

Assessment: Course Four Column

Report for Advisory Meeting review 2-4-2020

Business (Course SLOs) - Paralegal

BUS-101:Business Law

<i>Course SLOs</i>	<i>Methods of Assessment</i>	<i>Results</i>	<i>Actions</i>
<p>Understanding general legal principles that affect Business - Students will demonstrate a general understanding of the laws that affect a business.</p> <p>Course SLO Status: Active Course Assessment Cycle: 2015 - 2016 (Fall 2015) Start Date: 09/01/2015</p>	<p>Exam/Quiz - In Course - An assessment will be administered for each unit.</p> <p>Criterion/Target: 90% of the students will have a cumulative score of 70% or better on the assessments in the course.</p> <p>Notes: There are study guides and unit tests for each unit.</p>	<p>Semester of Assessment: 2019 - 2020 (Fall 2019) Criterion/Target Met: Yes Students continue to demonstrate an understanding of the the principles of business law. (01/15/2020)</p>	<p>Action: Continue with the OER materials incorporated into the course materials for all sections of Business 105. Create a Legal Studies Starter "course" for faculty to share and download resources for delivery of the required subject matter. (01/15/2020)</p> <p>Type of resource requested: Staff Resource Request: Stipend required to create the master class.</p> <p>Follow-Up: The master "starter" course for Bus 105 has been created. All sections of Bus 105 both online and lecture will incorporate the resources from the starter class. (01/15/2020)</p>
		<p>Semester of Assessment: 2015 - 16 (Spring 2016) Criterion/Target Met: Yes 90% of the course completers achieved 80% or above cumulative total on the module tests. (06/14/2016)</p>	<p>Action: Continue to use the module tests for analysis of the criteria. (06/14/2016)</p> <p>Type of resource requested: Supplies Resource Request: Need access to an online learning system that allows for analysis of quizzes and tests.</p>

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			<p>Follow-Up: Sp 16 showed successful completion. Goal met. (06/14/2016)</p>
		<p>Semester of Assessment: 2015 - 16 (Spring 2016) Criterion/Target Met: Yes completed successfully Will continue to use. (06/14/2016)</p>	<p>Action: New assessments have been created for the online class sections. (07/26/2017) Type of resource requested: Supplies Resource Request: access to Canvas Follow-Up: Students for the online class have access to canvas. A rubric to track the SLO needs to be developed. (07/26/2017)</p>
		<p>Semester of Assessment: 2015 - 16 (Spring 2016) Criterion/Target Met: Yes Target met. (06/14/2016)</p>	<p>Action: Added OER materials and supplemental videos to the online class. (07/26/2017) Type of resource requested: Supplies Resource Request: Access to Canvas. Follow-Up: OER materials have been revised and are in use for all online sections. (02/21/2018)</p>
		<p>Semester of Assessment: 2015 - 16 (Fall 2015) Criterion/Target Met: Yes 90% of the course completers in the reviewed sections had over 70% on the Unit assessments. (01/28/2016)</p>	<p>Action: Used analysis in Sp 16. Goal met. (06/14/2016) Type of resource requested: Supplies Resource Request: Need Blackboard to do analysis across multiple sections. Follow-Up: Transferred to Canvas. Will develop rubrics to assess the SLO. (07/26/2017) Action: Department faculty will meet and review assessments. The department will create a</p>

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	<p>Exam/Quiz - In Course - Students will take an assessment at the end of each module. Criterion/Target: 70% of course completers will achieve 80%+ cumulative total on the unit tests.</p>	<p>Semester of Assessment: 2015 - 16 (Spring 2016) Criterion/Target Met: Yes Target met. (06/14/2016)</p>	<p>"standard assessment" for the course. (01/28/2016) Type of resource requested: Staff Follow-Up: Rubrics have been developed for all assignments. Rubrics in use Spring 2018. (02/21/2018) Action: Quizzes have been updated on Canvas. (07/26/2017) Type of resource requested: Supplies Resource Request: Need to have the quiz assessment tool activated on Canvas for assessment. Follow-Up: Additional quizzes have been developed. There are quizzes on each module for the online classes. In use Spring 2018. (02/21/2018)</p>
	<p>Written Assignment - Students will prepare an module review responding to essay questions targeted at the module legal principles. Criterion/Target: 70% will show mastery Notes: same as Bus 105</p>	<p>Semester of Assessment: 2018 - 2019 (Spring 2019) Criterion/Target Met: Yes Overall the average was 10/10 on topic mastery. Contract and Creditor were at 9.8. Over all the implementation of the OEI materials has demonstrated a superior student understanding of the course materials. (08/21/2019)</p>	<p>Action: Implement OEI course shell across all sections of Bus 101 and Bus 105. (08/21/2019) Type of resource requested: Staff Resource Request: Training of faculty to understand the use of the OEI course shell. Follow-Up: All online sections are using the OEI course shell. Will request funding for faculty training. (08/21/2019)</p>

BUS-105:Legal Environment of Business

<i>Course SLOs</i>	<i>Methods of Assessment</i>	<i>Results</i>	<i>Actions</i>
<p>Understanding general legal principles that affect Business. - Understanding general legal principles that affect Business Students will demonstrate a general understanding of the laws that affect a business. Course SLO Status: Active Course Assessment Cycle: 2015 - 2016 (Fall 2015) Start Date: 09/01/2015</p>	<p>Exam/Quiz - In Course - Each unit will have an assessment. Criterion/Target: 90% of the course completers will have a cumulative score of 70% or better on the assessments. Notes: There is a study guide and unit test for each unit.</p>	<p>Semester of Assessment: 2019 - 2020 (Fall 2019) Criterion/Target Met: Yes Students in the online sections that utilize the OER materials demonstrate a clear understanding of the principles of Business Law. (01/15/2020)</p> <hr/> <p>Semester of Assessment: 2017-2018 (Spring 2018) Criterion/Target Met: Yes 90% of the course completers met the outcome goal. (10/05/2018)</p> <hr/> <p>Semester of Assessment: 2017-2018 (Fall 2017) Criterion/Target Met: Yes The class average on the unit quizzes is 8.7 to 10. Goal is 7 on proficiency. (02/21/2018)</p> <hr/> <p>Semester of Assessment: 2015 - 16 (Fall 2015)</p>	<p>Action: Create a Master "starter class" for Bus 105. (01/15/2020) Type of resource requested: Staff Resource Request: Stipend to create the department master class. Follow-Up: The stipend was allocated and the master "starter" class was created. All sections both online and lecture will be required to utilize the resources from the master "starter" class. (01/15/2020)</p> <hr/> <p>Action: Do a department review of the content of the online Bus 105 online. The review will be concluded through Spring 2019. (10/05/2018) Type of resource requested: Staff Resource Request: Stipends for faculty to review the OER course. Follow-Up: Stipends have been allocated to 4 faculty to review the OER Bus 105 online class. (10/05/2018)</p> <hr/> <p>Action: Continue to assess the unit assessment outcomes. (02/21/2018) Type of resource requested: Staff Resource Request: Faculty to assess the outcomes. Follow-Up: The student learning outcomes indicated that over 70% of the students have met the goal. (10/05/2018)</p> <hr/> <p>Action: Department faculty will</p>

Course SLOs	Methods of Assessment	Results	Actions
	<p>Written Assignment - Students will review the module materials in the module review. Series of questions tied to the topic of each module</p> <p>Criterion/Target: 70% or better will demonstrate an understanding of the principles of the course.</p>	<p>Criterion/Target Met: Yes 90% of the course completers achieved 70% or better on the unit assessments. (01/28/2016)</p> <p>Semester of Assessment: 2018 - 2019 (Spring 2019)</p> <p>Criterion/Target Met: Yes Each topic received an average 10/10 with the exception on Contracts which was 9.77 and creditor at 9.79. The implementation of the OER materials and the assignments with reading/quiz has demonstrated an increase in comprehension of the course materials. (08/21/2019)</p>	<p>create a standard "assessment" for the course. (01/28/2016)</p> <p>Type of resource requested: Staff</p> <p>Follow-Up: There is a quiz for each unit in the online classes. (02/21/2018)</p> <p>Action: Continue to implement the OEI course shell for all sections. Have expanded OEI into all online and 1 of 3 face to face courses. Will implement OEI for remaining courses. (08/21/2019)</p> <p>Type of resource requested: Staff</p> <p>Resource Request: Training for all instructors in online use and OEI resources. Training to implement the course migration.</p> <p>Follow-Up: All online sections use the OEI course shell. Will request funding for faculty training. (08/21/2019)</p>

PARA-100:The Paralegal Profession

<i>Course SLOs</i>	<i>Methods of Assessment</i>	<i>Results</i>	<i>Actions</i>
<p>Ethics - Students will demonstrate a basic understanding of the ethical regulations for the legal profession.</p> <p>Course SLO Status: Active</p> <p>Course Assessment Cycle: 2013 - 2014 (Fall 2013)</p> <p>Start Date: 09/01/2013</p>	<p>Exam/Quiz - In Course - A comprehensive assessment is given at the end of the semester. The instructor discusses the materials with the students in addition to the written assignment.</p> <p>Criterion/Target: 90% of course completers will understand the ethical considerations of paralegals in California.</p>	<p>Semester of Assessment: 2013 - 2014 (Spring 2014)</p> <p>Criterion/Target Met: No</p> <p>The text book is a resource guide not easily used by students. Students did not easily understand the role of a paralegal in California. (05/05/2014)</p>	<p>Action: The instructors have developed Public accessible resources for the students. Links are available to the Cal Bar web site to the California Rules of Professional Responsibility. (07/26/2017)</p> <p>Type of resource requested: Supplies</p> <p>Resource Request: Students need access to the internet in the classrooms in order to access the online materials. The class will be presented using Canvas as a learning supplement to the lecture class. The instructor will develop rubrics that incorporate the SLO. Canvas will automatically compile the data which will be reviewed at the department meeting in the Fall and Spring semesters.</p> <p>Follow-Up: The public access materials meet the goals of the course. (10/12/2018)</p> <hr/> <p>Action: A customized text was created with McGraw Hill for the Fall 2014 semester. (01/28/2016)</p> <p>Follow-Up: The Para 100 instructors are developing Open Resource and Public Accessible materials to replace the traditional text. (07/26/2017)</p> <p>Follow-Up: The text was used in the Fall 2014- Fall 2015 semesters. The customized text is easier to utilize. (01/28/2016)</p>

