

Skyline College

Program Name: Paralegal Studies

Program Review

Executive Summary



Program Mission and Goals

The mission of the Paralegal Studies Program (“Program”) is to empower and transform a global and diverse community of learners. Our goal is to provide equitable opportunities for students to envision and achieve their educational, intellectual, personal, and professional goals. The Program offers an A.A. degree and a Certificate in Paralegal Studies.

Three Strengths of the Program

First Strength:

Contributing to the Skyline College Promise. The Program helps students get in, through, and out, on-time. Since the last Comprehensive Program Review, we have collaborated with the Center for Workforce Development, the Career Advancement Academy, the Career Center, the Counseling division, and the International Student Program to establish multiple entry points for students into Skyline College. This includes but is not limited to outreach at Baden high school and participation in events such as “Meet Your Major,” “Big Brothers, Big Sisters,” and “CTE Day”. Further, the Program offers a logical sequence of courses so students can meet their educational goals in as a few as two semesters while also offering students the flexibility to earn a degree on their own schedule. We offer introductory courses in the day and evening and offer many courses in hybrid format to allow students to attend school while working full-time and/or fulfilling family or other obligations. Further, we partner with SparkPoint, the Center for Workforce Development, and the President’s Innovation Fund to help students secure financial aid, win Grove Scholarships, enroll in the Career Advancement Academy’s free textbook loan program, and gain highly subsidized access to a costly fee based online legal research tool. These are just some examples of how the Program supports student success and actualizes Skyline College’s values of: Social Justice, Campus Climate, Open Access, Student Success and Equity, and Academic Excellence.

Second Strength:

Innovation and Equity. The Program provides innovative and equitable learning opportunities for students to achieve success. As an example, in 2017 the Program dedicated hundreds of hours to completing the American Bar Association’s Application for Approval of Paralegal Programs. While we face a high hurdle in this effort, if we win approval we will be the only community college between San Francisco and San Jose to attain this status. It is our hope that this will increase access by students into coveted legal support positions. As a second example, in the Community Legal Services Clinic, students earn college credit while providing free legal assistance. In so doing, students progress towards their educational goals, build their resumes, and learn legal skills while making a positive social impact with underserved members of the community. Third, at Legal Careers Night, students leverage Skyline College’s connections to network with and learn from local legal hiring managers and attorneys. This

helps students grow social capital they otherwise might not have and connects learning in and out of the classroom. Fourth, in the capstone course, the Program partners with students to help them achieve their goals rather than imposing goals on them students. More specifically, the course provides the students opportunities for self directed learning and offers coaching in how to develop a professional portfolio, formulate a personal mission statement, and/or plan their next educational and professional steps. Fifth, the Program schedules many courses in a hybrid format where students have regular opportunities for in person instructor-student and student-student collaboration while also maintaining the flexibility students need to earn and learn beyond the classroom. Sixth, the program offers zero cost textbook in half of the courses required for the degree. Through these efforts and more, the Program puts into action Skyline College's values of: Social Justice, Campus Climate, Open Access, Student Success and Equity, Academic Excellence, and Community Connection.

Third Strength:

Campus Involvement. The Paralegal program is active and engaged on campus. Since the last Comprehensive Program Review, Program faculty have served as a member of the Design Team, as co-chair for the Education Policy Committee, as a division representative on the Strategic Planning and Resource Allocation Committee, as faculty representative to the the Accreditation Oversight Committee, and as a member of the Academic Senate, the Advisory Committee for Employee Development, the Transfer Initiative Advisory Committee, and the Student Learning Outcomes and Assessment Committee. Program faculty have worked with Academic Support and Learning Technologies, the Center for Workforce Development, the Dream Center, the TRiO program, the Sparkpoint Center, and the Center for Transformative Teaching and Learning to provide professional development activities for faculty, educational opportunities for students beyond the paralegal program, and legal access for community members. Program Faculty have help Skyline College recruit and retain world class educators through active participation in six full-time faculty, administrator, and staff hiring committees; as a member of four faculty tenure committees; and as an observer of in person and distance education courses taught by part-time faculty. Finally, in this time, Program faculty have played an active role on the Advisory Committee for the Guardian Scholars Program and as Transfer Advocates. Through these efforts and more, the Program puts into action Skyline College's values of: Social Justice, Open Access, Student Success and Equity, Academic Excellence, and Participatory Governance.

