**Date:** January 15, 2016\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Name of Administrative or Educational Support Unit:** Paralegal AAS Degree and Certificate\_\_\_\_\_\_\_\_\_\_\_\_

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**Mission:**

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| Law firms, corporations, and governmental agencies hire paralegals/legal assistants to assume an array of legal responsibilities under the direction and supervision of a licensed attorney. Paralegals must be proficient in computer skills, legal terminology, and legal procedures. The AAS degree in Paralegal/Legal Assistant provides excellent training in these areas and offers opportunities for specialization. |

**PART I: Might not change from year to year. If this is an academic or workforce program, you must have 3-4 long-term student learning outcomes. You may also add short-term administrative, technological, assessment, resource or professional development goals, as needed.**

| A. Outcomes(s)  Results expected in this department/program | B. Measure(s)  The instrument or process used to measure results | C. Target(s) The level of success expected |
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| 1. **Litigation:** Identify and be familiar with all the stages of the litigation process. | 1. Federal Civil Litigation Final Exam 2. Texas Civil Litigation Final Exam | As a department, achieve a 75 % or higher average score on these two tests. |
| 1. **Legal Research**: Correctly cite case and statutory law following Blue Book rules. Find relevant cases and statutes using Westlaw. | 1. Legal Research Final Exam  2. Legal Writing assignments | 1. As a department, achieve a 75 % or higher average score on the Legal Research Final Exam. 2. As a department, achieve a 75 % or higher average score on the Legal Writing assignments. |
| 3. **Ethics:** Identify situations that constitute the unauthorized practice of law.  Understand the importance of keeping clients’ confidences and billing clients appropriately. | 1. Final Exam for Introduction to the Law and Legal Professions | As a department, achieve a 75 % or higher average score on the Final Exam for Introduction to the Law and the Legal Professions. |
| 4. **Written expression:** Properly format and draft effective legal correspondence, memoranda, legal pleadings, and discovery. | 1. Federal Civil Litigation assignments  2. Texas Civil Litigation assignments   1. Legal Writing assignments | As a department, achieve a 75% or higher average score on the Federal Civil Litigation, Texas Civil Litigation, and Legal Writing assignments. |
| 5. **Texas Law:** Correctly locate relevant Texas cases and statutes.  Identify major features of Texas law in the areas of community property, civil litigation, and homestead law. | 1. Legal Research Final Exam  2. Family Law Final Exam  . | As a department, achieve a 75 % or higher average score on these two tests. |

**PART II: For academic year 2014-2015 (enter year i.e. 2011-12)**

**From Part I**

| A. Outcomes(s)  Results expected in this department/program | D. Action Plan Years 5 & 2  Based on analysis of previous assessment, create an action plan and include it here in the row of the outcomes(s) it addresses. | E. Implement Action Plan  Years 1 & 3  Implement the action plan and collect data | F. Data Results Summary  Years 2 & 4  Summarize the data collected | G. Findings  Years 2 & 4  What does data say about outcome? |
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| 1. **Litigation:** Identify and be familiar with all the stages of the litigation process. |  |  | Federal Civil Litigation Final Exam average grade (Spring LGLA 1342.P70): 80 %  Texas Civil Litigation Final Exam average grade (Spring LGLA 1344.S70): 76 % | The program met the goal of at least a 75 % average score on both measurements. We will continue to work to increase our students’ understanding of the litigation process, with particular attention to e-filing. |
| 1. **Legal Research**: Correctly cite case and statutory law following Blue Book rules. Find relevant cases and statutes using Westlaw. |  |  | Legal Research Final Exam average grade (Spring LGLA 1303.S70): 79 %  Legal Writing assignment average grades (Spring LGLA 1305.P70 all assignments): 82 % | The program met the goal of at least a 75 % average score on both measurements. Though we are pleased with these results, we recognize that our students would benefit from even greater mastery of legal research. In the next few years, we hope to offer our students more access to on-line research tools. |
| 3. **Ethics:** Identify situations that constitute the unauthorized practice of law.  Understand the importance of keeping clients’ confidences and billing clients appropriately. |  |  | Introduction to the Law and the Legal Professions Final Exam average grade (Spring LGLA 1307.P01, LGLA 1307.S01, and LGLA 1307.S70):77 %, 77 %, and 82%  [Average for all three sections: 79 %] | The program met the goal of at least a 75 % average score on the single measurements. It met this goal in all three sections offered in Spring 2015. We will continue to incorporate legal ethics in all of our courses. In so doing, we will emphasize the role that paralegals play in legal ethics. |
| 4. **Written expression:** Properly format and draft effective legal correspondence, memoranda, legal pleadings, and discovery. | Having received guidance from the Paralegal Advisory Committee that many paralegals lack the necessary writing skills, we plan to design and implement several interventions to assist our students in this area. First, we will develop or locate videos that cover grammatical topics about which our students need support; we will use these videos as resources in most of the LGLA courses. Second, we will expand the number of LGLA courses that had one or more writing assignments. Third, we will redesign LGLA 1305 (Legal Writing) to align it with the insights that we received from the Advisory Committee. Specifically, we will increase the grammatical instruction in the course and expand the written assignments to cover more types of legal writing. | We implemented the Action Plan. First, we located fifteen short videos, each of which covered a discrete grammar topic. We made these videos available to students in all LGLA courses and we tested students over the concepts in the videos. Second, we required that all LGLA courses have at least one written assignment and at least one written essay question on a test. Third, we created fifteen new assignments for LGLA 1305 (Legal Writing). These assignments covered eight different types of legal writing that paralegals routinely prepare. We also developed thirteen new grammar and style modules for LGLA 1305, covering the most common grammar and style issues that paralegals face. | Federal Civil Litigation assignment average grades (Spring LGLA 1342.P70 all assignments): 89 %  Texas Civil Litigation assignment average grades (Spring LGLA 1344.S70 all assignments): 95 %  Legal Writing assignment average grades (Spring LGLA 1305.P70 all assignments): 82 % | The program met the goal of at least a 75 % average score on all three measurements. Though we met our standard, we recognize that our students need to make additional progress in this important area. We plan to build on these efforts and results in the coming years. For example, we hope to expand the use of our curriculum-wide legal writing textbook, and we are working with our Advisory Committee on other suggestions. |
| 5. **Texas Law:** Correctly locate relevant Texas cases and statutes.  Identify major features of Texas law in the areas of community property, civil litigation, and homestead law. |  |  | Legal Research Final Exam average grades (Spring LGLA 1303.S70): 79 %  Family Law Final Exam average grades (Spring LGLA 1355.S70): 87 % | The program met the goal of at least a 75 % average score on both measurements. Keeping current with respect to legal developments in Texas continues to be a priority for our faculty. We will work to ensure that, while we sometimes use national textbooks, we always emphasize and teach the requirements of Texas law. |