

PLANNING/OUTCOMES DOCUMENT

Name of person(s) completing form:		Edward Anderson		Curriculum/Department:	Paralegal Technology
Purpose/Mission Statement:				Vision Statement: (3-5 years)	
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.	
Program Strengths:				Program Weaknesses:	
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.				Need updated computer for access to online legal research and utilization of legal software.	
Program Opportunities:				Program Threats:	
N.C. has enacted a statute for paralegal certification, and certification will require graduation for an approved paralegal program for which SCC qualifies..				Some paralegal schools may attract students with online Course offerings.	
Goal #	Values for Teaching	College Goals	2006-2007 Department Outcomes/Goals	Success Criteria (e.g. outcomes, enrollment increases)	Plan of Action (including resources needed)
1	6, 7	1	Graduates of this program will be satisfied with the knowledge and skills acquired in the program.	90% of graduates will indicate satisfaction on student surveys.	Monitor results of survey of graduates conducted as part of annual program review.
2	1, 2 6, 7	1 7	Employers of graduates will be satisfied with the knowledge and skills of graduates.	90% of employers will indicate satisfaction on employer surveys	Monitor results of survey of employers conducted as part of annual program review.

3	1,2 6	1	Students will successfully apply knowledge and skills in a job setting.	90% of students will attain a grade of "B" or better from employer evaluations of their performance in Co-op work experience.	<ul style="list-style-type: none"> • Facilitate cooperative learning experiences for paralegal students. • Seek feedback from employers concerning student performance in job settings. • Monitor grades from cooperative education assignments (COE 111).
4	1,2 6	1	Students will demonstrate knowledge of real estate law and skills in handling real estate transactions.	90% of students will attain a grade of "C" or better in Real Property courses.	<ul style="list-style-type: none"> • Provide effective instruction in real estate law to include the opportunity for students to apply knowledge in completing title search and closing projects. • Monitor grades from real property courses (LEX 210 and LEX 211).

Budget Item Description: (Budget items requested from college funds)	Current Year Budget (Total Request) :	Ongoing Operational Budget :	Expansion Budget :
Supplies-			
Equipment-	1,000.00		
Travel-	600.00		
Program Accreditation-			
Other-Association membership			
TOTALS	1,600.00		

Goal	Criteria Results Be sure to utilize most current data available	End of Year Analysis (Goals achieved, impact of equipment purchased, improvements to your program, contingencies, etc.) Describe how you used the results to improve your program
1.	Goal achieved. Graduate survey results showed: -100% satisfaction with instruction in program. -83.3% accomplished goals completely and 16.7% Partially.	Results indicate that graduates are satisfied with the knowledge and skills acquired in the paralegal program. More discussion with students on their specific goals and determining what more can be done to achieve them.
2.	Goal achieved. Employer survey results showed: -75% very satisfied. -25% satisfied.	Results indicate that employers are satisfied with the entry-level knowledge and skills demonstrated by paralegal graduates. Employer comments recommended greater emphasis on practical law office operations. Practical skills training in various areas has always been included in my instruction. I will add more concerning law office management and operations.
3.	Goal achieved to date and it is anticipated will be achieved for year. 2 of 2 students in COE 111 for Fall 2006 made an "A". 3 students enrolled in COE111 for Spring 2007 for which grades are not complete, but progress reports are positive.	Results indicate that paralegal students can successfully apply knowledge and skills in a job setting. Will continue to monitor results of cooperative learning as indicators of student readiness for work setting.
4.	Goal achieved to date and it is anticipated will be achieved for year. 5 of 5 students made a "C" or better in LEX 210 for Fall 2006. 6 students are enrolled in LEX 211 for Spring 2007 for which grades are not complete but all students currently have a grade of "C" or better.	Results indicate that paralegal students demonstrate appropriate knowledge of real estate law and skills in handling real estate transactions. Will continue to monitor student performance as modify course content as needed.