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<p>Communication - Students will demonstrate the ability to communicate in a professional manner.</p> <p>Course SLO Status: Active</p> <p>Course Assessment Cycle: 2015 - 2016 (Fall 2015)</p> <p>Start Date: 01/01/2016</p>	<p>Written Assignment - Students will brief a case using the appropriate IRAC method.</p> <p>Criterion/Target: 70% of the students will prepare a professional case brief using appropriate grammar and spelling.</p>	<p>Semester of Assessment: 2015 - 16 (Fall 2015)</p> <p>Criterion/Target Met: Yes</p> <p>Students were able to demonstrate professional communication in the final version of the case brief. (03/23/2016)</p>	<p>Action: Students need access to the internet in the classrooms in order to access the online materials. The class will be presented using Canvas as a learning supplement to the lecture class. The instructor will develop rubrics that incorporate the SLO. Canvas will automatically compile the data which will be reviewed at the department meeting in the Fall and Spring semesters. (07/26/2017)</p> <p>Type of resource requested: Supplies</p> <p>Resource Request: Access to the internet and Canvas.</p> <p>Follow-Up: A review of the Spring 2017 assignments demonstrate that there is a need to improve on writing skills. The department chair is working with the Business Applications Department to incorporate the BA Business Writing class into the curriculum. Students with writing needs will be referred to the writing center and the BA department. (07/26/2017)</p>
<p>Job Market - Students will demonstrate an understanding of the requirements to be hired as a paralegal in California.</p> <p>Course SLO Status: Active</p> <p>Course Assessment Cycle: 2015 - 2016 (Fall 2015)</p> <p>Start Date: 01/01/2016</p>	<p>Written Assignment - Students will prepare a resume for an entry level position in the legal profession.</p> <p>Criterion/Target: 90% of the course completers will achieve a score based on a rubric of 70% or better.</p>	<p>Semester of Assessment: 2015 - 16 (Fall 2015)</p> <p>Criterion/Target Met: Yes</p> <p>Students who completed Para 100 and were in Para 297 were given a beginning of the semester survey. The survey results were 6 had professional resumes 11 did not. 13 of 18 respondents indicated they had good knowledge of employer requirements. Knowledge of where to Network and where to apply for jobs had over 90% with knowledge of those areas. (03/23/2016)</p>	<p>Action: Students need to be familiar with the internship and job placement opportunities at SAC. (10/12/2018)</p> <p>Type of resource requested: Staff</p> <p>Resource Request: A job developer to assist in assisting students with the job placement and internship opportunities.</p> <p>Follow-Up: The Division reorganization has been</p>

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			<p>completed. (10/12/2018)</p> <p>Follow-Up: Request to dean to fund the job developer position. (10/12/2018)</p> <hr/> <p>Action: Create on Campus opportunities for students be experience a legal setting environment. (10/12/2018)</p> <p>Type of resource requested: Supplies</p> <p>Resource Request: Supplies for the legal clinics and technical conferences held by the Legal Studies department at SAC.</p> <p>Follow-Up: The request for supplies will be added to the department RARs. (10/12/2018)</p> <hr/> <p>Action: Para 100 instructors will be requested to work on resumes and job market analysis. (03/23/2016)</p> <p>Type of resource requested: Staff</p> <p>Follow-Up: 90 % Student enrolled in the summer 2017 session of Para 297 had a resume. The Para 297 students will continue to refine their resumes in the 297 class. (07/26/2017)</p>

PARA-101:Law Office Management

<i>Course SLOs</i>	<i>Methods of Assessment</i>	<i>Results</i>	<i>Actions</i>
<p>Independent work skills - Students will be able to follow instructions and submit work in a professional and timely manner.</p> <p>Course SLO Status: Active</p> <p>Start Date: 09/01/2015</p>	<p>Written Assignment - The client property plan presentation rubric will assess the students ability to follow the instructions as well as the professional presentation of the material in the final assignment for the "plan."</p> <p>Criterion/Target: 80% of the students will follow the instructions and present the material in a professional manner.</p>	<p>Semester of Assessment: 2017-2018 (Fall 2017)</p> <p>Criterion/Target Met: Yes</p> <p>7 of 17 students exceeded Mastery. The remaining 10 completers demonstrated minimum mastery in the area of client property. 3 of the 17 students had issues following the instructions throughout the semester. (02/21/2018)</p>	<p>Action: Reassess in the Fall 2018 course. (02/21/2018)</p> <p>Type of resource requested: Staff</p> <p>Resource Request: Need faculty to assess the project.</p> <p>Follow-Up: Added the policy assignment to the assessment. (08/21/2019)</p>
		<p>Semester of Assessment: 2015 - 16 (Fall 2015)</p> <p>Criterion/Target Met: Yes</p> <p>Students prepared a comprehensive plan based on the Business and Professions code and the California Rules of Professional Conduct. Students interacted in an online discussion and prepared plans that cited the code sections as a reason for the plan requirements. Students demonstrated they could follow the instructions and meet the deadlines for the various portions of the assignment. There were deadlines for posting online in the discussion board drafts, comments and completed plans. These goals were met. (01/28/2016)</p> <p>Related Documents:</p> <p>Para 101 Fall 17.JPG</p>	<p>Action: The property plan assignment will continue to be assessed. Examples of appropriate plans have been posted on the class web site as resources for students. (01/28/2016)</p> <p>Type of resource requested: Staff</p> <p>Follow-Up: The assignment has been 95% successful. Student participate in 3 discussions to work as a team to prepare their policy manual and an executive presentation of the policies based on the materials covered in the class. The plan is to continue to update and use this assignment, (07/26/2017)</p>
	<p>Written Assignment - Each written assignment uses the rubric with outcomes assessed where appropriate on each assignment. Discussions also assess the time management and instructions outcomes.</p> <p>Criterion/Target: The criteria is set at 90% for mastery.</p>	<p>Semester of Assessment: 2018 - 2019 (Spring 2019)</p> <p>Criterion/Target Met: Yes</p> <p>Students still need improvement in following instructions. The area that needs improvement is attaching all of the requested documentation to the assignments. (08/21/2019)</p>	<p>Action: continue assessment of following instructions. (08/21/2019)</p> <p>Follow-Up: Added the policy assignment to the assessment of outcomes. Cover all outcomes for course. (08/21/2019)</p>

Understanding Law Office	Written Assignment - Students will	Semester of Assessment: 2015 - 16 (Fall 2015)	Action: The property plan is a
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Course SLOs	Methods of Assessment	Results	Actions
<p>Procedures - Students will be able to demonstrate a fundamental understanding of law office procedures.</p> <p>Course SLO Status: Active</p> <p>Start Date: 09/01/2015</p>	<p>demonstrate an understanding of the California rules regarding client property and the law office through a presentation of a plan for the law office for the generic handling of all client property.</p> <p>Criterion/Target: 80% of the course completers will receive a score of 90% or greater on assignment.</p>	<p>Criterion/Target Met: Yes</p> <p>The property plan required students to analyze the California State Bar regulations regarding client property. The plan demonstrated the procedures that would be followed if they were the manager. The assignment successfully demonstrated the students have an understanding of the requirements. (01/28/2016)</p> <p>Related Documents:</p> <p>Outcomes-PARA101_#67595_Online_(6_17_19_-_8_11_19).csv</p>	<p>complex assignment and it has been determined it is a good assessment tool for both the ability to follow instructions, meeting deadlines as well as demonstrating an understanding of law office procedures. The assignment will be reassessed in the next cycle. (01/28/2016)</p> <p>Type of resource requested: Staff</p> <p>Follow-Up: Students continue to demonstrate the ability to follow instructions, meeting deadlines as well as demonstrating an understanding of law office procedures. The assignment is to prepare a policy manual and executive summary. This also allows the student to demonstrate their technical skills.</p> <p>Students who lack the level of technical skills required for an entry level position are referred to the Business Applications department and the Center for Learning Instruction for courses and tutoring to develop the skills. (07/26/2017)</p>
	<p>Written Assignment - Students prepare a policy handbook. Each module they prepare a section of the handbook. The final project is to compile and present the policy handbook in both the handbook and an executive summary presented to the class via a discussion board with comments from the instructor and students.</p> <p>Criterion/Target: The target is 90% or better in the majority of the</p>	<p>Semester of Assessment: 2018 - 2019 (Spring 2019)</p> <p>Criterion/Target Met: Yes</p> <p>Each section met or exceeded the 9 target. The target for understanding the ethical regulations was set at 7 with a result of 8.98 which rounds to 9. Still needs improvement although goals was met. Following instructions was set at 9 and the average was 8.48. The area where the majority of students failed to follow instructions was the module review stated to attach a cumulative policy manual and a cumulative timesheet. The failure was they would only attach the current module policy and or time sheet. Although this may seem trivial, it is critical that paralegals</p>	<p>Action: Emphasize the importance of following instructions. Raise the stakes earlier in the course for minor deviations from the instructions.</p> <p>Continue with the timesheet assignment for ethical billing standards. (08/21/2019)</p> <p>Type of resource requested: Staff</p> <p>Resource Request: Need to research visual aids and articles to assist the students in preparing</p>

