests for services in the areas of graphic design, news, and photography, posting information,</p>	<p>Reporting Year: 2018-19</p> <p>% Completed: 0</p> <p>Advertising and/or marketing for the eDiscovery certificate was appropriately placed on hold due to the change in ABA policy. A waiver was received in April of 2019. (04/10/2019)</p>

<i>Unit Goals</i>	<i>Resources Needed</i>	<i>Where We Make an Impact: Closing the Loop on Goals and Plans</i>
	<p>communication and social media.</p> <p>Planning Unit Priority: High</p> <p>Documentation Attached?: No</p> <p>One-Time Funding Requested (if applicable): 60000</p> <p>On-Going Funding Requested (if applicable): 10000</p> <p>Request - Partial Funding Requested</p> <p>- Marketing with local paralegal associations</p> <p>Describe Plans & Activities Supported (Justification of Need):</p> <p>Local paralegal associations in both Orange and Los Angeles counties host a variety of events, including but not limited to, the following: networking events for paralegals, continuing legal education, and spring and fall conferences. We are seeking funding funds to sponsor a table, become an event sponsor, or advertise with the association(s). There are various sponsorship opportunities available, at different price points. Strong Workforce funding may be partially available.</p> <p>Lead: Abby Wood</p> <p>What would success look like and how would you measure it?:</p> <p>Obtaining requested funding.</p> <p>Type of Request: MARKETING:</p> <p>Requests for services in the areas of graphic design, news, and photography, posting information, communication and social media.</p> <p>Planning Unit Priority: Medium</p> <p>Documentation Attached?: Yes</p> <p>On-Going Funding Requested (if applicable): 2000</p> <p>Related Documents:</p>	<p>Reporting Year: 2018-19</p> <p>% Completed: 0</p> <p>There was no progress as this was not funded. (04/10/2019)</p>

<i>Unit Goals</i>	<i>Resources Needed</i>	<i>Where We Make an Impact: Closing the Loop on Goals and Plans</i>
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[Website for the Los Angeles Paralegal Association](#)