

**2018-2019
RESULTS OF
PROGRAM ASSESSMENT PLAN AND ASSESSMENT REPORT
Program: Associate of Applied Science in Paralegal Studies**

A. Program Learning Outcomes Summary			
Program Learning Outcome		Primary Targeted Courses	Methods of Assessment
A1	Conduct legal research	PRLS 205 and PRLS 206	In Class Projects Homework Assignments Exams/Comprehensive Exams
A2	Prepare legal documents	PRLS 101 and PRLS 206	In Class Projects Homework Assignments
A3	Apply Critical Thinking Skills	BUSN 201, PRLS 101, PRLS 100, PRLS 200, PRLS 207, PRLS 204, PRLS 209, PRLS 205, PRLS 206	PCCE Exam
A4	Communicate Clearly and Effectively	BUSN 201, PRLS 200, PRLS 204, PRLS 209	In Class Oral Presentations In Class Projects General Education Portfolio

Course Key Listing			
BUSN 201	Business Law 1	PRLS 204	Civil Litigation 2
PRLS 101	Civil Litigation 1		
PRLS 100	Introduction to the Paralegal Profession	PRLS 209	Criminal Litigation
PRLS 200	Business Law II	PRLS 205	Legal Research and Writing 1
PRLS 207	Property Law, Wills and Estates	PRLS 206	Legal Research and Writing 2

B. Analysis of Results – AAS in Paralegal Studies

Analysis of Results

Performance Measure (Competency)	Description of Measurement	Areas of Success	Analysis and Action Taken	Results of Actions Taken (during the following year)	Insert Graph or Chart of Resulting Trends (graph up to five years of data)															
(A1) Conduct legal research	PRLS 206 –final grade which assesses the ability to conduct legal research	*PRLS 206 Benchmark Goal: Students obtain a grade of 70% or better on final grade	<p>In the 2015-2016 academic year, 88% of students obtained a comprehensive final grade of 70% or better in PRLS 206.</p> <p>In 2016-2017 academic year, 89% of students obtained a final grade of 70% or better in PRLS 206.</p> <p>In 2017-2018 academic year, 75% of students obtained a final grade of 70% or better in PRLS 206. (The grade of one student who stopped attending was not included).</p>	Grades improved from prior year	<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th style="width: 15%;">Year</th> <th style="width: 15%;">Goal*</th> <th style="width: 15%;">Actual</th> </tr> </thead> <tbody> <tr> <td>2015/2016</td> <td>70%</td> <td>88%</td> </tr> <tr> <td>2016/2017</td> <td>70%</td> <td>89%</td> </tr> <tr> <td>2017/2018</td> <td>70%</td> <td>75%</td> </tr> <tr> <td>2018/2019</td> <td>70%</td> <td>100%</td> </tr> </tbody> </table>	Year	Goal*	Actual	2015/2016	70%	88%	2016/2017	70%	89%	2017/2018	70%	75%	2018/2019	70%	100%
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B. Analysis of Results – AAS in Paralegal Studies

			<p>In 2018-2019 academic year, 100% of students obtained a final grade of 70% or better in PRLS 206. (The grade of one student who stopped attending was not included).</p> <p>Accordingly, benchmark goals were reached and exceeded. I intend to continue current practices.</p> <p>Final class grades were based on homework completion, research project and presentation, and exam performance.</p>																			
<p>(A2) Prepare Legal Documents</p>	<p>PRLS 206 – ability of Students to complete legal drafting exercises</p>	<p>*PRLS 206 -- Benchmark Goal: 70% of Students obtain a 60% or above on final writing assignment</p>	<p>PRLS 206 – In 2015-2016, 88% of Students obtained a 60% or above on final writing assignment in PRLS 206</p> <p>PRLS 206 – In 2016-2017, 100% of Students obtained a 70% or</p>	<p>Grades improved from prior year</p>	<table border="1"> <thead> <tr> <th>Year</th> <th>Goal*</th> <th>Actual</th> </tr> </thead> <tbody> <tr> <td>2015/2016</td> <td>70%</td> <td>88%</td> </tr> <tr> <td>2016/2017</td> <td>70%</td> <td>100%</td> </tr> <tr> <td>2017/2018</td> <td>70%</td> <td>75%</td> </tr> <tr> <td>2018/2019</td> <td>70%</td> <td>89%</td> </tr> </tbody> </table>	Year	Goal*	Actual	2015/2016	70%	88%	2016/2017	70%	100%	2017/2018	70%	75%	2018/2019	70%	89%		
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B. Analysis of Results – AAS in Paralegal Studies