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	categories.	<p>follow instructions for court filings to the letter or the entire filing will be rejected. (08/21/2019)</p> <hr/> <p>Semester of Assessment: 2018 - 2019 (Spring 2019) Criterion/Target Met: Yes The policy hand book discussions leading up to the submission of the final project were very interactive. The students learned by assisting other students. The overall project was extremely successful. (08/21/2019)</p>	<p>timesheets that meet the ethical standards. Follow-Up: Added the instructions as a major % of the grade when the instructions are not followed. (08/21/2019)</p> <hr/> <p>Action: Continue with the policy assignments. Working well to improve communication, technology and understanding of the concepts. (08/21/2019) Follow-Up: The summer 19 policy manual assignment demonstrated students have a strong understanding of the ethical considerations. Good policies on handling of client property and IOLTA funds were included in the manual. The concepts of Chinese walls, confidentiality and the importance of how technology is used and its dangers were demonstrated. (08/21/2019) (08/21/2019)</p>
<p>Time Management - Submit work in a professional and timely manner. Deadlines: In a law office, you will be responsible for meeting deadlines. Just like in the legal profession, missing deadlines has consequences. Manage your time so you can meet deadlines. Course SLO Status: Active Course Assessment Cycle: 2016 - 2017 (Spring 2017) Start Date: 06/26/2017</p>	<p>Written Assignment - The course assignments will include a rubric that will track the timeliness of the students submissions over the semester. Criterion/Target: 90% of the students will successfully demonstrate meeting deadlines and managing time to meet the deadlines. Notes: Canvas will gather and report the data for assessment.</p>	<p>Semester of Assessment: 2018 - 2019 (Spring 2019) Criterion/Target Met: Yes The time management discussion and assignments were added to module 1. The time management outcome allowed for extra credit for students who submitted prior to deadline as this is an important skill set in a law office. The class average exceeded 10/10. (08/21/2019) Related Documents: Outcomes-PARA101_#67595_Online_(6_17_19_-_8_11_19).csv</p> <hr/> <p>Semester of Assessment: 2016 - 2017 (Spring 2017) Criterion/Target Met: Yes Students in the Spring 2017 classes were 95% successful in</p>	<p>Action: Continue the time management assignments and assessment in the assignment and discussion rubrics. (08/21/2019) Follow-Up: The scores on time management exceeded 10/10 for the summer 2019 class. (08/21/2019)</p> <hr/> <p>Action: The instructor will develop a rubric in Canvas to assess the timeliness of the students.</p>

Course SLOs	Methods of Assessment	Results	Actions
		meeting all deadlines. (07/26/2017)	<p>Additional supplementary materials and discussions on time management will be incorporated into the class. (07/26/2017)</p> <p>Type of resource requested: Supplies</p> <p>Resource Request: Canvas access.</p> <p>Follow-Up: Additional ABA journal articles and extra credit added to rubric for exceeding standards were added. The class average exceed the 10/10 Goal has been met. (08/21/2019)</p> <p>Follow-Up: The rubric for Summer 17 has been developed and launched. The time management discussion has been incorporated into the class. The results of the data from the rubric will be assessed in Fall 17. (07/26/2017)</p>
<p>Communication - Students will demonstrate the ability to communicate in a professional manner.</p> <p>Course SLO Status: Active</p> <p>Course Assessment Cycle: 2016 - 2017 (Spring 2017)</p> <p>Start Date: 02/01/2017</p>	<p>Written Assignment - The students will participate in discussion boards and written assignments.</p> <p>Criterion/Target: 90% of the students will demonstrate the ability to use proper grammar, spelling and formatting of their discussion posts and written assignments.</p>	<p>Semester of Assessment: 2018 - 2019 (Spring 2019)</p> <p>Criterion/Target Met: Yes</p> <p>The result was 9.8/10. Target was 8. Exceeded the target. (08/21/2019)</p>	<p>Action: Continue assessing professional communication. Incorporated student to student evaluations where the professional communication skills are necessary for professional communications. Written assignments assessed for grammar/spelling. (08/21/2019)</p> <p>Follow-Up: The students continue to demonstrate 9.8/10 on professional communication. A resource page showing examples on model assignments was added and students have requested in the student survey, additional examples. (08/21/2019)</p>

Course SLOs	Methods of Assessment	Results	Actions
		<p>Semester of Assessment: 2016 - 2017 (Spring 2017) Criterion/Target Met: Yes 95% of the students demonstrated college level communication skills. (07/26/2017)</p>	<p>Action: Instructor will develop a rubric for assignments to track the SLO. (07/26/2017) Type of resource requested: Supplies Resource Request: Canvas access. Follow-Up: The rubric has been designed and is in place for the Para 101 discussions and for all assignments. (02/21/2018)</p>
<p>Ethics - Students will understand how to make ethical decisions in the workplace. Students will use California authority to reach their ethical decisions. Course SLO Status: Active Course Assessment Cycle: 2018 - 2019 (Spring 2019) Start Date: 07/01/2019</p>	<p>Written Assignment - The students will prepare time sheets that meet the ethical standards and a policy manual that includes ethical standards such as confidentiality, conflict of interest and client property. Criterion/Target: The target is 7/10</p>	<p>Semester of Assessment: 2018 - 2019 (Spring 2019) Criterion/Target Met: Yes The outcome was 9.8/10. Students by end of semester understood the timekeeping description and block billing issues. Good discussions and final work turned in. (08/21/2019)</p>	<p>Action: Continue the timekeeping and policy manual assignments. (08/21/2019) Follow-Up: The summer 19 policy manual assignment demonstrated students have a strong understanding of the ethical considerations. Good policies on handling of client property and IOLTA funds were included in the manual. The concepts of Chinese walls, confidentiality and the importance of how technology is used and its dangers were demonstrated. (08/21/2019)</p>
<p>Legal Concepts - Students will demonstrate an understanding of legal concepts. Course SLO Status: Active Course Assessment Cycle: 2018 - 2019 (Spring 2019) Start Date: 07/01/2019</p>	<p>Written Assignment - The policy manual assignments will assess student understanding of the legal concepts. Criterion/Target: 7/10 Notes: Will be added to fall 19 rubric.</p>	<p>Semester of Assessment: 2018 - 2019 (Spring 2019) Criterion/Target Met: Yes The policy manual assignments demonstrated the students have a strong understanding of the legal concepts covered in the class. (08/21/2019)</p>	<p>Action: Continue with the semester long policy manual assignment. (08/21/2019) Follow-Up: The summer 19 policy manual assignment demonstrated students have a strong understanding of the ethical considerations. Good policies on handling of client property and IOLTA funds were included in the manual. The</p>

Course SLOs	Methods of Assessment	Results	Actions
<p>Legal Technology - Students will demonstrate an understanding of the Microsoft Office Suite as well as appropriate legal specific software. Course SLO Status: Active Course Assessment Cycle: 2018 - 2019 (Spring 2019) Start Date: 07/01/2019</p>	<p>Written Assignment - The policy manual is prepared as a Word document for each module. The final assignment requires conversion to a pdf with an interactive table of contents. Criterion/Target: 7/10</p>	<p>Semester of Assessment: 2018 - 2019 (Spring 2019) Criterion/Target Met: Yes All but one student were able to create the pdf document with an interactive table of contents. In the discussion students demonstrate where to look for the instructions. (08/21/2019)</p>	<p>concepts of Chinese walls, confidentiality and the importance of how technology is used and its dangers were demonstrated. (08/21/2019) (08/21/2019)</p> <p>Action: Continue with the policy manual assignments (08/21/2019) Follow-Up: The students in the summer 2019 class demonstrated mastery of the word and power point assignments. (08/21/2019)</p>
<p>Critical Thinking - Students will demonstrate critical thinking skills. Course SLO Status: Active Course Assessment Cycle: 2018 - 2019 (Spring 2019) Start Date: 07/01/2019</p>	<p>Written Assignment - The module reviews will assess the students critical thinking skills in how they tie their conclusions and analysis to the California authorities. Criterion/Target: 7/10</p>	<p>Semester of Assessment: 2018 - 2019 (Spring 2019) Criterion/Target Met: Yes The students demonstrate college level critical thinking using California authority to support their conclusions. (08/21/2019)</p>	<p>Action: Continue with the Microsoft assignment for the Policy Manual. (08/21/2019) Follow-Up: Students in the Summer 2019 course demonstrated mastery of the Microsoft software. (08/21/2019)</p>

PARA-105:Cooperative Work Experience Education -Occupational

<i>Course SLOs</i>	<i>Methods of Assessment</i>	<i>Results</i>	<i>Actions</i>
<p>Work Experience - Students will gain experience in a workplace environment. Course SLO Status: Active Course Assessment Cycle: 2016 - 2017 (Spring 2017) Start Date: 02/01/2017</p>	<p>Performance/Presentation - Student will participate in a legal office setting work experience. Criterion/Target: All successful course completers will have met the state regulations for work experience. Notes: See course outline for state regulations.</p>	<p>Semester of Assessment: 2016 - 2017 (Spring 2017) Criterion/Target Met: Yes 100% of successful course completers were in a legal office work experience. (07/26/2017)</p>	<p>Action: Hire an additional job developer to support the efforts in placing students in internships and job placement. (07/26/2017) Type of resource requested: Staff Resource Request: Hire an additional job developer to support the efforts in placing students in internships and job placement. Follow-Up: Although the position was funded and reorganization completed, funded was subverted by the district and the position has not been filled. (10/26/2018) Follow-Up: A grant position has been funded. The Dean has presented a reorganization in order to hire an additional job developer. (07/26/2017)</p>
<p>Survey - Faculty will meet with the L S Advisory group and internship coordinators from the OCDA and review the internship program. Criterion/Target: The work site participates will indicate the support for the students meets the work site criteria and needs. Notes: The advisory group includes SAUSD Don Isbell, representatives from the OCDA, county counsel and law office administrators.</p>	<p>Semester of Assessment: 2017-2018 (Spring 2018) Criterion/Target Met: No Need support to facilitate the recruitment and back ground check process. (10/26/2018) Related Documents: 10-26 advisory meeting notes frm.docx</p>	<p>Action: Follow up on the hiring of the Job Developer to facilitate the process. (10/26/2018) Type of resource requested: Staff Resource Request: Fund the job developer. The position has be reorganized and is included in the Business Division with no funding. Follow-Up: The advisory committee recommended the position be filled asap as it is a crucial piece of the curriculum. Need to include staffing request in RARs. Report progress to the committee. (10/26/2018)</p>	

