

Program Review Final Report

for

Paralegal Technology

Submitted to

Dr. Barbara Hanson, Vice President of Instruction

by

Program Review Committee Chair:

Robert Philpott, Dean of Vocational/Technical Education

Program Review Team:

Alan Katz, Lead Instructor Paralegal Technology

Ed Higgins, Public Services Department Chair

Kim Lawing, Vice President of Institutional Effectiveness

Patsy Lackey, Administrative Assistant Institutional Effectiveness

Quyen York, Technician Career and Testing Services

Regina McBarron, Allied Health Department Chair

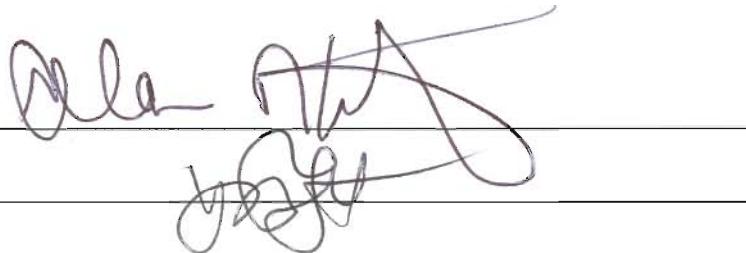
Brenda Holland, Director Associate Degree Nursing

Susan Clark, Paralegal Instructor

Signatures:

Lead Instructor: _____

Instructional Dean: _____

Handwritten signatures of Alan Katz and Robert Philpott. The signature of Alan Katz is written over the line for Lead Instructor, and the signature of Robert Philpott is written over the line for Instructional Dean.

**Program Review Final Report
Paralegal Technology
Friday, April 18, 2008, 2:00 p.m.**

I. List of Team Members

Alan Katz, Lead Instructor Paralegal Technology
Ed Higgins, Public Services Department Chair
Bob Philpott, Dean Technical/Vocational Education
Kim Lawing, Vice President of Institutional Effectiveness
Patsy Lackey, Administrative Assistant to the Vice President of Institutional Effectiveness
Quyen York, Technician Career and Testing Services
Regina McBarron, Allied Health Department Chair
Brenda Holland, Director Associate Degree Nursing
Susan Clark, Paralegal Instructor

II. Analysis of Results:

A. Strengths

The program purpose is accurate and up to date.

Enrollment in the program is steady.

The program has been accredited by the North Carolina State Bar Board of Paralegal Certification. The National Association of Legal Assistants (NALA) has accepted the program as pre-condition for allowing graduates to sit for the national certification exam.

The employment trend is excellent for graduates. Graduates are being employed by title companies, city and county government, and law offices.

Student surveys indicate that they are satisfied with the program.

Adequate facilities are available for the program.

Faculty are current in their field and are commended for their work with students.

Paralegal on-line classes are well received and fill up first before traditional classes.

B. Weaknesses

None.

C. Opportunities/Threats

The last Curriculum Improvement Project (CIP) was 12 years ago. Local curriculum revisions have been made, however, a statewide CIP might be considered.

The graduation rate has declined. Students should be encouraged to complete the program and to fill out an "Intent to Graduate". The certificate programs should be advertised more to make people in the legal field aware of their existence. A trifold brochure should be created for recruitment purposes.

Program plans (SPOL) should be more student outcomes oriented.

III. Committee Recommendations

The team recommended that the college:

Continue program with recommendations and review in five years.

Submit an application to NCCCS requesting to be a part of the next CIP.

Encourage students to complete the program. Remind them the necessity of filling out an "Intent to Graduate" form in the Registrar's office.

A trifold brochure should be created for recruitment purposes.