			<p>above on final writing assignment in PRLS 206</p> <p>PRLS 206 – In 2017-2018, 75% of Students obtained a 70% or above on final writing assignment in PRLS 206</p> <p>PRLS 206 – In 2018-2019, 89% of Students obtained a 70% or above on final writing assignment in PRLS 206</p> <p>Benchmark goals were reached and exceeded.</p>			
(A3) Apply Critical Thinking Skills	The Paralegal Core Competency Exam (PCCE) taken at the end of the final semester	Benchmark Goal: At least 60% of the students taking the PCCE Exam will achieve a passing score on their Paralegal Core Competency Examination (PCCE).	<p>2018-2019 PCCE Results are not available as of the writing of this report</p> <p>However, two student has self-reported that one passed the exam and one did not pass</p>			
				Year	Goal*	Actual
				2014/2015	60%	50%
				2015/2016	60%	69%
2016/2017	60%	20%				

B. Analysis of Results – AAS in Paralegal Studies

			<p>Fall 2017 No students took the exam.</p> <p>Spring 2018 Four (4) students took the exam. All passed. 100% passage rate</p> <p>Fall 2016 No students took the exam.</p> <p>Spring 2017 Five (5) Students registered to take the exam. Five (5) students completed the exam. One (1) student passed with a scaled score of 550 or more. 20% passing rate.</p> <p>Fall 2015: Five (5) Students registered to take the exam. Five (5)</p>		<table border="1"> <tr> <td>2017/ 2018</td> <td>60%</td> <td>100%</td> </tr> <tr> <td>2018/ 2019</td> <td>60%</td> <td>Not available</td> </tr> </table>	2017/ 2018	60%	100%	2018/ 2019	60%	Not available
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B. Analysis of Results – AAS in Paralegal Studies

			<p>students completed the exam. Three (3) students passed with a scaled score of 550 or more. 60% passing rate.</p> <p>Spring 2016: Eight (8) Students registered to take the exam. Eight (8) students completed the exam. Six (6) students passed with a scaled score of 550. 75% passing rate.</p> <p>Fall 2014: Two students registered to take the exam. Two students completed the exam. None of the students received a passing score. 0% passing rate.</p> <p>Spring 2015: Six Students registered to take the exam. Six</p>		
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B. Analysis of Results – AAS in Paralegal Studies

			<p>students completed the exam. Four out of the six passed with a scaled score over 550. 67% passing rate.</p> <p>Fall 2013: Four Students registered to take the exam. Three students completed the exam. Only one student passed with a scaled score over 550. 33% passing rate</p> <p>Spring 2014: Five Students registered to take the exam. Four students completed the exam. None of the students received a passing score. 0% passing rate.</p>		
(A4) Communicate Effectively	PRLS 206 Students are required to complete an oral presentation of an	Benchmark Goal: 70% of Students to complete oral	2018 88% Students completed in class oral	Grades remained consistent	No change from prior year

B. Analysis of Results – AAS in Paralegal Studies

	<p>Interoffice Memorandum presenting their legal research on an assigned topic</p>	<p>presentations satisfactory to Instructor</p>	<p>presentations as required and 100% of presentations were satisfactory to instructor.</p> <p><u>2019</u> 88% Students completed in class oral presentations as required and 100% of presentations were satisfactory to instructor.</p>	<p>with prior year</p>	
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		Program Specific Courses Assessed for Learning Outcomes												
		PRLS 296	PRLS 101	PRLS 100	PRLS 200	PRLS 207	PRLS 204		PRLS 209	PRLS 205	PRLS 206			
Program Learning Outcome Assessed	A1	X							X					Criteria for Evaluation
	A2	X	X				X		X	X				
	A3	X	X	X	X	X	X		X	X	X			
	A4	X	X	X	X	X	X		X	X	X			
Assessment Year		19	18	20	17	18	19		20	17	16			Criteria for Evaluation
<u>Methods of Assessment</u>														
In Class Assignments				X		X			X	X				At least 70% of students complete in class assignments as assigned
Exams		X		X			X		X	X	X			At least 70% of students obtain passing grade on comprehensive exams administered throughout the semester
Homework and/or Quizzes		X	X	X	X	X	X		X	X	X			At least 70% of students obtain passing grades on homework.
General Education Portfolio		X	X	X	X	X	X		X	X	X			At least 70% of students receive a “meets criteria” rating or above for artifacts submitted from the courses included in the Paralegal Studies program

