

**WRIGHT COLLEGE  
PROGRAM/DISCIPLINE ASSESSMENT FORM**

<b>Program/Discipline:</b> Paralegal Program within the Business Department	<b>Instructional Manager:</b> Kevin Li
<b>Semester/Year:</b> Fall / 2012	<b>Assessment Coordinator:</b> James Redlich <b>Email:</b> <a href="mailto:jredlich@ccc.edu">jredlich@ccc.edu</a>
<b>Department Chair:</b> Paul Croitoru (Cara Verigan, Paralegal Program Director)	
<b>Plan Title:</b> LEGAL COMMUNITY SURVEY	
Part A: Initial Plan: due to your assessment coordinator for review before the Aug 26 Assessment Committee meeting Part B: Midsemester Update: due to your assessment coordinator for review before the Oct 21 Assessment Committee meeting Part C: Further Updates: due date will be determined	
<b>The current submission is which of the following:</b>	
<input checked="" type="checkbox"/> <b>Initial Plan</b> <b>date: September 2012 (ongoing)</b>	
<input type="checkbox"/> <b>Mid-year update</b> <b>date: _____</b> <input type="checkbox"/> <b>Final Report</b> <b>date: _____</b>	

**College Mission:** Wright College is a learning-centered, multi-campus institution of higher education offering students of diverse backgrounds, talents, and abilities a quality education leading to baccalaureate transfer, career advancement, and/or personal development.

**Program/Discipline Mission:** The mission of the Wilbur Wright Paralegal Program is to offer students of diverse backgrounds, talents and abilities quality legal instruction leading to career advancement. We fulfill our mission through several activities which are designed to allow the students to develop effective listening, legal research, critical legal thinking and legal writing skills. Our strategy encourages students to solve academic or job related challenges in a manner that demonstrates proficiency in fundamental procedural and substantive law and in legal research and drafting techniques.

<b>A. Initial Assessment Plan</b>	
<b>Area of Focus:</b>	Ensure the paralegal program is designed to teach the skill necessary of employment in the legal field.
Your department efforts are to improve learning in what topic/area?	

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**Evidence:**

What past results have led your department to conclude that this is an area needing attention?

The Paralegal Program is still very new and little information is available for analysis. This assessment is intended to provide baseline data for continuing assessment efforts.

**Course(s) of Interest:**

What courses will be involved in your plan?

This assessment addresses the design of the curriculum to ensure it remains relevant.

**Intended Program Student Learning Outcomes (SLOs)**

List each relevant SLO that this project pertains to.

**Involved Faculty:**

List the instructor(s) participating in the assessment process for each outcome listed above.

James Redlich is primarily responsible for organizing the assessment efforts in the Paralegal Department under the direction of Cara Verigan, Program Director. Other faculty assist with tasks such as suggesting survey questions and conducting surveys within their classes.

**Assessment/Intervention Process**

Address the following questions:

**What:** The Legal Community Survey will attempt to solicit information from the Chicago area legal community to determine what skills and knowledge are wanted in professional paralegals and determine if the design of the Wright College program provides what is required.

**What** approach will be used?

**Why:** Although it is hoped that our program is designed to respond to the needs of the legal community, this survey will provide feedback to ensure it does.

**Why** was this process selected?

**How:** The survey will be designed to obtain information from the legal community in regard to what skills and knowledge are sought in a potential paralegal employee. It is planned that distribution of the survey will be coordinated with the Chicago Bar Association and possibly other similar organization.

**How** will student learning be measured?

**When** will data collection be completed?

**When:** This survey is intended to be circulated and analyzed each year.

**Who** will analyze the results?

**Who:** James Redlich is coordinating the compilation and organizing of the data, which will then be presented and discussed with Program Director Cara Verigan. Additional Paralegal Program faculty may become involved as appropriate.

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**B. Midyear Update – due Oct 21**

**Completely describe all actions that have occurred since this past August with respect to your department's Assessment Plan.**

**Attach any relative documents (rubrics, surveys, other assessment tools).**

**Are there any obstacles to the implementation of the plan that the Assessment Committee should know about or can assist with?**

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**Part C – due TBD**

**Summary of Results and  
Analysis of Data  
Collected**

What were the results of  
the assessment process?

What was learned from  
the results?

**Action Plan Based on  
Results and Analysis**

Based on what was  
learned, what additional  
steps will be taken to  
improve student learning?