**Program Assessment Data Report**

**Program:\_\_\_\_\_Paralegal/Legal Assistant\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Terms Data Collected: Fall 2021-Fall 2022**

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| Program-Level Learning Outcome- (From Assessment Plan) | Assessment Measure(s) and Where Implemented in Curriculum – (From Assessment Plan) | Targets- Level of Success Expected-(From Assessment Plan) | Assessment Results – (Provide Data in a form related to targeted levels of success to left. Indicate if Targeted level of success was met, partially met, or not met.) |
| PLO #1 Students will be able to prepare court documents, such as petitions/complaints and answers for civil litigation.  | 2 assignments in LGLA 2333-Advanced Legal Document Preparation in which students are required to prepare a petition/complaint and answer, respectively, for civil litigation  | 80% of students completing the assessments will earn an average of 75% or higher on the assignments.  | The targeted level of success was met. The following percentages of students who completed the assignments earned an average of 75% or higher on the assignments:* Fall 2021 (Section 250)
* Petition/complaint: 77%
* Answer: 86%
* Spring 2022 (Section 250)
* Petition/complaint: 94%
* Answer: 94%
* Summer 2022 (Section 250)
* Petition/complaint: 79%
* Answer: 91%
* Summer 2022 (Section 251)
* Petition/complaint: 75%
* Answer: 83%
* Fall 2022 (Section 250)
* Petition/complaint: 81%
* Answer: 73%

Though students achieved the targeted level of success on the petition and answer assignments, the instructor plans to make some clarifications to the curriculum to address some of the recurring challenges that students experienced. For example, the instructor will supplement some of her recorded lectures with embedded questions that students will answer as they watch the lectures. |
| PLO #2 Students will be able to conduct legal research by locating and analyzing sources of law, such as case law and statutes.  | 27 embedded questions in LGLA 1303-Legal Research, administered in classroom or Testing Center, requiring students to identify the publications in which case law and statutes appear and to analyze case law and statutes: a) 23 multiple-choice questions b) 3 true-false questions c) 1 short-answer question (classroom, Testing Center, or online administration of test)  | 80% of students will earn an average of 75% or greater on the embedded test questions.  | The targeted level of success was met. The following percentages of test-takers scored an average of 75% or greater on the embedded questions:* Fall 2021 (Section 000): 77%
* Spring 2022 (Section 000): 80%
* Spring 2022 (Section 200): 82%
* Summer 2022 (Section 200): 84%
* Fall 2022 (Section 000): 80%

An analysis of the Fall 2021 assessment data revealed that the assessment questions that had given students the most difficulty were questions 2, 3, 6, 9, and 10, which tested students’ ability to read and comprehend a court opinion supplied with the test. The lower success rates on these questions stemmed from students’ failure carefully to read the wording of both the opinion and the assessment questions themselves. The instructors provided students with more exercises in close reading of court opinions and emphasized even more the necessity of carefully reading test questions themselves, this raising assessment results to meet the target level. |
| PLO #3 Students will be able to apply standards of legal ethics, such as the duty of confidentiality and the duty to avoid conflicts of interest, and avoiding the unauthorized practice of law.  | 14 embedded final exam questions in LGLA 1307-Introduction to Law and the Legal Professions requiring students to recognize and apply standards governing the duty of confidentiality, the duty to avoid conflicts of interest, and the prohibitions against the unauthorized practice law: a) 6 multiple-choice questions b) 8 true-false questions (classroom, Testing Center, or online administration of test)  | 80% of students will earn an average of 75% or greater on the embedded test questions.  | The targeted level of success was met. The following percentages of test-takers scored an average of 75% or greater on the embedded test questions:* Fall 2021 (Section 001): 91%
* Fall 2021 (Section 002): 92%
* Fall 2021 (Section 200): 88%
* Spring 2022 (Section 000): 86%
* Spring 2022 (Section 001): 94%
* Spring 2022 (Section 200): 85%
* Summer 2022 (Section 200): 93%
* Fall 2022 (Section 001): 88%
* Fall 2022 (Section 002): 96%
* Fall 2022 (Section 200): 67%
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| PLO #4 Students will be able to demonstrate effective legal writing skills by preparing legal documents, such as affidavits, legal memoranda, and motions.  | * 18 quiz questions in LGLA 1305-Legal Writing requiring students to recognize and apply standards governing the purpose, format, and substance of a legal memorandum:

