

# Program Review & Planning (PRP)

## PART 1: BASIC PROGRAM INFORMATION

Program Review is a self-study of your discipline. It is about documenting the plans you have for improving student success in your program and sharing that information with the college community. Through the review of and reflection on key program elements, program review and planning identifies program strengths as well as strategies necessary to improve the academic discipline, program, or service to support student success. With that in mind, please answer the following questions:

<b>Discipline Name:</b>	Legal Studies
<b>Department Name:</b>	Business Administration
<b>Division Name:</b>	AMBA

Please list all participants in this Program Review:

Name	Position
Jackie Martin	Chair
Joe Limer	PT faculty, LS
Angelo Corpora	PT faculty, LS

<b>Number of Full Time faculty</b>	New hire, Jan. 2018	<b>Number of Part Time Faculty</b>	6
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Please list the Classified positions (and their FTE) that support this discipline:

ADA, Lucy Aguilar; supports entire department

What additional hourly staff support this discipline and/or department:

None

Discipline mission statement ([click here for information on how to create a mission statement](#)):

The mission of the Legal Studies program is to prepare students for the legal field by providing courses that emphasize critical thinking, writing, and argument, guidance towards preparation for a paralegal career or law school, and activities that simulate events in the legal community.

List any new degrees and certificates offered within this discipline since your last comprehensive review:

Considering creating the Pathway to Law Schools AAT degree. Articulation Officer working on updating LS articulations with UCSD extension.

Discipline Level Data: <https://sharepoint2.palomar.edu/sites/IRPA/SitePages/PRP%20Summary%20Source.aspx>

## PART 2: PROGRAM REFLECTION

### 1. Program Analysis:

#### Reflect upon and provide an analysis of your summary data.

Spring data analysis through spring 2017:  
 Spring 2016 Enroll at Census was 42. Rose to 113 for spring 2017.  
 Fill rate decreased from 65% spring 16 to 62% spring 17.  
 WSCH increased from 163.40 to 324.20 respectively.  
 FTES increased from 5.45 to 10.31 respectively.

Success remained consistent at about 73% from fall 15 to fall 16  
 Retention remained high at from 91.1% to 89.7% respectively.

There were 4 AA awards in 2015 and 3 in 2016.  
 There were 6 Certificates in 2015 and 5 in 2016.

### 2. Standards:

**ACCJC requires that colleges establish institutional and program level standards in the area of course success rates. These standards represent the lowest success rate (% A, B, C, or Credit) deemed acceptable by the College. In other words, if you were to notice a drop below the rate, you would seek further information to examine why the drop occurred and strategies to address the rate.**

#### Discipline Level Course Success Rate:

- A. The College's institutional standard for course success rate is 70%.
- B. Review your discipline's course success rates over the past five years.
- C. Identify the minimum acceptable course success rate for your discipline. When setting this rate, consider the level of curriculum (e.g., basic skills, AA, Transfer) and other factors that influence success

Standard for Discipline Course Success Rate:

70%

Why?

Aligns with the college success rate goal.

### 3. Program Update:

#### Describe your proudest moments or achievements related to student success and outcomes.

We continue to be enthusiastic about the dynamic movement in the Legal Studies area in regards to the collaboration of two departments to increase interest and enrollment in the Legal Studies Program.

We continue to be equally eager with the success of the conversations with California Western Law School and University of California San Diego. We are continuing to align course content similar to models found in the Pathways to Law School program and consistent with other community colleges and their relationship with law schools.

The new AAT will be our next discussion re: curriculum in this area.

#### 4. Program Improvement:

**What areas or activities are you working on this year to improve your program? Please respond to new data as well as feedback from last year's program review.**

Updated articulation agreements between Palomar and UCSD Extension. Currently in progress.  
Successfully hired a FT Legal Studies professor who begins spring 18.

#### 5. Unanticipated Factors:

**Have there been any unanticipated factors that have affected the progress of your previous plan?**

UCSD Extension. (Dean's comment: Can you provide more information on this??)

#### 6. SLOACs:

**Describe your course and program SLO activities this past year. How have you used the results of your assessments to improve your courses and programs? Refer to the SLO/PRP report – <https://outcomes.palomar.edu:8443/tracdat/>**

Assessments will be entered spring 18 and overseen by the new hire in Legal Studies. A comprehensive analysis of SLOs and Assessments and course alignment, feedback will be conducted spring 18.

(Dean's comment: I'm assuming little to no SLO activities occurred this past year, due to the lack of a full-time faculty member?)

### PART 3: PROGRAM GOALS

**1. Progress on Previous Year's Goals: Please list discipline goals from the previous year's reviews and provide an update by placing an "X" the appropriate status box .**

Goal	Completed	Ongoing	No longer a goal
Hiring of FT faculty for LS/RE	X		X
Dual listing of LS/PS 121 and LS/PS240	X		X
UC and CSU approval of above courses			X no LS courses in lower division prep

**2. New Discipline Goals: Please list all discipline goals for this three-year planning cycle (including those continued from previous planning cycle):**