PARA-107:Principles and Procedures in theCriminal Justice System

<i>Course SLOs</i>	<i>Methods of Assessment</i>	<i>Results</i>	<i>Actions</i>
<p>Procedures in the Justice System - Students will demonstrate a general understanding of the Bill of Rights and procedures in the criminal justice system.</p> <p>Course SLO Status: Active</p> <p>Course Assessment Cycle: 2013 - 2014 (Spring 2014)</p> <p>Start Date: 01/31/2014</p>	<p>Exam/Quiz - In Course - Students will complete a comprehensive final exam.</p> <p>Criterion/Target: 90% of the course completers will achieve 70% or greater on the comprehensive final exam.</p>	<p>Semester of Assessment: 2015 - 16 (Fall 2015)</p> <p>Criterion/Target Met: Yes</p> <p>Analysis of the grades for Fall 2015 show greater than 90% of the course completers achieved 70% or above on the final assessment. (01/28/2016)</p>	<p>Action: Continue to assess the final exam. (07/26/2017)</p> <p>Type of resource requested: Staff</p> <p>Resource Request: instructor to continue to assess the course.</p> <p>Follow-Up: The review by faculty shows the present materials used in the course meet the goals. (10/12/2018)</p>
		<p>Semester of Assessment: 2013 - 2014 (Spring 2014)</p> <p>Criterion/Target Met: Yes</p> <p>over 90% of the course completers achieved greater than 70% on the final exam. (03/03/2014)</p>	<p>Action: Continue to use the final exam as the assessment tool. (01/28/2016)</p> <p>Follow-Up: Rechecked the assignment for Fall 2015. Goal was achieved. (01/28/2016)</p>
		<p>Action: The assessment will be used in the Fall 2016 analysis. (01/28/2016)</p> <p>Type of resource requested: Staff</p> <p>Follow-Up: The course completers achieved 90% or better. (07/26/2017)</p>	
<p>Performance/Presentation - Students will participate in a "Mock Trial" as a final assignment</p> <p>Criterion/Target: 70% of the students will achieve 80% or greater on the assignment.</p>	<p>Semester of Assessment: 2016 - 2017 (Spring 2017)</p> <p>Criterion/Target Met: Yes</p> <p>The students demonstrated an understanding of the procedures of the criminal justice system. (07/26/2017)</p>	<p>Action: The Mock trial will continue to be an activity in the class. The students showed great enthusiasm and knowledge in this assignment. (07/26/2017)</p> <p>Type of resource requested: Supplies</p> <p>Resource Request: Supplies for the assignment are needed to be successful.</p> <p>Follow-Up: Continue with the Mock Trial Assignment. (07/26/2017)</p>	

PARA-120:Computers in the Law Office

Course SLOs	Methods of Assessment	Results	Actions
<p>Application of Word - Students will be demonstrate the ability to use Microsoft Word to draft a document and proof of service that meets the criteria of the Orange County Superior Court.</p> <p>Course SLO Status: Active</p> <p>Course Assessment Cycle: 2015 - 2016 (Fall 2015)</p> <p>Start Date: 08/24/2015</p>	<p>Written Assignment - Students will draft a document and proof of service that meets the criteria of the Orange County Superior Court.</p> <p>Criterion/Target: 70% or greater of the course completers shall achieve a score of 70% or greater on the assignment.</p>	<p>Semester of Assessment: 2019 - 2020 (Fall 2019)</p> <p>Criterion/Target Met: Yes</p> <p>The course has been redesigned to incorporate the NSLT curriculum. The successful completers of the curriculum qualified for the NSLT certification. (01/15/2020)</p>	<p>Action: Continue funding the licenses for the NSLT curriculum. (01/15/2020)</p> <p>Type of resource requested: Supplies</p> <p>Resource Request: Licenses for the NSLT curriculum.</p> <p>Follow-Up: The number of licenses available free to students has been provided for the Spring 2020 and summer 2020 sessions. The licenses obligation is incorporated as an ongoing expense. (01/15/2020)</p> <p>Follow-Up: Licenses have been provided for in the budget as ongoing expenses. (01/15/2020)</p>
		<p>Semester of Assessment: 2015 - 16 (Fall 2015)</p> <p>Criterion/Target Met: Yes</p> <p>82% of the course completers achieve 70% or greater on the assignment. 69.5% = 90+; 8.7%=80+ and 4.3%=70+. 13 below the 70%. (02/23/2016)</p>	<p>Action: Need to improve the software available to the classroom. Should have Lexis passwords for all students in the class. (02/23/2016)</p> <p>Type of resource requested: Supplies</p> <p>Resource Request: Students need up to date access on legal information and the software to produce acceptable law office documents.</p> <p>Follow-Up: The course has been redesigned with an emphasis on practical application projects and the National Legal Technical Society certification. The revised course is offered in Fall 2018. (10/12/2018)</p> <p>Follow-Up: Kim Smith has been</p>

Course SLOs	Methods of Assessment	Results	Actions
<p>Spreadsheet Application - Students shall demonstrate the ability to create a spreadsheet detailing damages for a civil lawsuit. Course SLO Status: Active Course Assessment Cycle: 2015 - 2016 (Fall 2015) Start Date: 08/24/2015</p>	<p>Written Assignment - Students will create a spreadsheet detailing damages for a civil lawsuit. Criterion/Target: 70% or greater of the course completers shall achieve 70% or greater on the assignment.</p>	<p>Semester of Assessment: 2019 - 2020 (Fall 2019) Criterion/Target Met: Yes The course curriculum has been revised to incorporate the National Society of Legal Technology curriculum. Students who completed the course were eligible for the NSLB certification. (01/15/2020)</p>	<p>assigned to review the curriculum and soft ware. (02/21/2018)</p> <p>Action: Continue to provide the licenses necessary for the NSLT curriculum. (01/15/2020) Type of resource requested: Supplies Resource Request: Licenses. Follow-Up: The licenses are provided for the Spring 2020 class. (01/31/2020)</p>
		<p>Semester of Assessment: 2015 - 16 (Fall 2015) Criterion/Target Met: Yes 78% of the students successfully completed the assignment with a score of 70% or greater. It was noted that 5 students (21%) did not complete the assignment. (02/23/2016)</p>	<p>Action: Information on availability of the lab for help on spreadsheets will be made known to students. Updated software is needed in the classroom. The instructor will look for additional reference materials on how to properly apply the spreadsheet software. (02/23/2016) Type of resource requested: Equipment Resource Request: The computers need to be updated to use the current spreadsheet software. Follow-Up: Kim Smith is reviewing the course to align with industry standards. (02/21/2018)</p>
<p>Legal Software - Students will demonstrate basic understanding of locating legal information, timekeeping and docketing. Course SLO Status: Active Course Assessment Cycle: 2015 - 2016 (Fall 2015) Start Date: 08/24/2015</p>	<p>Written Assignment - Students will complete a project utilizing gathering of legal information, timekeeping and docketing skills. Criterion/Target: 70% OF THE STUDENTS SHALL ACHIEVE 70% OR GREATER ON THE ASSIGNMENT.</p>	<p>Semester of Assessment: 2018 - 2019 (Spring 2019) Criterion/Target Met: Yes The curriculum for this class uses NSLT materials (which leads successful students to an industry recognized certificate) in the curriculum which ensures that students have had exposure to a variety of software applications necessary to the legal industry. (i.e electronic filing, docketing, memo drafting, spreadsheets.) (08/22/2019)</p>	<p>Action: Need for continued funding for NSLT materials is necessary to support this objective. Next steps would include expanding this teaching/learning approach so that students have use of "centers" that provide "hands on"</p>

Course SLOs	Methods of Assessment	Results	Actions
			<p>instruction in practical legal skills. Room setup and space is important to this goal. Presently, class size and space is limited. (08/22/2019)</p> <p>Type of resource requested: Equipment</p> <p>Resource Request: Space to facilitate "center" work and that has access to necessary software.</p> <p>Follow-Up: The licenses are funded for 2020. (01/31/2020)</p> <p>Follow-Up: Meeting scheduled with Dean Grant to discuss funding and facility needs. (08/22/2019)</p>
		<p>Semester of Assessment: 2015 - 16 (Fall 2015)</p> <p>Criterion/Target Met: Yes</p> <p>74% of the course completers completed the assignment with a score of 70% or above. (02/23/2016)</p> <p>Related Documents: Para 120 analysis.JPG</p>	<p>Action: The Legal Studies Department will host or co-host legal technology conference. (10/31/2018)</p> <p>Type of resource requested: Supplies</p> <p>Resource Request: Need supplies to host the conference.</p> <p>Follow-Up: The college has not been supportive of funding these endeavors. Although we book them as student activities, since they are on a Saturday we get charged for the "custodial". (08/21/2019)</p> <p>Action: The Legal Studies Department will host Women In E Discovery meetings at SAC that will be open to all students. (10/31/2018)</p> <p>Type of resource requested: Supplies</p> <p>Resource Request: Need supplies and rooms to host the meetings.</p>