a) 17 multiple-choice questions b) 1 true-false question (classroom, Testing Center, or take-home online administration of test) • 34 quiz questions in LGLA 1305-Legal Writing requiring students to recognize and apply standards governing the proper format and substance of a legally valid affidavit: a) 19 multiple-choice questions b) 13 true-false questions c) 2 matching questions (classroom, Testing Center, or take-home online administration of test) • Assignment in LGLA 2333-Advanced Legal Document Preparation requiring preparation of a motion  | 80% of students completing the assessments will earn a 75% or higher.  | Legal Memorandum and Affidavit Assessments (LGLA 1305-Legal Writing)In Fall 2022, the program used grading rubrics in LGLA 1305-Legal Writing for the assignments requiring students to draft legal memoranda and affidavits. However, by the end of that semester, the faculty members who teach LGLA 1305 concluded that the rubrics were unworkable as assessment tools for PLO #4 because of the instructors’ differing emphases in teaching these topics and issues relating to the relative weight to be assigned to different aspects of the assignments. Therefore, the faculty members collaboratively revised the assessment tools in the form of standardized quiz questions requiring students to recognize and apply standards relating to the purpose, format, and substance of the documents. The program began using these new assessment tools in Fall 2022, and they proved effective for assessing PLO #4.Based on the revised assessment tools, the target level of success was met. The following percentages of students who completed the assessments earned an average of 75% or higher on the quiz questions:* Spring 2023 (Section 200):
* Legal memorandum quiz: 91%
* Affidavit quiz: 83%
* Fall 2022 (Section 000):
* Legal memorandum quiz: 84%
* Affidavit quiz: 95%.

Motion Assessment (LGLA 2333-Advanced Legal Document Preparation)Regarding the motion assignment in LGLA 2333-Advanced Legal Document Preparation, the targeted level of success was met. The following percentages of students who completed the assessment earned 75% or higher on the assessment:* Fall 2021 (Section 250): 81%
* Spring 2022 (Section 250): 89%
* Summer 2022 (Section 250): 86%
* Summer 2022 (Section 251): 78%
* Fall 2022 (Section 250): 75%

Though students achieved the targeted level of success on the motion assignment, the instructor plans to make some clarifications to the curriculum to address some of the recurring challenges that students experienced. Specifically, the instructor will supplement one of her recorded lectures with embedded questions that students will answer as they watch the lectures.  |
| PLO #5 Students will be able to understand core principles of Texas negligence law.  | 10 embedded midterm exam multiple-choice questions in LGLA 2303-Torts and Personal Injury Law requiring students to recognize and apply core principles of Texas negligence law (take-home online administration of test) | 80% of students will earn an average of 75% or greater on the embedded test questions.  | The targeted level of success was met. The following percentages of test-takers scored an average of 75% or greater on the embedded test questions:* Fall 2021 (Section 050): 83%
* Spring 2022 (Section 050): 88%
* Fall 2022 (Section 050): 87%
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| PLO #6 Students will be able to understand core principles of Texas contract law.  | 10 embedded questions in LGLA 1351-Contracts requiring students to recognize and apply core principles of Texas contract law on the following exams: a) Midterm exam – 4 true-false questions, 1 multiple-choice question, and 1 essay question (classroom or Testing Center administration of test) b) Final exam – 3 true-false questions and 1 multiple-choice question (classroom or Testing Center administration of test)  | 80% of students will earn an average of 75% or greater on the embedded test questions  | The targeted level of success was met. The following percentages of test-takers scored an average of 75% or greater on the embedded test questions:* Fall 2021 (Section 250): 74%
* Spring 2022 (Section 250): 81%
* Summer 2022 (Section 250): 88%
* Fall 2022 (Section 251): 83%
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