

Paralegal

TOP Code: M1402	Fund Number: 10599
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Below is a copy of your program improvement issues and plans for addressing these issues which we submitted to the district office as part of the LACCD application to the state. Also below is your funding allocation for 2011-2012.

Briefly describe program improvement issue(s) concerning this TOP code and include specific examples.			
During the past two years the program has increased enrollments from 660 to 760 students and retention rates have increased as well - from 79.9% to 90.2%. The program will continue to expand upon last year's assessment process and evaluation to improve instruction and job placement, develop three new paralegal classes with input from industry experts, and infuse technology into our campus and online classrooms.			
Briefly describe how the issue(s) will be addressed.			
Our project will continue to work on the evaluation and assessment of our program through our Paralegal Program Enhancement project. The assessment will identify employment patterns of existing and new paralegal graduates, survey employers to identify important educational gaps and needs, and examine student learning outcomes to increase student success and improve upon our core indicator performance measures. We plan to collaborate with Administration of Justice to develop a Moot Court Forensics Trial, develop a "How to interview for a job" workshop which will be incorporated into our paralegal job board, work with employers to develop job shadowing and mentoring opportunities and infuse accounting and ethics assignments into our existing curriculum as recommended by our advisory members. Program will continue to develop our 3 new certificates in Health, Environmental Law and Special Needs. Continue to infuse technology into the classroom with software such as "voice thread discussions" to make our online classes more interactive.			
Budget			
Develop curriculum; stipend for student worker and peer mentors; subscribe to paralegal association membership; host 3 advisory meetings	GL ACCT	FUNDED	
	239200	Student worker	\$3,000
	239300	Curriculum development/research	\$2,000
	442100	Library/media materials	\$500
	452100	Supplies – ink cartridges	\$350
	452120	Software	\$3,000
	583100	Membership	\$750
	586100	Travel – AAFPE regional conference	\$1,500
	589000	Advisory meeting food service	\$200
		TOTAL	\$11,300