

PLANNING/OUTCOMES DOCUMENT

Name of person(s) completing form:	Edward Anderson	Curriculum/Department:	Paralegal Technology
Purpose/Mission Statement:		Vision Statement: (3-5 years)	
<p>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.</p>		<p>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.</p>	
Program Strengths:		Program Weaknesses:	
<p>Faculty member with 25 years membership in the N.C. State Bar, and more than 20 years experience teaching law. Only paralegal program in a community college in western part of N.C.</p>		<p>Need updated computer for access to online legal research and utilization of legal software.</p>	
Program Opportunities:		Program Threats:	
<p>N.C. has enacted a statute for paralegal certification, and certification will require graduation for an approved paralegal program for which SCC qualifies.</p>		<p>Some paralegal schools may attract students with online Course offerings.</p>	

Goal #	Values for Teaching	College Goals	2005-2006 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 the results of the survey of graduates as conducted as part of the annual program review process.
2	6,7	1	Graduates will be satisfied with the knowledge and skills acquired in the program.	90% of graduates will indicate satisfaction on student surveys.	Monitor the results of the survey of graduates as conducted as part of the annual program review process.
3	3,6,7,9	2	Reduce the program drop out rate.	75% of students will continue in second year of program.	Monitor registration data. Provide effective advising and support to existing and new surveying students.
4	7	7	Increase the program enrollment.	Show a 10% increase in enrollment for next fall. Have completed at least two recruiting visits.	More contact with law offices in service area to solicit students. Visit high schools with recruiter.

Budget Item Description: (Budget items requested from college funds)	Current Year Budget (Total Request):	Ongoing Operational Budget:	Expansion Budget:
Supplies-	\$ 500.00	% 500.00	
Equipment-			\$1000.00
Travel-	\$ 600.00	\$ 600.00	
Program Accreditation-			
Other-Association membership	\$ 100.00	\$ 100.00	
TOTALS	\$1200.00	\$1200.00	\$1000.00

