

CNM ANNUAL STUDENT LEARNING ASSESSMENT REPORT

Due to the Student Academic Assessment Committee by October 15



PART 1: REPORT INFORMATION

Report Year and Contact Information			
<u>2017-2018</u> Academic Year	<u>Renee Barela-Gutierrez</u> Contact Person	<u>rbarelagutierr@cnm.edu</u> CNM Email	<u>43854</u> CNM Office Extension

Subject of this Report
HWPS--PARALEG_AAS--Paralegal Studies Degree

PART 2: CONTEXT IN WHICH THE ASSESSMENT TOOK PLACE

Program/Area Highlights and Successes
(Wherever applicable, include course completion rates, job placement outcomes, and licensing examination pass rates. See the program information dashboard at https://livecnm.sharepoint.com/sites/Dashboards/SitePages/Program%20Information%20Dashboard.aspx (access restricted to CNM employees) and other reports at https://www.cnm.edu/depts/opie .)
Developed distance learning offerings of all PL courses with plan to rotate face to face and distance learning offerings.

Changes Implemented During the Past Year in Support of Student Learning
None

PART 3: REPORT ON ASSESSMENT OF STUDENT LEARNING

Assessment Method	Type of Assessment Tool	Population or Course(s) Assessed	Graduate Learning Outcome(s) Assessed	Mastery Level (E.g., "Minimum score of 3 on a rubric scaled 0-4" or "Minimum score of 75%")	Targeted % Achieving Mastery	Outcome
Course Exam	Direct & Internal	PL1120 Law and Ethics	Knowledge of the ethical responsibilities affecting paralegals and attorneys with emphasis on the prohibitions against the unauthorized practice of law	Minimum score of 70%	95%	Target met
Course Exam	Direct & Internal	PL2098 Internship	Knowledge of the ethical responsibilities affecting paralegals and attorneys with emphasis on the prohibitions against the unauthorized practice of law	Minimum score of 85%	98%	Target met
Course Exam	Direct & Internal	PL2160 Law Office Management	Master Effective communication skills; oral, interpersonal and written	Minimum score of 70%	95%	Target met
Course Exam	Direct & Internal	PL2098 Internship	Master Effective communication skills; oral, interpersonal and written	Minimum score of 85%	98%	Target met
Internship Evaluation done by Internship provider	Direct & External	PL2098 Internship	Master Effective communication skills; oral, interpersonal and written	Minimum score of 85%	98%	Target met
Course Project	Direct & Internal	PL2240 Computer Applications	Demonstrate proficiency in using technology, including legal research skills	Minimum score of 70%	85%	Target met

Course Exam	Direct & Internal	PL2098 Internship	Demonstrate proficiency in using technology, including legal research skills	Minimum score of 85%	98%	Target met
Internship Evaluation done by Internship provider	Direct & External	PL2098 Internship	Demonstrate proficiency in using technology, including legal research skills	Minimum score of 85%	98%	Target met

Summary of Assessment Findings

Learning outcomes are being met throughout program.

Interpretation of Assessment Findings

Goals are being met at a high level. The target should be increased to reflect the high level of performance.

Action Plan in Support of Student Learning (Describe changes to be made that are based at least in part on the assessment interpretation. If the assessment did not yield useful information, describe changes to be made in the assessment methodology and/or criteria.)

Review Assessment Cycle Plan as this plan is nearing the end. Ensure that each outcome is being assessed periodically and that the assessment method reflects assessment of the goal. Review Mastery Level for each assessment outcome to determine if it should be increased.

Please select all of the following that characterize the types of changes described in the above action plan:

- Assessment criteria revision
- Budgetary reallocation
- Curricular Revision
- Assessment methodology revision
- Change in teaching approach
- Faculty training/development
- Assignment revision
- Course content revision
- Process revision

Recommendations, Proposals, and/or Funding Requests	Budget Needed
None	None

PART 4: REMAINING YEARS IN CURRENT ASSESSMENT CYCLE PLAN (including any revisions) – **OR -- UPCOMING ASSESSMENT CYCLE PLAN** (if this was the final year)

Years of Full Cycle	Next Year's Assessment Focus (Describe how the next planned assessment is expected to provide information that can be used toward improving student learning.)
2018-2019	Assess outcomes that have not been assessed in last two years; link courses to outcomes.

Graduate Learning Outcomes to Be Assessed	Years in which Assessment Is Planned	Population/Courses to Be Assessed	Planned Assessment Approach
Understand the various functions and roles of a paralegal in a variety of legal specialty areas.	2018-2019	PL1110 Intro to PL Studies	Course Exam
Understand the various functions and roles of a paralegal in a variety of legal specialty areas.	2018-2019	PL2098 Internship	Course Exam; Employer Evaluation
Have knowledge of Substantive and procedural and the legal system.	2018-2019	PL 1130 Torts; PL 2120 Civil Litigation; PL 2130 Criminal Litigation	Course Exam; Document Analysis
Have knowledge of Substantive and procedural and the legal system.	2018-2019	PL 1130 Torts; PL 2120 Civil Litigation; PL 2130 Criminal Litigation	Course Exam; Employer Evaluation