Course SLOs	Methods of Assessment	Results	Actions
	<p>Performance/Presentation - Students will obtain the National Society for Legal Technology certificate.</p> <p>Criterion/Target: 70% of the students will obtain the certificate.</p> <p>Notes: Cost is around \$100.00</p>	<p>Semester of Assessment: 2018 - 2019 (Spring 2019)</p> <p>Criterion/Target Met: Yes</p> <p>All students in Spring 2019 who successfully completed the class received the certificate. (08/21/2019)</p>	<p>Follow-Up: There have been multiple legal clinics incorporating students with legal professionals. (08/21/2019)</p> <hr/> <p>Action: The assignment will be utilized for assessment of these skills. (02/23/2016)</p> <p>Type of resource requested: Equipment</p> <p>Resource Request: Current equipment is required to properly utilize the current software.</p> <p>Follow-Up: 18 of the 26 students completed at 80% or above. (02/21/2018)</p> <hr/> <p>Action: Instruction in Lexis should be included to gather legal information. (02/23/2016)</p> <p>Type of resource requested: Supplies</p> <p>Resource Request: Lexis passwords are required for students to successfully complete the projects.</p> <p>Follow-Up: The division funded licenses for the class and students have successfully accessed the materials. (10/12/2018)</p> <hr/> <p>Action: Need to follow up on funding for the training materials with district, CETEA and Strong Work Force (08/21/2019)</p> <p>Type of resource requested: Supplies</p> <p>Resource Request: Need to provide funding for the materials needed to complete the assignments in the class.</p> <p>Follow-Up: Funding provided for</p>

<i>Course SLOs</i>	<i>Methods of Assessment</i>	<i>Results</i>	<i>Actions</i>
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2020. (01/31/2020)

Follow-Up: Request for future funding sent to the Dean of the Business Division. (08/21/2019)

PARA-121: Ethics and Professional Responsibility

<i>Course SLOs</i>	<i>Methods of Assessment</i>	<i>Results</i>	<i>Actions</i>
<p>Ethical Obligations - Students will demonstrate an understanding of the Rules of Ethical Conduct. Course SLO Status: Active Start Date: 09/01/2015</p>	<p>Written Assignment - Students will prepare a final memo discussing the rules of ethics that apply to a law office. Criterion/Target: 80% of the course completers will score 70% or above on the final memo assignment.</p>	<p>Semester of Assessment: 2015 - 16 (Fall 2015) Criterion/Target Met: No 66% of the course completers achieved 70% or greater on the assignment. (02/23/2016)</p>	<p>Action: The assignment will continue to be used as an assessment. Additional discussions on the writing of the memorandum will be added to the course discussions. The % of the grade dependent on the submission of the memo will be analyzed to see if this will cause students to submit the memo. (02/23/2016) Type of resource requested: Staff Resource Request: The instructor is necessary to carry out the additional discussions. Follow-Up: The course completers demonstrated mastery of the ethics of a legal practice in California based on their final memorandum. (10/12/2018)</p>
<p>Independent Research - Students will demonstrate the ability to independently find information in order to complete assignments. Course SLO Status: Active Start Date: 09/01/2015</p>	<p>Written Assignment - The students will prepare a final memo demonstrating independent research and proper citation to sources. Criterion/Target: 70% of the course completers will demonstrate the ability to cite to their independently gathered sources.</p>	<p>Semester of Assessment: 2015 - 16 (Fall 2015) Criterion/Target Met: No 66% of the course completers achieved 70% or greater on the final memo. If the analysis does not include the students who failed to turn in the memo, the % goes over the target amount. (02/23/2016)</p>	<p>Action: Additional discussions will be included on the memo. (02/23/2016) Type of resource requested: Staff Resource Request: The instructor will add discussions to the class assignments. Follow-Up: The discussions focused on the research portion of the memo have been implemented. They are included in the Fall 2018 course. (10/12/2018)</p>

PARA-122:Elder Law

<i>Course SLOs</i>	<i>Methods of Assessment</i>	<i>Results</i>	<i>Actions</i>
<p>Paralegal Role in an Elder Law Practice - The student will demonstrate an understanding of a paralegal's role in assisting an attorney in providing legal services to clients with advanced age issues.</p> <p>Course SLO Status: Active</p> <p>Course Assessment Cycle: 2015 - 2016 (Fall 2016)</p> <p>Start Date: 12/08/2016</p>	<p>Written Assignment - Students final project will be assessed for an understanding of the role of a paralegal in a law office providing services to the elderly.</p> <p>Criterion/Target: 80% of the course completes will demonstrate an understanding with a score of 70% or greater on the final projects.</p>	<p>Semester of Assessment: 2016 - 2017 (Fall 2016)</p> <p>Criterion/Target Met: Yes</p> <p>The students met the criteria. However in department meeting discussions it was noted that there is a relationship between elder law (Para 120) and Probate Para 134. Students would be better served with a class in Advanced Life Planning. (10/12/2018)</p>	<p>Action: Kim Smith has created a new course In Advanced Life Planning (10/12/2018)</p> <p>Type of resource requested: Staff</p> <p>Resource Request: Need staff to teach the class. Will need a class room for the class.</p> <p>Follow-Up: The advanced life learning course has been approved by CCI and is in the class schedule. (10/12/2018)</p>

PARA-130:Legal Transactions

<i>Course SLOs</i>	<i>Methods of Assessment</i>	<i>Results</i>	<i>Actions</i>
<p>Transactions - Students will demonstrate an understanding of legal transactions.</p> <p>Course SLO Status: Active</p> <p>Course Assessment Cycle: 2015 - 2016 (Fall 2016)</p> <p>Start Date: 10/03/2016</p>	<p>Exam/Quiz - In Course - Students will take a final exam.</p> <p>Criterion/Target: 80 % of the course completers will demonstrate a 70% or better score on the final exam.</p>	<p>Semester of Assessment: 2015 - 16 (Spring 2016)</p> <p>Criterion/Target Met: Yes</p> <p>80% or greater completed the final with 70% or above.</p> <p>There is a relationship between contracts (Para 130), real estate (Para 136) and business organizations (Para 138). Students who completed 2 of the 3 course demonstrated an better understanding of contracts. (04/04/2017)</p>	<p>Action: Prepare curriculum combining the issues of contracts, real estate and business organizations. (05/01/2017)</p> <p>Type of resource requested: Staff</p> <p>Resource Request: Staff to write the course.</p> <p>Follow-Up: Para 150 Legal Transactions has been written. The curriculum for Real Property 136 and Business Organizations (Para 138) has been refocused and re-written. (10/12/2018)</p>

PARA-132:Family Law and Procedure

<i>Course SLOs</i>	<i>Methods of Assessment</i>	<i>Results</i>	<i>Actions</i>
<p>Legal issues in a family Law Practice - Students will demonstrate an understanding of the basic principle of a family law practice.</p> <p>Course SLO Status: Active</p> <p>Course Assessment Cycle: 2017 - 2018 (Spring 2018)</p> <p>Start Date: 02/02/2018</p>	<p>Exam/Quiz - In Course - Students will successfully complete the quizzes and exams.</p> <p>Criterion/Target: 70% of the course completers will attain a cumulative score of 70% or greater on quizzes and exams.</p>	<p>Semester of Assessment: 2017-2018 (Spring 2018)</p> <p>Criterion/Target Met: Yes</p> <p>The students were able to attain 70% or greater on the quizzes and exams. (10/12/2018)</p>	<p>Action: A quadrennial review needs to be made on the course to insure currency of the topics in the course. (10/12/2018)</p> <p>Type of resource requested: Staff</p> <p>Resource Request: Staff to review and update the curriculum.</p> <p>Follow-Up: The review has been added to the update list for Fall 2018. The faculty teaching the course have been requested to submit updates to the department chair. (10/12/2018)</p>

PARA-133:Workers Compensation Law and Procedure

<i>Course SLOs</i>	<i>Methods of Assessment</i>	<i>Results</i>	<i>Actions</i>
<p>Laws and Procedures - Students will demonstrate an understanding of the laws and procedures of worker's compensation.</p> <p>Course SLO Status: Active</p> <p>Course Assessment Cycle: 2017 - 18 (Fall 2017)</p> <p>Start Date: 08/21/2017</p>	<p>Exam/Quiz - In Course - Students will take quizzes and exams</p> <p>Criterion/Target: 70% of the course completers will attain 70% or greater cumulative score on the quizzes and exams.</p>	<p>Semester of Assessment: 2017-2018 (Spring 2018)</p> <p>Criterion/Target Met: Yes</p> <p>The students who completed the course demonstrated 70% or greater on the quizzes and exams. (10/12/2018)</p>	<p>Action: Zero cost materials should be made available to the students. (10/12/2018)</p> <p>Type of resource requested: Supplies</p> <p>Resource Request: Cost of printing zero cost materials for the students.</p> <p>Follow-Up: The request will be included in the department RARS for Fall 2018. (10/12/2018)</p>

PARA-134: Probate Law and Procedure

<i>Course SLOs</i>	<i>Methods of Assessment</i>	<i>Results</i>	<i>Actions</i>
<p>Wills and Trusts - Students will demonstrate an understanding of wills and trusts.</p> <p>Course SLO Status: Active</p> <p>Course Assessment Cycle: 2014 - 2015 (Spring 2015)</p> <p>Start Date: 10/02/2014</p>	<p>Portfolio Review - Students will prepare sample wills and trusts.</p> <p>Criterion/Target: 70% of the course completers will understand how to draft a simple will and or trust.</p>	<p>Semester of Assessment: 2014 - 2015 (Spring 2015)</p> <p>Criterion/Target Met: Yes</p> <p>70% or greater of the course completers were able to draft a simple will or trust. Students would be better served if wills and trusts were covered in an advanced life planning course along with the other issues of elder law. (10/12/2018)</p>	<p>Action: Include wills and trusts in the advanced life planning course. (10/12/2018)</p> <p>Type of resource requested: Staff</p> <p>Resource Request: Staff to write the advanced life planning course.</p> <p>Follow-Up: The Advanced Life Planning course has been approved in the curriculum and has been added to the course schedule. (10/12/2018)</p>

