

June 28, 2010

Los Angeles Mission College
13356 Eldridge Avenue
Sylmar, California 91342

RE: Summary status report on work completed by Dominic Little on Perkins IV ADG contract

Dear Ms. Brinkman:

To date, Mr. Jordan, principal investigator, and I have identified the primary and secondary objectives for the Paralegal Program Enhancement (PPE) project: 1) Develop an assessment program and outcomes based metric system to enable the evaluation of educational effectiveness, student learning, employer satisfaction, employment preparedness and over-all program success, 2) Improve Programmatic Instruction, Improve Job Placement, and Effectively Infuse Technology into the Classroom. In addition, we have also identified key actionable items that will be used to accomplish the primary and secondary PPE project goals. Please refer to page two of the PPE Objectives and Project Plan for greater detail on the primary and secondary objectives.

We have also constructed the Proposed Research Process (PRP). The PRP consists of five major stages, Initiate, Identify, Sample, Assess, and Analyze. To date, we have completed eight of the 11 actionable items contained in the Initiate and Identify stages. Please see page three titled Project Plan for greater detail on the various tasks.

Although we haven't received a sample from Admissions and records, Mr. Jordan and I have constructed the sample design and sent a "draft" student sample request to Mr. Pearl for approval. Once we receive the sample, we can begin cleaning the email accounts for electronic distribution.

Mr. Jordan and I have also moved forward to the Assess stage and began collecting executive summaries, existing assessment projects from peer organizations, survey questions, quantitative metrics used in paralegal programs, and assessment techniques currently employed by other academic institutions. After reviewing the materials and existing literature, Mr. Jordan and I will meet to strategize the purchase of Question Pro, survey design, paralegal employer sample design and finally, survey distribution.

In conclusion, the most important task that lies ahead is assembling the draft eSurvey and placing the final product online with Question Pro for testing.

Sincerely,

A handwritten signature in black ink, appearing to read 'Dominic Little', with a stylized flourish extending to the right.

Dominic Little
Paralegal Program Researcher



Los Angeles Mission College
Paralegal Studies Program

Perkins IV Proposal
Program Year 2010-2011

Paralegal Program Enhancement (PPE) Objectives and Project Plan

David Jordan
Director of Paralegal Studies
Phone: 818-364-7720

Program /Division: Business & Law
Team Members: David Jordan, Cathy Brinkman, and Dominic Little

Proposed Research Process

PPE Objectives

Primary Objectives

Develop an assessment program and outcomes based metric system to enable the evaluation of educational effectiveness, student learning, employer satisfaction, employment preparedness and over-all program success.

Identify employment patterns of existing and new paralegal graduates

Survey paralegal employers to identify important educational gaps and needs

Examine student learning outcomes

Increase student success and retention

Secondary Objectives

Improve Programmatic Instruction

Improve Job Placement

Effectively Infuse Technology into the Classroom

Develop a collaborative inter-disciplinary Forensics Trial with the AJ program

Employ googlegroups and linkedin to increase student employment

Develop a one day "How to Interview for a Job" workshop

Employ new technologies and legal software to make our on campus and online programs "state of the art"

Proposed Research Process

Project Plan

Initiate

- Submit Perkins IV Proposal Program Year 2010-2011
- Create project plan and work breakdown structure
- Submit project budget
- Identify working members

Identify

- Organization review
- Evaluate communication and Information flow
- Understand the decision making process at LAMC
- Interview key internal stakeholders including program directors, academic deans, and paralegal faculty
- Define information requirements for each assessment component
- Draft assessment instrument/questionnaire for paralegal graduates
- Draft assessment instrument/questionnaire for paralegal employers
- Purchase Question Pro software

Sample

- Develop sampling design for all programmatic samples
- Submit formal request for sample retrieval through the LAMC Admissions and Records Office
- Construct paralegal graduates sample
- Construct paralegal employers sample
- "Clean" samples
- Prepare sample groups for electronic distribution

Assess

- Pilot assessment instrument/questionnaire for paralegal graduates
- Pilot assessment instrument/questionnaire for paralegal employers
- Draft FINAL assessment instrument/questionnaire for paralegal graduates
- Draft FINAL assessment instrument/questionnaire for paralegal employers
- Launch Full Programmatic Assessment Study

Analyze

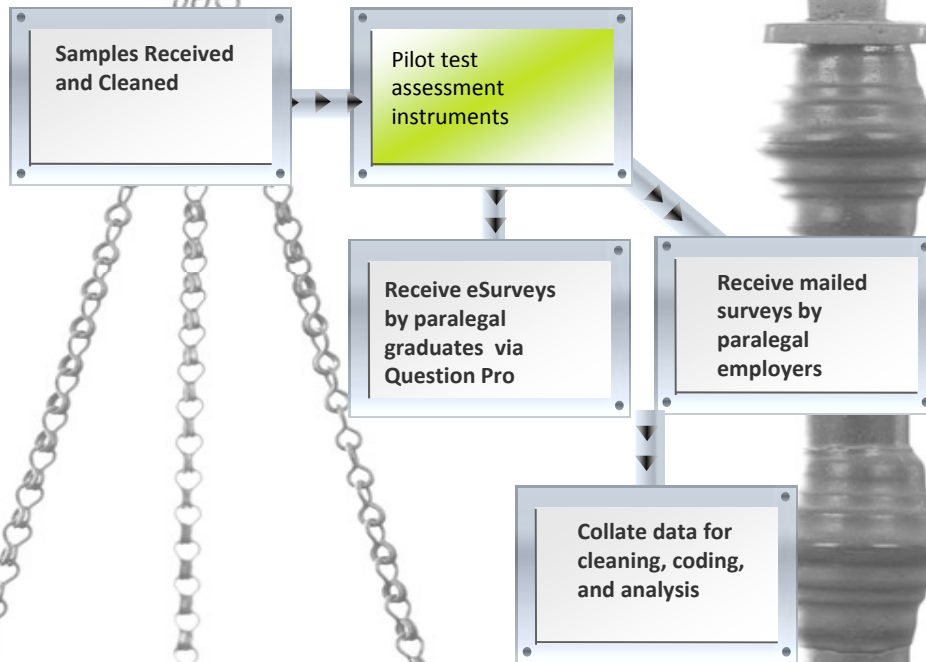
- Identify critical thresholds for programmatic success
- Develop outcomes based quantitative metrics
- Examine data summaries and assessment results
- Match quantitative metrics with existing project objectives
- Implement changes based on data results and project metrics
- Execute improvement initiatives



