



Assessment Plan – IVC Paralegal Studies Program

Introduction and Overview

The Program Director with the advice of the Advisory Board and the IVC administration will reevaluate Program and Course Goals and Objectives periodically to ensure that survey instruments accurately assess stated goals and objectives.

The Paralegal Program has adopted the following Assessment Plan. Evaluating, validating, and updating the IVC Paralegal Studies program are informed by assessment results.

Irvine Valley College Visions and Mission Statements

Vision Statement

Irvine Valley College is a premier educational institution that provides students avenues for success through exceptional services and dynamic partnerships.

Mission Statement

Irvine Valley College offers clear and guided pathways to transfer opportunities, certificates, associate degrees, employment, and further education to a diverse and dynamic local and global community. We support student access, success, and equity. IVC fosters economic and workforce development through strategic partnerships with business, government, and educational networks.

Proposed Paralegal Program Mission Statement (To be voted on at the August 2018 Advisory meeting)

It is the mission of the Paralegal Studies Program at Irvine Valley College to provide students with the core legal knowledge, critical thinking, interpersonal, technological and organization skills, which will promote the student's ability to navigate the legal environment with skill and confidence.

IVC Paralegal Program Statement Goals and Objectives

Proposed new Program Goals (To be voted on at the August 2018 Advisory meeting)

- To provide students will quality education that provides an ethical foundation, proficiency and ability to perform tasks required in their legal career.
- To provide digital literacy through computer training.
- To ensure a high quality of teaching throughout the student's experience at IVC
- To remain current with changes in the paralegal profession

Proposed revised Program Objectives (To be voted on at the August 2018 Advisory meeting)

Upon completion of the Program, graduates will be able to:

- Define the responsibilities and duties of the paralegals and how they interface with the client, the attorney, the court and other professionals in terms of respectful, appropriate, and professional conduct.

- Apply the rules and regulations that govern ethical paralegal behavior including the unauthorized practice of law, client confidentiality, conflicts of interest, client trust accounts, and paralegal competence.
- Conduct online and physical legal research, analyze and apply the law to facts and legal issues.
- Employ legal terminology competently and generally define the major legal systems and the functions of the law in American society.

IVC Paralegal Studies Program Assessment Plan

Assessment Method	Frequency of Assessment & Method	Responsible person	Distribution of results	Goal 1 To provide students with a high quality education that provides an ethical foundation, proficiency and ability to perform tasks required in their legal career	Goal 2 To provide digital literacy through computer training	Goal 3 To ensure a high quality of teaching throughout the student's experience at IVC	Goal 4 To remain current with developments in the paralegal profession
Program Review	Regularly at proscribed intervals – 2, 4, and 6 years. <u>Method</u> : TracDat input	Program Director with input from Paralegal Advisory Board	School of Business Sciences & Dean, Academic Programs & Technology Committee (Administration)	XX	XX	XX	XX
Course content assessment (SLOs)	Every semester <u>Method</u> : Class Assignment then reported to TracDat	Paralegal Program Director, Adjunct Faculty	Adjunct Faculty meetings, School of Business meetings	XX			
	Program Objective - Define the responsibilities and duties of the paralegals and how they interface with the client, the attorney, the court and other professionals in terms of respectful, appropriate, and professional conduct. - Apply the rules and regulations that	Adjunct faculty and Paralegal Program Director		XX	XX	XX	XX

	govern ethical paralegal behavior including the unauthorized practice of law, client confidentiality, conflicts of interest, client trust accounts, and paralegal competence. • Conduct online and physical legal research, analyze and apply the law to facts and legal issues. • Employ legal terminology competently and generally define the major legal systems and the functions of the law in American society.						
Student Evaluation of Course	Every semester <u>Method:</u> Student Course Evaluation Survey	Paralegal Program Director, Adjunct Faculty	Adjunct Faculty meetings,			XX	
Faculty classroom observations	Periodic as required by the Collective bargaining agreement <u>Method:</u> In person observation and form completion	Dean of the School, Paralegal Program Director	Paralegal Program Director sharing results with the adjunct faculty	XX		XX	

Assessment Method	Frequency of Assessment	Responsible person	Distribution of results	Goal 1 To provide students with a high quality education that provides an ethical foundation, proficiency and ability to perform tasks required in their legal career	Goal 2 To provide digital literacy through computer training	Goal 3 To ensure a high quality of teaching throughout the student's experience at IVC	Goal 4 To remain current with developments in the paralegal profession
Internship evaluations	Annual <u>Method:</u> Internship Survey	Every semester, each course	Each faculty member receives the evaluation directly	XX		XX	
Graduate evaluations	Annual <u>Method:</u> Alumni satisfaction_Survey	Program Director, Office of Research	Paralegal Advisory Board, Administration		XX	XX	XX
Employer evaluations	Annual <u>Method:</u> Employer Survey	Program Director, Office of Research	Paralegal Advisory Board, Administration	XX	XX	XX	XX
Legal Community surveys	Ongoing <u>Method:</u> Legal Community_Survey	Program Director, Office of Research	Adjunct faculty, students	XX			XX
Participation in Local Legal Community Activities	Ongoing <u>Method:</u> Meeting attendance	Program Director	Adjunct faculty, students, Paralegal Advisory Board	XX	XX	XX	XX

Other sources of input	Ongoing <u>Method:</u> Labor Market data review	Program Director	Adjunct faculty, Paralegal Advisory Board	XX			XX
Placement survey	Every six months <u>Method:</u> Survey, Phone call, email	Program Director, Office of Research	Paralegal Advisory Board, Administration	XX	XX	XX	XX
Library survey	Every two years <u>Method:</u> Survey	Program Director	Paralegal Advisory Board, Administration	XX			