PARA-135:Bankruptcy Law and Procedure

<i>Course SLOs</i>	<i>Methods of Assessment</i>	<i>Results</i>	<i>Actions</i>
<p>Bankruptcy Laws and Procedures - Students will have a basic understanding of Bankruptcy laws and procedures. Course SLO Status: Active Course Assessment Cycle: 2018 - 2019 (Fall 2018) Start Date: 09/01/2018</p>	<p>Exam/Quiz - In Course - Students will take a comprehensive exam at the conclusion of the class. Criterion/Target: 70% will score 70% or greater.</p>	<p>Semester of Assessment: 2017-2018 (Spring 2018) Criterion/Target Met: No The course was cancelled due to lack of enrollment. (10/26/2018)</p>	<p>Action: Do an assessment when the course is offered in the rotation. (10/26/2018) Type of resource requested: Staff Resource Request: Staff to teach the class and do the assessment. Follow-Up: The class has not been in the schedule. (08/21/2019)</p>

PARA-138:Law of Business Organizations

<i>Course SLOs</i>	<i>Methods of Assessment</i>	<i>Results</i>	<i>Actions</i>
<p>Business Organizations - Students will demonstrate an understanding of Business Organizations in California.</p> <p>Course SLO Status: Active</p> <p>Course Assessment Cycle: 2015 - 2016 (Spring 2016)</p> <p>Start Date: 10/12/2016</p>	<p>Exam/Quiz - In Course - Students will demonstrate proficiency in the quizzes and final exam.</p> <p>Criterion/Target: 70 of the course completers will demonstrate proficiency on the quizzes and exams.</p>	<p>Semester of Assessment: 2015 - 16 (Spring 2016)</p> <p>Criterion/Target Met: Yes</p> <p>The students would be better served with the instruction on Business Organizations be included in the Para 150 Legal Transactions. (10/12/2017)</p>	<p>Action: Include Business Organizations in Para 150. Rewrite the focus of Para 138 to be corporate compliance. (10/12/2018)</p> <p>Type of resource requested: Staff</p> <p>Resource Request: Staff to rewrite the Para 138 focus to corporate compliance.</p> <p>Follow-Up: Para 150 includes the issues of Business organization structure. (10/12/2018)</p> <p>Follow-Up: The curriculum for Para 138 has been approved to focus on corporate compliance issues. (10/12/2018)</p>

PARA-139: Fundamentals of Labor Law

<i>Course SLOs</i>	<i>Methods of Assessment</i>	<i>Results</i>	<i>Actions</i>
<p>Labor law and principles - Students will demonstrate a basic understanding of the law and principles in a labor law practice</p> <p>Course SLO Status: Active</p> <p>Course Assessment Cycle: 2018 - 2019 (Fall 2018)</p> <p>Start Date: 10/22/2018</p>	<p>Exam/Quiz - In Course - Final Examination for the course.</p> <p>Criterion/Target: 70% will receive a minimum of 70% on the final exam.</p>	<p>Semester of Assessment: 2018 - 2019 (Fall 2018)</p> <p>Criterion/Target Met: No</p> <p>The course has not made the minimum students at this time. (08/21/2019)</p>	<p>Action: Market the course for the Fall 2019 schedule. Offer in second 8 weeks to follow the successful Worker's compensation course. (08/21/2019)</p> <p>Type of resource requested: Staff</p> <p>Resource Request: Need adjunct faculty with expertise in Labor Law to teach the course.</p> <p>Follow-Up: Course has been offered in the Fall 2019 second 8 weeks. Email blasts to students and marketing in the Worker's compensation class are scheduled. (08/21/2019)</p>

PARA-140:Immigration Law and Procedure

<i>Course SLOs</i>	<i>Methods of Assessment</i>	<i>Results</i>	<i>Actions</i>
<p>Immigration Public Policy - Students will demonstrate an understanding of the history, public policy and the complicated role of federalism in immigration law.</p> <p>Course SLO Status: Active</p> <p>Course Assessment Cycle: 2015 - 2016 (Spring 2016)</p> <p>Start Date: 02/23/2016</p>	<p>Exam/Quiz - In Course - Students will be assessed on the history, public policy and Federal supremacy in Federal immigration law.</p> <p>Criterion/Target: 80% of the course completers shall achieve a score of 80% or greater on the exam.</p>	<p>Semester of Assessment: 2018 - 2019 (Fall 2018)</p> <p>Criterion/Target Met: Yes</p> <p>90% of the course completers passed the exam. (08/21/2019)</p>	<p>Action: Continue the assessment exam. (08/21/2019)</p> <p>Follow-Up: The course is offered Fall 2019. The exam will be used as an assessment. (08/21/2019)</p>
<p>Immigration Documents - Students will demonstrate a basic understanding of the immigration/visa categories.</p> <p>Course SLO Status: Active</p> <p>Course Assessment Cycle: 2015 - 2016 (Spring 2016)</p> <p>Start Date: 02/22/2016</p>	<p>Performance/Presentation - Students will present to the class on a visa type.</p> <p>Criterion/Target: The presentation will be scored for accuracy. 90% of the course completers shall score 90% or greater on the accuracy of their presentation.</p>	<p>Semester of Assessment: 2018 - 2019 (Fall 2018)</p> <p>Criterion/Target Met: Yes</p> <p>Over 90% of the students were able to demonstrate the basic knowledge of the various categories of visas in the presentation. (08/21/2019)</p>	<p>Action: Continue to use the Visa Presentation assignment as it is a good vehicle for the students to understand the categories. (08/21/2019)</p> <p>Follow-Up: The Visa assignment will be utilized in the Fall 2019 course. (08/21/2019)</p>

PARA-145:Civil Litigation Overview

<i>Course SLOs</i>	<i>Methods of Assessment</i>	<i>Results</i>	<i>Actions</i>
<p>Stages - The student will demonstrate an understanding of the stages of civil litigation.</p> <p>Course SLO Status: Active</p> <p>Course Assessment Cycle: 2015 - 2016 (Spring 2016)</p> <p>Start Date: 08/18/2016</p>	<p>Written Assignment - Class activity</p> <p>Criterion/Target: 70% of course completers will score 80% or greater.</p>	<p>Semester of Assessment: 2018 - 2019 (Spring 2019)</p> <p>Criterion/Target Met: Yes</p> <p>Group activity the last day of class where they are given 30 activities common to litigation and they put them in the proper order. The students get around 90% of the sequence correct, need to work on some of the motions. (08/21/2019)</p>	<p>Action: Use the activity in the Fall 2019 class. Review the sequencing with students. (08/21/2019)</p> <p>Follow-Up: The activities are included in the Fall 2019 course and will be reassessed in the Fall of 2019. (08/21/2019)</p>
<p>Documentation - The student will demonstrate an understanding of the documentation used in civil litigation.</p> <p>Course SLO Status: Active</p> <p>Course Assessment Cycle: 2015 - 2016 (Spring 2016)</p> <p>Start Date: 08/18/2016</p>	<p>Exam/Quiz - In Course - Comprehensive Exam</p> <p>Criterion/Target: 70% of the course completers will score 80% or greater.</p>	<p>Semester of Assessment: 2018 - 2019 (Spring 2019)</p> <p>Criterion/Target Met: Yes</p> <p>Midterm multiple choice questions. 90% demonstrated an understanding of the documents used in Civil Litigation. (08/21/2019)</p>	<p>Action: Use the midterm as an assessment of this outcome in Fall 2019. (08/21/2019)</p> <p>Follow-Up: The questions for assessment are included in the Fall 2019 course and will be reassessed in Fall 2019. (08/21/2019)</p>
<p>Role - The student will demonstrate an understanding of the role of a paralegal in civil litigation.</p> <p>Course SLO Status: Active</p> <p>Start Date: 08/18/2016</p>	<p>Exam/Quiz - In Course - Essay question on exam</p> <p>Criterion/Target: 70% of the students will receive 80% or greater.</p>	<p>Semester of Assessment: 2018 - 2019 (Spring 2019)</p> <p>Criterion/Target Met: Yes</p> <p>The final exam has an essay question used to assess this outcome. 90% or more successfully demonstrated an understanding of the paralegal's role in Civil Litigation. (08/21/2019)</p>	<p>Action: Include the instruction and assessment in the final exam in Fall 2019. (08/21/2019)</p> <p>Follow-Up: The final exam for Fall 2019 includes the assessment question. (08/21/2019)</p>

PARA-146:Tort Law and Alternative DisputeResolution

<i>Course SLOs</i>	<i>Methods of Assessment</i>	<i>Results</i>	<i>Actions</i>
<p>Paralegals Role - Students will understand the paralegal's role in the law office regarding tort and alternate dispute resolution.</p> <p>Course SLO Status: Active</p> <p>Course Assessment Cycle: 2015 - 2016 (Fall 2016)</p> <p>Start Date: 03/30/2016</p>	<p>Exam/Quiz - In Course - Students will complete quizzes and a final exam.</p> <p>Criterion/Target: 70% of the course completers will achieve a cumulative score of 70% or greater on the quizzes and final exam.</p>	<p>Semester of Assessment: 2018 - 2019 (Spring 2019)</p> <p>Criterion/Target Met: Yes</p> <p>70% of the course completers demonstrated a score greater than 70% (08/21/2019)</p>	<p>Action: Review the SLOs for the course. (08/21/2019)</p> <p>Follow-Up: SLOs are scheduled for review at the advisory and department meetings during flex week. (08/21/2019)</p>

PARA-150:Legal Transactions

<i>Course SLOs</i>	<i>Methods of Assessment</i>	<i>Results</i>	<i>Actions</i>
<p>Drafting Legal Documents - The student shall demonstrate an understanding of the principles of drafting legal documents.</p> <p>Course SLO Status: Active</p> <p>Course Assessment Cycle: 2015 - 2016 (Fall 2015)</p> <p>Start Date: 09/01/2015</p>	<p>Written Assignment - Comprehensive assessment</p> <p>Criterion/Target: 90% of the course completers shall achieve a minimum of 70% on the comprehensive assessment.</p>	<p>Semester of Assessment: 2014 - 2015 (Spring 2015)</p> <p>Criterion/Target Met: Yes</p> <p>90% of the course completers achieve a minimum of 70% on the comprehensive assessment. (06/06/2015)</p>	<p>Action: The comprehensive assessment will be utilized for the Spring 2016 semester. (01/28/2016)</p> <p>Type of resource requested: Staff</p> <p>Follow-Up: The assessment will be reviewed in the Fall 2017 department breakout meeting. (07/26/2017)</p>

