

**CENTRAL NEW MEXICO COMMUNITY COLLEGE**  
**ASSESSMENT REPORT**  
*Due to SAAC by October 15*

**PART 1: CONTACT & PROGRAM IDENTIFICATION**

Report Year and Contact Information:			
<u>2013-2014</u> <b>Academic Year</b>	<u>Renee Barela-Gutierrez</u> <b>Contact Person</b>	<u><a href="mailto:rbarelagutierr@cnm.edu">rbarelagutierr@cnm.edu</a></u> <b>Email</b>	<u>505-224-3854</u> <b>Phone Number</b>

Subject of this Assessment Report:		
<b>Program:</b> <u>Paralegal</u> <input checked="" type="checkbox"/> Certificate <input type="checkbox"/> AA <input type="checkbox"/> AS <input type="checkbox"/> AAS	<b>Gen Ed Area:</b> _____ Applicable to: <input type="checkbox"/> AA/AS <input type="checkbox"/> AAS	<b>Discipline Area:</b> _____

**PART 2: EVIDENCE OF ACHIEVEMENT OF PROGRAM OUTCOMES**

Summary of Program Success in Achieving Desired Outcomes:
Spring 2014 Graduates levels remain consistent with prior years. For Spring 2014: AAS total 12, Post Degree Certificate total 3

Description and Evaluation of Recent Changes Made in Support of Student Learning:

**PART 3: REPORT ON RECENT ASSESSMENT OF STUDENT LEARNING PROCESSES**

Learning Outcome(s)/Exit Competencies Assessed:	Classes/Cohorts Assessed:
<i>To add rows: right-click in cell below and select "Insert," "Insert Rows Above"</i>	
Have knowledge of the ethical responsibilities affecting paralegals and attorneys with emphasis on the prohibitions against unauthorized practice of law.	PL 2095 Cooperative Education PL 2098 Internship
Master effective communication skills: oral, interpersonal and written	PL 2095 Cooperative Education PL 2098 Internship

Demonstrate proficiency in using technology, including legal research skills	PL 2140 Legal Research and Writing 2
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Measurement Tool(s) Used:	Enter X's for type of tool				Initial Achievement Target or Expectation:
	Internal	External	Direct	Indirect	
<i>To add rows: right-click in cell below and select "Insert," "Insert Rows Above"</i>					
Assessment Exam	X		X		90% proficiency
Employer Evaluation		X	X		90% acceptable
Course Project (Internal Office Memorandum)	X		X		78% acceptable

<b>Assessment Results/Findings:</b>
Assessment Exam and Employer Evaluation show that students are meeting the expected level of proficiency in the learning outcome. The Course Project results show that students are lacking in skills necessary to effectively reach the level of proficiency in the learning outcome.

<b>Analysis and Interpretation of Assessment Results/Findings:</b>
Need to review results for lower level Legal Research and Writing Class to determine if SLO for that class are accurate, being measured and are being met.

<b>Action Plan in Support of Student Learning:</b>
Contact instructors in Legal Research and Writing 1 to discuss.

<b>Recommendations, Proposals, and/or Funding Requests:</b>
Same comment.

**PART 4: EMBEDDED OUTCOMES**

<b>Critical Thinking and Life Skills/Teamwork Development within Programs:</b>
<ul style="list-style-type: none"> <li>a) Please describe how Critical Thinking assessment is embedded within your program assessment.</li> <li>b) Please describe how Life Skills/Teamwork assessment is embedded within your program assessment.</li> </ul>

a) Legal Research and Writing program of classes develops critical thinking skills.

b) Internship and Cooperative Education classes develop life skills and teamwork.

**PART 5: ASSESSMENT CYCLE PLAN** (Copy and paste from original plan if unchanged)

Cycle Years:	Plan Description:
2013-2018	The assessment plan will evaluate each of the 5 learning outcomes in a staggered fashion; objectives 1 and 2 will be assessed beginning Fall 2016; outcomes 3-5 will be assessed beginning Fall 2013. Both internal direct and external direct tools will be used as measurement tools. Additionally, the learning outcomes will be measured through sing nine separate courses to ensure accuracy of the tool to the measurement.

Student Learning Outcomes/Exit Competencies:	When Measured:	Where Measured:	How Measured:
1. Understand the various functions and roles of a paralegal in a variety of legal specialty areas.	Fall 2015  Spring 2016 Spring 2017 Fall 2017 Spring 2018	PL 1110 Intro to Paralegal Studies  PL 2095 Cooperative Education  PL 2098 Internship	1. Course Exam – Internal Direct  1. Assessment Exam – Internal Direct 2. Employer Evaluation – External Direct 1. Assessment Exam – Internal Direct 2. Employer Evaluation – External Direct
2. Have knowledge of substantive and procedural law and the legal system.	Fall 2015 Spring 2016 Fall 2016 Spring 2017 Fall 2017 Spring 2018	PL 1130 Torts PL 2120 Civil Litigation PL 2130 Criminal Litigation PL 2095 Cooperative Education PL 2098 Internship	1. Course Exam – Internal Direct 1. Trial Notebook – Internal Direct 1. Course Exam – Internal Direct 1. Assessment Exam – Internal Direct 2. Employer Evaluation – External Direct 1. Assessment Exam – Internal Direct 2. Employer Evaluation – External Direct
3. Have knowledge of the ethical responsibilities affecting paralegals and attorneys with emphasis on the prohibitions against the unauthorized practice	Fall 2013 Spring 2014	PL 1120 American Law and Ethics PL 2095 Cooperative Education	1. Course Exam – Internal Direct 1. Assessment Exam – Internal Direct

of law.	Fall 2014 Spring 2015	PL 2098 Internship	2. Employer Evaluation – External Direct 1. Assessment Exam – Internal Direct 2. Employer Evaluation – External Direct
4. Master effective communication skills: oral, interpersonal and written.	Fall 2013 Spring 2014 Fall 2014 Spring 2015	PL 2160 Law Office Management PL 2095 Cooperative Education PL 2098 Internship	1. Course Exam – Internal Direct 1. Assessment Exam – Internal Direct 2. Employer Evaluation – External Direct 1. Assessment Exam – Internal Direct 2. Employer Evaluation – External Direct
5. Demonstrate proficiency in using technology, including legal research skills.	Fall 2013 Spring 2014 Fall 2014 Spring 2015	PL 2140 Legal Research & Writing 2 PL 2095 Cooperative Education PL 2098 Internship	1. Course project – Internal Direct 1. Assessment Exam – Internal Direct 2. Employer Evaluation – External Direct 1. Assessment Exam – Internal Direct 2. Employer Evaluation – External Direct