C. Course Specific Assessment Report

Course Selected for Review
PRLS 204 - Civil Litigation II

<u>Program</u> AAS in Paralegal Studies		<u>Instructor</u> Lisa Moye, Esq.			
<u>Date When Course Was Offered</u> Fall 2018		<u>Program Director</u> Lisa Moye Esq.			
Course Specific Learning Outcomes	<u>Methods of Assessment</u>	<u>Criteria for Success</u>	<u>Summary of Assessment Data Collected</u>	<u>Actions Taken Based on Findings</u>	
C1	Learn the substantive and procedural aspects of the following areas of law: civil litigation, debt collection, and bankruptcy.	(a) Exams administered throughout the semester (b) Homework Assignments	<ul style="list-style-type: none"> 70% of students enrolled in class achieve a score of 60% or better on their Final Grade in the class 	<p>100% of students achieved 60% or better on their final class grade for the semester.</p> <p>All students participated in homework assignments. However, not all students turned in all assignments.</p> <p>Benchmark goals were met and exceeded.</p>	Continuation of current practices.
C2	Critically apply their new found knowledge of various substantive areas of law to real life scenarios through the application of legal reasoning.	(a) Exams administered throughout the semester	<ul style="list-style-type: none"> 70% of students enrolled in class achieve a score of 60% or better on their 	<p>100% of students achieved 60% or better on their final class grade for the semester.</p>	Continuation of current practices.

		(b) Homework Assignments	Final Grade in the class	<p>All students participated in homework assignments. However, not all students turned in all assignments.</p> <p>The students who did not meet the benchmark criteria did not attend class regularly and thus did not put forth the necessary effort to pass the class.</p> <p>Benchmark goals were met and exceeded.</p>	
C3	Learn how to assist attorneys in drafting various documents commonly associated with civil litigation, debt collection, and/or bankruptcy.	(a) Exams administered throughout the semester (b) Homework Assignments	<ul style="list-style-type: none"> 70% of students enrolled in class achieve a score of 60% or better on their Final Grade in the class 	<p>100% of students achieved 60% or better on their final class grade for the semester.</p> <p>All students participated in homework assignments. However, not all students turned in all assignments.</p> <p>Benchmark goals were met and exceeded.</p>	Continuation of current practices.

C. Course Specific Assessment Report

Course Selected for Review

PRLS 296 PCCE Review

<p><u>Program</u> AAS in Paralegal Studies</p> <p><u>Date When Course Was Offered</u> Spring 2019</p>	<p><u>Instructor</u> Lisa Moye, Esq.</p> <p><u>Program Director</u> Lisa Moye, Esq.</p>			
Course Specific Learning Outcomes	<u>Methods of Assessment</u>	<u>Criteria for Success</u>	<u>Summary of Assessment Data Collected</u>	<u>Actions Taken Based on Findings</u>
<p>C1 Review various substantive and procedural areas of law covered in other classes found in the Paralegal Studies program</p>	<p>(a) Exams (b) Homework Assignments</p>	<ul style="list-style-type: none"> • At least 70% of students enrolled in class achieve a score of 60% or better on their Final Grade in the class 	<p>100% of students received 60% or better on their final class grade for the semester</p> <p>All students participated in homework assignments. However, not all students turned in all assignments.</p> <p>Benchmark goals were met and exceeded.</p>	<p>Continuation of current practices</p>

C2	Think critically about how those areas of law addressed throughout the Paralegal Curriculum and address those areas in everyday situations.	(a) Exams (b) Homework Assignments	<ul style="list-style-type: none"> • At least 70% of students enrolled in class achieve a score of 60% or better on their Final Grade in the class 	<p>100% of students received 60% or better on their final class grade for the semester</p> <p>All students participated in homework assignments. However, not all students turned in all assignments.</p> <p>Benchmark goals were met and exceeded.</p>	Continuation of current practices
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