

## 2004 – 2005 PLANNING/OUTCOMES DOCUMENT

Name of person(s) completing form:		Edward Anderson		Curriculum/Department:		Paralegal Technology	
<b>Purpose/Mission Statement</b>				<b>Vision Statement, 3-5 years</b>			
Prepare students to work under the supervision of attorneys, performing routine legal tasks and assisting with substantive legal work; prepare students to work in law related areas, such as government agencies, banks, insurance agencies, and real estate offices.				Since the greatest changes and advancements in the legal field are likely to be in the area of technology, especially computer technology, the curriculum should provide training in the latest developments. In addition to training students working toward a degree, we should provide continuing education training for those employed in the field to keep abreast of new technology. The continuing education training could include technology training from attorneys as well as paralegals. Since some form of certification is likely to be implemented, the curriculum should meet whatever requirements are imposed in order that our graduates will be certified.			
Goal #	Values for Teaching	College Goals	2004 – 2005 Department Outcomes/Goals	Success Criteria (e.g. outcomes, enrollment increases)	Plan of Action (including resources needed)		
1.	6, 7	1	Graduates from program will find Employment within field within 3 months or continue education.	75% of graduates will indicate employment or continuing education in student surveys	Monitor student surveys.		
2.	6, 7	1	Graduates will be satisfied with the Course of knowledge and skills acquired In the program	90% of graduates will indication satisfaction of student surveys.	Monitor survey results.		
3.	3, 6, 7, 9	2	Reduce drop out rate.	75% of students will continue in second year.	Monitor registration information.		

<b>Goal</b>	<b>Criteria Results</b> Be sure to utilize most current data available	<b>End of Year Analysis</b> (Goals achieved, impact of equipment purchased, improvements to your program, contingencies, etc.) Describe how you used the results to improve your program
1.	100 % of graduates responding to survey reported being employed ( 5 of 6 responded)	Goal achieved. Indicates that curriculum is effectively meeting the needs of the students. Will continue to monitor program of study and adjust as needed.
2.	100% of graduates responding to survey reported their goals for attending SCC were completely accomplished. (5 of 6 responded)	Goal achieved. Indicates that curriculum is effectively meeting the needs of the students. Will continue to monitor program of study and adjust as needed.
3.	28 students were registered in Fall 04, of which only 3 dropped out, 2 completed their course work to graduate, and 1 part-time student took the semester off, 22 registered for Spring 05 (an 89% success rate).	Goal achieved. Indicates that curriculum is effectively meeting the needs and interests of the students. Will continue to monitor program of study and adjust as needed.