#### Goal #1

**Program or discipline goal** AAT Law and Public Policy

**Strategies for implementation** (from Ben Mudgett, AO)

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	<p>I haven't heard anything from the group of faculty working on the pathway to law school initiative. There is a finalized AAT in Law and Public Policy, which I've attached. Right now, I am not aware of any CSU campuses accepting the degree as similar, but I am sure that will change as time goes on.</p> <p>I've also attached the ASSIST articulation for UCSD Law and Society. The degree is housed within Sociology with a heavy emphasis from the sociology discipline. I am not finding any of the program requirements for Legal Studies within the lower division major preparation for Law and Society. Additional clarification to the statement on the right margin referencing "legal studies students may major or minor in "Law and Society" upon transfer to the UCSD" is needed. I have located an interdisciplinary <a href="#">law and society</a> program at UCSD, but this is a "minor" not a BA. The minor requires seven courses, of which five must be upper-division. We do not have articulation for lower division into this minor.</p> <p>Secondly, students wishing to double major at UCSD are under the terms of UCSD. As a result, I would recommend removing the reference to double majors.</p> <p>Finally, I am working with UCSD extension to renew the existing agreement to continue accepting LS 105, 121, and 145. I'll keep you updated as soon as it's finalized. Something to keep in mind, is that students must have a BA or significant legal experience to be admitted into the Paralegal program on a full-time accelerated basis. Students with an AA will be admitted part time only.</p> <ul style="list-style-type: none"> <li>• Bachelor's degree (for the Accelerated Program) or significant legal experience</li> <li>• Minimum of an Associate's Degree or equivalent general education units (for the Part-time Program) or significant legal experience</li> </ul>
<p><b>Timeline for implementation</b></p>	<p>Spring 2018-for launch fall 18 in Curriucnet</p>
<p><b>Outcome(s) expected (qualitative/quantitative)</b></p>	<p>Approval and launch date of fall 18 or 19 depending upon Chancellor's Office Approval.</p>
<p><b>Goal #2</b></p>	
<p><b>Program or discipline goal</b></p>	<p>Renew the existing agreement to continue accepting LS 105, 121, and 145 with UCSD Extension Paralegal Program.</p>
<p><b>Strategies for implementation</b></p>	<p>Working with our AO Ben Mudgett as he is reviewing courses with UCSD.</p> <p>Email dated 11/27/2017:</p> <p><i>Finally, I am working with UCSD extension to renew the existing agreement to continue accepting LS 105, 121, and 145. I'll keep you updated as soon as it's finalized. Something to keep in mind, is that students must have a BA or significant legal experience to be admitted into the Paralegal program on a full-time accelerated basis. Students with an AA will be admitted part time only.</i></p>

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	<ul style="list-style-type: none"> <li>• <i>Bachelor's degree (for the Accelerated Program) or significant legal experience</i></li> <li>• <i>Minimum of an Associate's Degree or equivalent general education units (for the Part-time Program) or significant legal experience</i></li> </ul>
<b>Timeline for implementation</b>	Spring 2018
<b>Outcome(s) expected (qualitative/quantitative)</b>	Continuance of articulation of above courses with UCSD extension, but with clarification to students that without BA or significant legal experience, they will be part-time at UCSD.
<b>Goal #3</b>	
<b>Program or discipline goal</b>	Integration of new FT faculty into the department with oversight of LS Program.
<b>Strategies for implementation</b>	Mentoring via Jackie Martin, Angelo Corpora and Mary Cassoni
<b>Timeline for implementation</b>	Spring 2018 ongoing.
<b>Outcome(s) expected (qualitative/quantitative)</b>	A well informed and efficient and comprehensive onboarding process so that our new colleague can begin to contribute immediately and significantly to Palomar's, the Business Department, the LS Program and the students directly.

#### PART 4: FEEDBACK AND FOLLOW-UP

This section is for confirming completion and providing feedback.

#### Confirmation of Completion by Department Chair

<b>Department Chair</b>	Jackie Martin
<b>Date</b>	11/27/2017

**\*Please email your Dean to inform them that the PRP has been completed and is ready for their review**

#### Reviewed by Dean

<b>Reviewer(s)</b>	Norma Miyamoto
<b>Date</b>	Nov. 29, 2017

#### 1. Strengths and successes of the discipline as evidenced by the data and analysis:

This is a small program, but enrollment doubled this past year, and retention is excellent. This program needs the leadership and expertise of a full-time faculty member. Its future is bright, given the emphasis of guided pathways.

#### 2. Areas of Concern, if any:

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Goal 3, the integration of the new faculty member, should be embraced by all Business Administration faculty. Hopefully, the new hire will be embraced by the part-time Legal Studies faculty and together, so positive changes can be made.

**3. Recommendations for improvement:**

Discussing the viability of bringing back a paralegal program might be worthwhile endeavor.

**\*Please email your VP to inform them that the PRP has been completed and is ready for their review**

**Reviewed by Vice President**

<b>Reviewer(s)</b>	Jack S. Kahn Ph.D. VPI
<b>Date</b>	1/7/2018

**1. Strengths and successes of the discipline as evidenced by the data and analysis:**

1. Could look at this mission statement and expand with new certs- what are you trying to do here (Its exciting and should be reflected in the mission)
2. Yu have stated the data for the program well- please add some insight as to why this data is relatively low as related to overall needs of the institution and growth etc.
3. Any reason that success rates are same as college vs higher etc? Doesn't have to be.
4. Im eager to see this area moving forward as well
5. I think the goals are stated very well here- looking forward to overall movement in this discipline

**2. Areas of Concern, if any:**

- a. Please include the Pathways to Law work being done also in the Program Improvement section
- b. See deans comments in red

**3. Recommendations for improvement:**

See above