PARA-246:Legal Research and Analysis

<i>Course SLOs</i>	<i>Methods of Assessment</i>	<i>Results</i>	<i>Actions</i>
<p>Technical Principles - Students will demonstrate the basic technical principles of legal research. Course SLO Status: Active Course Assessment Cycle: 2015 - 2016 (Fall 2015) Start Date: 09/01/2015</p>	<p>Written Assignment - The students will complete a memorandum assignment utilizing basic legal research principles. Criterion/Target: 90% of the course completers will achieve 70% or greater on the assignment.</p>	<p>Semester of Assessment: 2018 - 2019 (Spring 2019) Criterion/Target Met: Yes 90% of the course completers demonstrated the basic knowledge of the fundamentals of legal research. (08/21/2019)</p>	<p>Action: Continue to schedule the Para 246 research class. (08/21/2019) Type of resource requested: Staff Resource Request: Adjunct staff with expertise in legal research and writing. Follow-Up: The course is schedule for Fall 2019 and Spring 2020. (08/21/2019)</p>
<p>Legal Analysis and Communication - Students will be able to analyze legal issues and communicate their analysis in a professional manner. Course SLO Status: Active Course Assessment Cycle: 2015 - 2016 (Fall 2015) Start Date: 09/01/2015</p>	<p>Written Assignment - Students will complete a memo assignment demonstrating their ability to communicate their legal analysis in a professional manner. Criterion/Target: 90% of the course completers shall achieve 70% or greater on the memo assignment.</p>	<p>Semester of Assessment: 2018 - 2019 (Spring 2019) Criterion/Target Met: Yes 90% of the course completers provided a legal research memorandum that demonstrated the ability to communicate their legal analysis in a professional manner. (08/21/2019)</p>	<p>Action: Provide students with instruction on professional analysis. (08/21/2019) Type of resource requested: Staff Resource Request: Need adjunct faculty with an expertise in legal research and writing to instruct the course. Follow-Up: The course is schedule for Fall 2019 and Spring 2020. (08/21/2019)</p>

PARA-248:Advanced Research and Writing

<i>Course SLOs</i>	<i>Methods of Assessment</i>	<i>Results</i>	<i>Actions</i>
<p>Legal Reasoning - Students will demonstrate an understanding of the court's analytical approach to law as applied to facts. Course SLO Status: Active Course Assessment Cycle: 2014 - 2015 (Fall 2014) Start Date: 08/24/2015</p>	<p>Written Assignment - Students will prepare written law office memorandum. Criterion/Target: 70% or greater of the course completers will achieve the criteria.</p>	<p>Semester of Assessment: 2018 - 2019 (Spring 2019) Criterion/Target Met: Yes the assignment was based on prior research assignments. 13/15 completed the assignment. Average grade was B+ which demonstrates overall proficiency. (09/02/2019)</p>	<p>Action: Will continue to have semester long research which culminates in the memo assignment to assess the students understanding of the court's analytical approach. (09/05/2019) Type of resource requested: Supplies Resource Request: Need Lexis to be able to access the court documents. Follow-Up: Lexis is available to all students in Para 246 and Para 248 since Fall 2016. (08/21/2019)</p>
		<p>Semester of Assessment: 2015 - 16 (Spring 2016) Criterion/Target Met: Yes The assignment was a law office memorandum, which was based on the semester of research by the student. 13/15 successfully completed the assignment with a B+ average. (06/14/2016)</p>	<p>Action: Continue with the law office memorandum assignment. (08/21/2019) Follow-Up: The assignment continues to be part of the class curriculum. (08/21/2019)</p>
		<p>Semester of Assessment: 2015 - 16 (Fall 2015) Criterion/Target Met: Yes 90% of the students who completed the course reached the desired level of analysis. One student did not meet the level of expectation for the analysis. (02/23/2016)</p>	<p>Action: Followed up with Sp 16 assessment which indicated 13/15 successfully met the criteria. Will continue to use the assessment tool. (06/14/2016) Type of resource requested: Supplies Resource Request: Lexis needed to do the appropriate research. Follow-Up: 90% of the students who completed the course reached the desired level of analysis. (08/21/2019)</p> <p>Action: In consultation with the instructor the law office memorandum assignment will continue to be utilized as a</p>

Course SLOs	Methods of Assessment	Results	Actions
			<p>method of assessment for the analysis and communication slos. (02/23/2016)</p> <p>Type of resource requested: Equipment</p> <p>Resource Request: Need updated computers to continue to have access to the legal software necessary to perform this level of analysis in the assignment.</p> <p>Follow-Up: Lexis is available to students. The assignment is successfully completed by 90% of the course completers. (08/21/2019)</p>
<p>Communication - Students will think logically in solving problems, explaining their conclusions, and evaluating the analysis of others.</p> <p>Course SLO Status: Active</p> <p>Course Assessment Cycle: 2015 - 2016 (Fall 2015)</p> <p>Start Date: 08/24/2015</p>	<p>Written Assignment - Students will prepare law office memorandum.</p> <p>Criterion/Target: 70% or greater will achieve the desired level of legal analysis.</p>	<p>Semester of Assessment: 2018 - 2019 (Spring 2019)</p> <p>Criterion/Target Met: Yes</p> <p>13/15 students successfully completed with a B+ competent average in the assignment. (09/05/2019)</p>	<p>Action: The assessment tool will continue to be used to measure the students ability to tie in the semester of research into a professional law office memorandum which demonstrates the assessed criteria. (06/14/2016)</p> <p>Type of resource requested: Supplies</p> <p>Resource Request: Need Lexis to successfully do the research.</p> <p>Follow-Up: The assessment of the assignment continues to be successful. (08/21/2019)</p>
		<p>Semester of Assessment: 2015 - 16 (Spring 2016)</p> <p>Criterion/Target Met: Yes</p> <p>13 of 15 successfully completed the assignment demonstrating appropriate logical thinking and analysis. (06/14/2016)</p>	<p>Action: Lexis needs to be available for the students in the class to be able to successfully do the required research. (08/21/2019)</p> <p>Type of resource requested: Supplies</p> <p>Resource Request: Funding for Lexis licenses.</p> <p>Follow-Up: Memorandum sent to</p>

Course SLOs	Methods of Assessment	Results	Actions
			Dean regarding continued funding of Lexis. Meeting scheduled to discuss technical needs under the SAC grant for technology. (08/21/2019)
		<p>Semester of Assessment: 2015 - 16 (Fall 2015) Criterion/Target Met: Yes 90% of the students who completed the course reached the desired level of analysis. One student did not meet the level of expectation for the analysis. (02/23/2016)</p>	<p>Action: Follow up with Spring 2016 assessment completed. Showed successful completion by 13/15 students. (06/14/2016) Type of resource requested: Supplies Resource Request: Lexis and in-class computers needed to successfully complete the research for the assignment. Follow-Up: The classroom has been outfitted wit laptops. Lexis still needs to be available. (08/21/2019) (08/21/2019)</p> <hr/> <p>Action: 90% of the students who completed the course reached the desired level of analysis. One student did not meet the level of expectation for the analysis. (02/23/2016) Type of resource requested: Equipment Resource Request: Need to have updated equipment in the Paralegal classroom to facilitate the access to the legal research materials to perform the proper analysis. Follow-Up: The classroom has been outfitted wit laptops. Lexis still needs to be available. (08/21/2019)</p>

PARA-297: The Professional Paralegal (Formerly: Paralegal 298)

Course SLOs	Methods of Assessment	Results	Actions
<p>Professional Communication - Students shall demonstrate the ability to communicate in a professional manner as required in a law office. Course SLO Status: Active Start Date: 09/01/2015</p>	<p>Written Assignment - The students shall demonstrate the ability to communicate in a professional manner through the online discussions. Criterion/Target: 90% of the course completers shall score 90% or above on the online discussion forums.</p>	<p>Semester of Assessment: 2019 - 2020 (Fall 2019) Criterion/Target Met: Yes The cover letter and email assignments were reviewed. 100% of the course completers demonstrated professional communication skills. The written documents submitted in the portfolio assignment were reviewed and 100% of the course completers demonstrated professional communication skills, research skills and proper citation skills. (12/16/2019)</p>	<p>Action: Continue the cover letter, email and portfolio assignments to monitor the professional communication skills of students prepared for completion of the program. (01/15/2020) Type of resource requested: Staff Resource Request: Instructors to facilitate the Para 297 class. Follow-Up: Cover letter and email assignments included in the Spring 2020 curriculum. (01/15/2020)</p>
		<p>Semester of Assessment: 2017-2018 (Fall 2017) Criterion/Target Met: Yes 100% of the students demonstrated mastery of the communication SLO (02/08/2018)</p>	<p>Action: Continue to have written communication assignments in Para 101, 121 and 297. (02/08/2018) Type of resource requested: Staff Resource Request: Tutors in the ACC to assist in professional communication skills. Follow-Up: The communication outcome for the fall 2018 class shows all completers have exceeded the 90% target. Will continue with requiring written assignments throughout the curriculum to develop the professional communication skills. (10/05/2018)</p>
		<p>Semester of Assessment: 2015 - 16 (Fall 2015) Criterion/Target Met: Yes 100% of the course completers demonstrated the ability to communicate through 26 separate discussions that required members of the class to work together in a collaborative manner. (02/23/2016)</p>	<p>Action: The discussions will continue to be utilized as a method of analysis of the students ability to communicate in a professional manner. (02/23/2016) Type of resource requested: Staff</p>

