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: Paralegal   _____

Instructional Discipline Reviewed   **2007-08**

1.   3-year trend of quantitative data

	Fall 2004	Fall 2005	Fall 2006	Definitions
Enrollment at Census	354	199	189	*Self Explanatory*
Census Enrollment Load %	65.37%	44.59%	44.42%	Enrollment at Census Divided By Sum of Caps (aka "Seats")
WSCH	1,059	598	587	Weekly Student Contact Hours
FTES	35.31	19.92	19.57	One Full-Time Equivalent Student = 30 WSCH
Total FTEF	2.53	1.93	1.80	Total Full-Time Equivalent Faculty
WSCH/FTEF	418	309	326	WSCH Generated per Full-Time Equivalent Faculty Member
Full-time FTEF	0.40	0.60	0.40	FTEF from Contract Faculty
Hourly FTEF	1.47	1.07	1.40	FTEF from Hourly Faculty
Overload FTEF	0.67	0.27	-	FTEF from Contract Faculty Overload
Part-Time FTEF	2.13	1.33	1.40	Hourly FTEF + Overload FTEF
Part-Time FTEF %	84.21%	68.97%	77.78%	Percent of Total FTEF Taught By Part-Time Faculty
Retention Rate	92.99%	90.16%	94.34%	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	70.12%	80.33%	70.44%	A,B,C,CR Grades Divided By A,B,C,CR,D,F,FW,NC,W Grades
Degrees Awarded	11	15	14	Total number of Degrees awarded for the Full Academic Year
Certificates Awarded:	15	19	19	Total number of Certificates awarded for the Full Academic Year
- Under 18 Units	-	1	-	Total number of Certificates awarded for the Full Academic Year
- 18 or More Units	15	18	19	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 AA degree in Paralegal Studies is in the final year of being phased out. The Paralegal Program, however, continues through the Legal Studies program and in collaboration with the University of California, San Diego. See the institutional review for Legal Studies for additional information. Overall, the Paralegal Studies program was highly successful as measured by the quantitative data above.

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

PLAN – 2007-08	Progress – 2008-09
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.)	Program is in the final phase of being phased out.
b. Class scheduling (consider enrollment trends, growth, course rotation, comprehensiveness, etc.)	See 3a above.

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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.	See 3a above.
b. Budget – budget development process, one-time funds, grants, etc.	See 3a above.
c. Facilities – schedule maintenance needs, additional classrooms/labs due to growth, remodeling, etc.	See 3a above.
d. Faculty position(s) – faculty priority process and projected full-time needs for 1 – 3 years	See 3a above.
e. Staff position(s) – changes in instructional or support needs due to program growth, new technology, etc.	See 3a above.
f. Other	See 3a above.

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

5. **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.**

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

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

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

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

10. Other comments, recommendations:

Department Chair/Designee Discipline Review and Signature   **Date**

Division Dean Review and Signature   **Date**