Proposed Research Process

Proposed Research Process

Paralegal Program Enhancement (PPE)

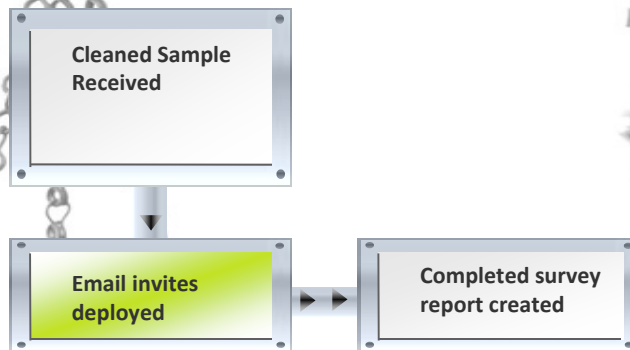


Activities:

1. Develop sampling design for all programmatic samples
2. Construct project sample
3. Clean" samples
4. Prepare sample groups for electronic distribution
5. Compose eSurvey and distribute a cover letter containing the Question Pro URL, Independent ID and Password to complete the survey online
6. Internet and Mail data will be merged (when appropriate) into one file that will be processed
7. Clean collected data
8. Prepare data for final analysis

Proposed Research Process

eSurvey – Paralegal Graduates



Activities:

Paralegal Graduates Pilot

1. Assess eSurvey questionnaire
2. Make necessary changes to eSurvey
3. Deploy eSurvey invitations to all known paralegal graduates

Benefits:

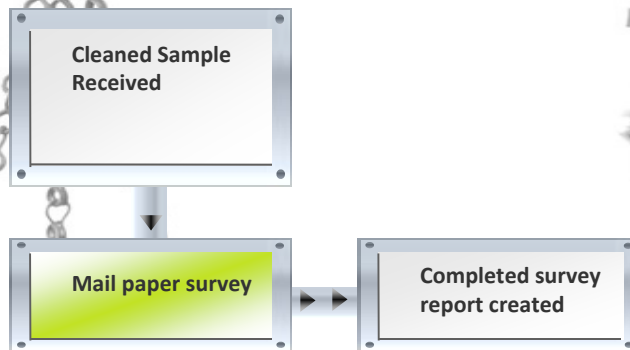
Personalized email invitation deployed by LAMC Paralegal Director, David Jordan to all known paralegal graduates along with three follow-up emails.

eSurvey will be designed to improve response rates

- Effective question design with appropriate branching
- Increased diagnostics but shortened overall survey
- Status toolbar to show customers how far they are within the eSurvey

Proposed Research Process

Paper Survey – Paralegal Employers



Activities:

Paralegal Employers Pilot

1. Mail paper surveys to paralegal employers
2. Mail three follow-up reminder cards to paralegal employers

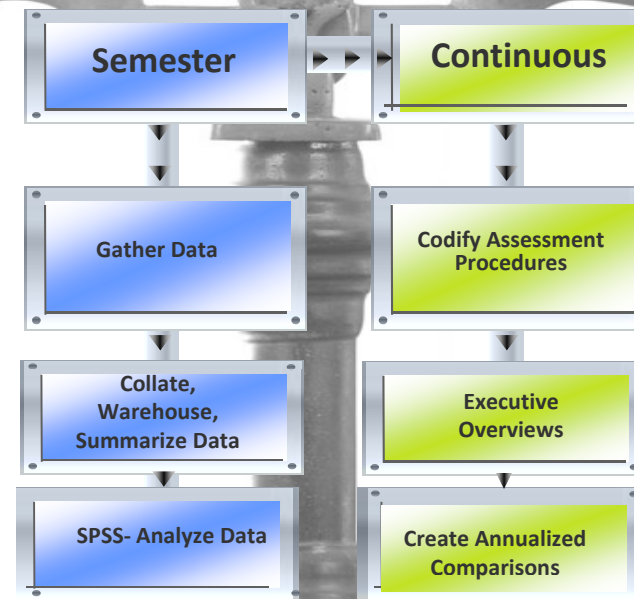
Benefits:

- Paralegal employers will have the option to complete a survey online and provide an email address for the next calendar year deployment, reducing the quantity of the second mailing



Deliverables

Measurement Deliverables



Benefits:

- Internet data increases the speed of reporting and is aimed toward cost effective sample response rates
- Collating and warehousing of data will be in "real-time"
- SPSS version 18.0 provides the ability to analyze key diagnostics against overall programmatic goals and objectives.
- Executive Overviews provide insights on where and how to improve overall programmatic goals