Course SLOs	Methods of Assessment	Results	Actions
	<p>Written Assignment - Students shall prepare a professional cover letter Criterion/Target: 90% or greater of the course completers shall receive 90% or greater on the cover letter assignment.</p>	<p>Semester of Assessment: 2015 - 16 (Fall 2015) Criterion/Target Met: Yes There were multiple discussions and drafts prior to the final submission. 100% of the course completers received 100% on their final submission of the cover letter. (02/23/2016)</p>	<p>Resource Request: The instructor will be required to monitor the discussions. Follow-Up: Assessed Fall 2017 (02/08/2018) Action: The assignment and discussions will continue to be utilized to properly prepare the student with a viable cover letter for their resume. (02/23/2016) Type of resource requested: Supplies Resource Request: Lexis passwords are necessary for the students to continue to prepare projects to include with their cover letter. Follow-Up: Followed up Fall 2016 Reassessed. (02/08/2017)</p>
<p>Employment requirements - Students shall demonstrate their understanding of the requirements for employment in the legal profession. Course SLO Status: Active Start Date: 09/01/2015</p>	<p>Written Assignment - Students shall independently gather information and present a professional resume and cover letter. Criterion/Target: 90% of course completers shall score 90% or greater on the resume and cover letter assignments.</p>	<p>Semester of Assessment: 2019 - 2020 (Fall 2019) Criterion/Target Met: Yes Module 3 has a series of assignments where students independently gather information on Orange County employer legal service job specifications. Students demonstrated an ability to independently and collaboratively gather (12/16/2019)</p>	<p>Action: Continue the Para 297 job related assignments. (01/15/2020) Type of resource requested: Staff Resource Request: Staff required to facilitate the Para 297 class. Follow-Up: Job related assignments included in the Spring 2020 assignments for analysis. (01/15/2020)</p>
		<p>Semester of Assessment: 2017-2018 (Spring 2018) Criterion/Target Met: Yes Students expressed surprise and a desire of earlier information on the internship and job development resources available at SAC. The students were able to gather the required information. (10/05/2018)</p>	<p>Action: Incorporate information on the internship and job development opportunities into the Para/Law 100 classes. The information is incorporated into the Fall 2018 classes. (10/05/2018) Type of resource requested: Staff Resource Request: Additional job development staff to assist the CTE students and coordinate the</p>

Course SLOs	Methods of Assessment	Results	Actions
			<p>internships.</p> <p>Follow-Up: The curriculum has been added to Para 100 and Law 100 for Fall 2018. (10/05/2018)</p>
		<p>Semester of Assessment: 2017-2018 (Fall 2017)</p> <p>Criterion/Target Met: Yes</p> <p>100% of the students who successfully completed the class met the mastery criteria. (02/08/2018)</p>	<p>Action: Continue resume writing assessments. (02/08/2018)</p> <p>Type of resource requested: Staff</p> <p>Resource Request: Need Work Force Developers to assist students in editing their resumes to fit particular job applications.</p> <p>Follow-Up: The students in the Spring 2018 class in the first assignment, presented entry level resumes and cover letters. By the final assignment students had developed with assistance from the job developer and the assignments in class professional level resumes and cover letters. There are more students than the present level of staffing in the job developer's office is able to reasonably accommodate. Additional job developer is needed for the volume of students in the program to be adequately accommodated. (10/05/2018)</p>
		<p>Semester of Assessment: 2015 - 16 (Fall 2015)</p> <p>Criterion/Target Met: Yes</p> <p>100% of the course completers participated in multiple discussions, conducted independent research and prepared professional resumes and coverletters that reflected their knowledge of the requirements for employment in the legal profession. (02/23/2016)</p>	<p>Action: The discussions and research assignments will continue to be utilized as part of the assessment of the cover letter and resume assignments. (02/23/2016)</p> <p>Type of resource requested: Staff</p> <p>Resource Request: The instructor is necessary to monitor the discussions and give feed back to the students on their research</p>

Course SLOs	Methods of Assessment	Results	Actions
<p>Ethical Rules of Conduct - Students will demonstrate an understanding of the ethical rules of conduct. Course SLO Status: Active Start Date: 09/01/2015</p>	<p>Written Assignment - Students will prepare a law office memorandum demonstrating common ethical issues including the billing of paralegal time. Students will apply California law to a fact scenario. Criterion/Target: 90% of the course completers shall score 90% or greater on law office memorandum.</p>	<p>Semester of Assessment: 2019 - 2020 (Fall 2019) Criterion/Target Met: Yes The students have indicated that the time consumed with the billing assignments detracts from the employment and graduation assignments. The time and billing assignments have been reallocated to Para 101 Law Office Management. (01/15/2020)</p>	<p>and analysis of the requirements. Follow-Up: The assignments have shown a 90% achievement of the professional communication outcome. (10/05/2018)</p> <hr/> <p>Action: The time and billing assignments have been incorporated in to Para 100 and Para 101 Law Office Management. A common course master class for Para 100 will be created which will include time and billing. (01/15/2020) Type of resource requested: Staff Resource Request: Staff needed to facilitate the Para 101 and Para 100 classes. Follow-Up: Assignments included in Para 101. (01/15/2020)</p>
		<p>Semester of Assessment: 2017-2018 (Fall 2017) Criterion/Target Met: Yes 80% of the students who successfully demonstrated mastery of the SLO. 20% were near mastery. (02/08/2018)</p>	<p>Action: Continue assessing ethics in various written assignments, including the memo. Emphasis Cal Bar rules not ABA apply in 246, 248, 101 and 121. (02/08/2018) Type of resource requested: Staff Resource Request: Tutors in the ACC who are familiar with the Cal Bar Rules. Follow-Up: The outcome assessment for Para 297 indicates that the completers in the 297 class score 90% or better in the ethics questions based on California law. This meets the course outcome goals. There will continue to be assessments of the ethical questions. (10/05/2018)</p>
		<p>Semester of Assessment: 2015 - 16 (Fall 2015)</p>	<p>Action: The instructor will</p>

Course SLOs	Methods of Assessment	Results	Actions
		<p>Criterion/Target Met: Yes 100% of the course completers prepared a law office memorandum that covered the ethical issues. (02/23/2016)</p>	<p>continue to use the discussions as background for the students preparation of the memorandum. (02/23/2016) Type of resource requested: Staff Resource Request: The instructor is required to monitor the discussions. Follow-Up: The outcome assessment indicated that all course completers achieved the goals for understanding the California rules of ethics. (10/05/2018)</p>
<p>Time and Billing - Students will demonstrate an understanding of the ethical standards for billing in a California law office. Course SLO Status: Active Course Assessment Cycle: 2017 - 18 (Fall 2017) Start Date: 08/28/2017</p>	<p>Written Assignment - Students will keep a weekly time and billing log and produce a final bill that meets the ethical standards for law offices in California. Criterion/Target: Students will achieve 90% or greater to demonstrate mastery of the outcome. Notes: Based on assignments in Para 101 and 121. Related Documents: Outcomes- PARA297_#40575_Online_(Fall_2017).pdf</p>	<p>Semester of Assessment: 2019 - 2020 (Fall 2019) Criterion/Target Met: Yes Students demonstrate a clear understanding of time and billing when they start the class. Students have indicated they would prefer to focus more on graduation and employment issues. The Para 120 Computer in the Law Office class has assignments dealing with proper methods of tracking time on excel. The (01/15/2020)</p> <hr/> <p>Semester of Assessment: 2017-2018 (Fall 2017) Criterion/Target Met: Yes 80 % of the students who completed the course showed mastery of the slo. One student was near mastery of the slo. (02/08/2018)</p>	<p>Action: Remove time and billing assignments. (01/15/2020) Type of resource requested: Staff Resource Request: Removed assignments. Follow-Up: Assignments removed. (01/15/2020)</p> <hr/> <p>Action: Continue to assess the SLO with the Time and Billing Assignments. Continue to have the Time and Billing Assignments in Para 101 and 121 to build skill sets for final assessment. (02/08/2018) Type of resource requested: Staff Resource Request: Tutors in the Academic Computing Center to assist Paralegal Students with time and billing assignments. Follow-Up: The majority of students in the first time keeping assignment demonstrate a lack of understanding of the basic time keeping requirements. By the</p>

Course SLOs	Methods of Assessment	Results	Actions
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completion of the semester the students achieve the 90% mastery of the time keeping. The Para 120 class curriculum starting in Fall 2018 will include an Excel assignment on how to create and properly utilize time keeping in a law office. (10/05/2018)

Action: Have legal time keeping software available for use in the online classes. (02/08/2018)

Type of resource requested:
Supplies

Resource Request: Legal
Timekeeping software

Follow-Up: This is a goal that will be included in the Fall 2018 RARS. (10/05/2018)

PARA-299: Cooperative Work Experience Education

Course SLOs	Methods of Assessment	Results	Actions
<p>Professional Experience - Students will gain experience working in a legal environment Course SLO Status: Active Start Date: 09/01/2015</p>	<p>Performance/Presentation - Students will participate in a practical learning environment. Criterion/Target: The course completers will have gained experience in a legal services environment.</p>	<p>Semester of Assessment: 2016 - 2017 (Spring 2017) Criterion/Target Met: No The analysis of the work experience/internship program is that there are insufficient staff to properly screen work sites and place students in internships compatible with the students abilities and skills. (10/12/2018)</p>	<p>Action: The grant funded work experience coordinator position is funded by a grant written by legal studies. The administration needs to do a reorganization and allocate ongoing funds to the position. (10/12/2017) Type of resource requested: Staff Resource Request: The administration fund the reorganization and hire the job developer. Follow-Up: The reorganization has been completed. The funds were identified. The district swept the funds and the position has not been hired. Total failure on the administration. (05/12/2018)</p>
		<p>Semester of Assessment: 2017-2018 (Spring 2018) Criterion/Target Met: No The job developer position was successfully reorganized. The district/college needs to fund and hire the position. (10/12/2018)</p>	<p>Action: Fund the job developer position. (10/12/2018) Type of resource requested: Staff Resource Request: Fund the job developer position. Follow-Up: The request has been made to the Dean to get the position funded. (10/12/2018)</p>