

Palomar College – Institutional Review and Planning Instructional Programs

Purpose of Institutional Review and Planning:

The institution assesses progress toward achieving stated goals and makes decisions regarding the improvement of institutional effectiveness in an on-going and systematic cycle of evaluation, integrated planning, resource allocation, implementation, and re-evaluation. Evaluation is based on analyses of both quantitative and qualitative data (ACCJC/WASC, Standard I, B.3.)

Discipline: Legal Studies

Instructional Discipline Reviewed

2007-08

1. 3-year trend of quantitative data

	Fall 2004	Fall 2005	Fall 2006	Definitions
Enrollment at Census	-	20	-	<i>Self Explanatory</i>
Census Enrollment Load %	-	50.00%	-	Enrollment at Census Divided By Sum of Caps (aka "Seats")
WSCH	-	64	-	Weekly Student Contact Hours
FTEF	-	2.13	-	One Full-Time Equivalent Student = 30 WSCH
Total FTEF	-	0.20	-	Total Full-Time Equivalent Faculty
WSCH/FTEF	-	320	-	WSCH Generated per Full-Time Equivalent Faculty Member
Full-time FTEF	-	0.20	-	FTEF from Contract Faculty
Hourly FTEF	-	-	-	FTEF from Hourly Faculty
Overload FTEF	-	-	-	FTEF from Contract Faculty Overload
Part-Time FTEF	-	-	-	Hourly FTEF + Overload FTEF
Part-Time FTEF %	-	-	-	Percent of Total FTEF Taught By Part-Time Faculty
Retention Rate	-	94.44%	-	Non-W Grades (A,B,C,CR,D,F,FW,NC) Divided By A,B,C,CR,D,F,FW,NC,W Grades
Success Rate	-	77.78%	-	A,B,C,CR Grades Divided By A,B,C,CR,D,F,FW,NC,W Grades
Degrees Awarded	1	-	1	Total number of Degrees awarded for the Full Academic Year
Certificates Awarded:	-	-	-	Total number of Certificates awarded for the Full Academic Year
- Under 18 Units	-	-	-	Total number of Certificates awarded for the Full Academic Year
- 18 or More Units	-	-	-	Total number of Certificates awarded for the Full Academic Year

2. Reflect upon and analyze the above 3-year trend data. Briefly discuss overall observations and any areas of concern or noteworthy trends.

The data for Legal Studies is reflected with Paralegal Studies; therefore, the current data is not meaningful during this transition time of terminating the Paralegal Studies program and building the more comprehensive Legal Studies programs, ie., "pre-law," paralegal, legal studies in business.

3. Reflecting on the 3-year trend data, describe/discuss discipline planning related to the following:

PLAN – 2007-08	Progress – 2008-09
<p>a. Curriculum, programs, certificates and degrees (consider changes due to CSU/UC transfer language updates, articulation, workforce and labor market projections, certificate or degree completions, etc.)</p>	<p>No changes are required at this time, since we finished a complete curriculum review last year and implemented articulation agreements with a number of institutions, most notably UCSD.</p>
<p>b. Class scheduling (consider enrollment trends, growth, course rotation, comprehensiveness, etc.)</p>	<p>We are constantly monitoring course rotation, etc., since this program is new and the first approved Legal Studies degree by the CCC system.</p>

4. Discuss/identify the resources necessary to successfully implement the planning described:

PLAN – 2007-08	Progress – 2008-09
a. Equipment/Technology – block grant funds, VTEA, other resources, etc.	N/A
b. Budget – budget development process, one-time funds, grants, etc.	The allocation of Paralegal funding should be sufficient in the near term; however, long term additional funding may be required.
c. Facilities – schedule maintenance needs, additional classrooms/labs due to growth, remodeling, etc.	The new MIB building is configured to support the program with labs and a mock court lab.
d. Faculty position(s) – faculty priority process and projected full-time needs for 1 – 3 years	One new faculty member will be required within the next three years to address Paralegal Studies, pre-law, and Legal Studies in Business. A second faculty member should be added in a 4-6 year time frame, driven by program growth both in Legal Studies and business law courses.
e. Staff position(s) – changes in instructional or support needs due to program growth, new technology, etc.	
f. Other	

5. Discuss one discipline goal linked to Palomar's Strategic Plan 2009 and how it will support the success of students.

The Legal Studies programs and Legal Studies in Business are focused on excellence as was the Paralegal Program. Our programs are acknowledged by the legal community and our students are sought after and considered to be valuable additions to the profession.

6. Student Learning Outcome progress:

a. Describe a learning outcome at the course or program level and the assessment used to measure student learning of that outcome.

An important outcome for students in our "new paralegal program" would be upon completion of the certificate at University of California at San Diego to pass the "certified Paralegal" exam sponsored by the National Association of Legal Assistants.

b. Discuss a learning outcome that is observable yet difficult to measure.

7. Describe a discipline accomplishment that you want to share with the college community.

The capstone course for the Legal Studies programs is “Contemporary Legal Issues,” which is a TV program in addition to being a Telecourse. CLI has received critical acclaim and has won more than a dozen national awards over the past decade. Some of the many awards include The Aurora, Aegis, Communicator, Accolade, and the Videographer Awards for excellence in video and film production.

8. Are there other resources (including data) that you need to complete your discipline review and planning?

9. For programs with an external accreditation, indicate the date of the last accreditation visit and discuss recommendations and progress made on the recommendations.

NA

10. Other comments, recommendations:

None at this time.

Please identify faculty and staff who participated in the development of the reviewer's planning:

Angelo Corpora

Legal Studies Coordinator

Department Chair/Designee Discipline Review and Signature

Date

Division Dean Review and Signature

Date

* By no later than 2/14/08, forward a hard copy to Instructional Services for review by IPC.

* Also, by no later than 2/14/08, forward an electronic copy to Institutional Research and Planning.