Three Suggestions for Improvement

First Suggestion:

Enhance interdisciplinary learning opportunities focused on Skyline College's values. To date, Program faculty have focused on developing and revising courses, programs and learning activities within Paralegal Studies, Legal Studies, and Administration of Justice. To improve, we can work beyond our department to collaboratively develop interdisciplinary learning opportunities built on the values of social justice, student success and equity, academic excellence, and community connection. Examples include: a transfer degree in Social Justice; a Justice Studies program encompassing criminal justice, social justice, and paralegal studies; social justice themed courses and learning activities within courses; and community connections themed courses and learning activities within existing courses. Our work in developing the Community Legal Services Clinic course - where students earn college credit while learning to engage, listen, help people help themselves, and to self-reflect - will inform and guide these efforts.

Second Suggestion:

Data-based decision making. The Program should refine its process for the collection, reporting, analysis, and sharing of SLO assessment data among program faculty to better inform our decisions about course content, teaching methods, and professional development. Further, the Program would benefit from collecting more feedback from students, graduates, and local employers on the effectiveness of the Program. Methods could include surveys, additional Advisory Committee Meetings, and/or conducting student focus groups.

Third Suggestion:

Deeper Collaboration between full and part-time instructors. The Program is well aware that it can only fulfill its stated goals if all instructors are engaged in a continual process of self-improvement through mindful teaching and reflection. To achieve this, full and part-time instructors should meet on a regular basis to discuss and reflect on ways to better work with students in and out of the classroom. And, all instructors should participate in regular professional development to explore additional opportunities to offer innovative and equity minded learning experiences for students.

Additional Suggestion:

In addition, the Program hopes to collaborate with on campus partners to strengthen existing pathways to Skyline College and build new ones. While this project is beyond our scope to complete alone, we would welcome the opportunity to participate in an effort to develop a formal prison-to-school pipeline at Skyline College and /or to support formerly incarcerated students currently enrolled here. Further, we would welcome the opportunity to participate in strengthening Skyline College's connection with the San Mateo County Adult School, with local workforce development agencies such as Workforce Investment Boards (WIB) and the Employment Development Department (EDD), and.

Short Summary of Findings

The Program makes major contributions to Skyline College's values of Social Justice, Campus Climate, Open Access, Student Success and Equity, Academic Excellence, Community Connection, and Participatory Governance, as well as the Skyline College Promise to help students: "Get In, Get Out, and Get Through... On Time." We offer meaningful, relevant, and student centered educational opportunities with a focus on working with all students to achieve academic success, workforce readiness, transfer, and lifelong learning. Given the Program's relatively small size, the Program makes outsized contributions to Skyline College via: leadership in innovative programs, participatory governance, collaboration within Skyline College, and by helping Skyline College recruit and retain world class educators. With additional resources, we could explore ways to grow the program. But, whether we grow or remain relatively small and specialized, we will focus our efforts on providing innovative and equity focused instruction for all students we serve.

Faculty Signatures

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Division Dean: _____
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Date Submitted: _____

Program Title:

Date Submitted:

1. Planning Group Participants (include PT& FT faculty, staff, students, stakeholders)

List Names and Positions:

Donna Bestock, Dean CA/SS
Jesse W. Raskin, FT Faculty
Maria Segarra Gaudio, PT Faculty

2. Contact Person (include e-mail and telephone):

Jesse W. Raskin, raskinj@smccd.edu, x7103

3. Program Information

3A. Program Personnel

Identify the number of personnel (administrators, faculty, classified, volunteers, and student workers) in the program:

FT Faculty: 1

PT/OL Faculty (FTE): 0.31

FT Classified: 0.0

PT Classified (FTE): 0.0

Volunteers: 0.0

Student Workers: 0.0

3B. Program Mission and Goals

State the goals/focus of the program and how the program contributes to the mission and priorities of the College and District. Discuss how this program coordinates, impacts and interacts with other programs in the College. Explain how this program meets the needs of our diverse community. (200 word limit recommended)

The mission of the Paralegal Studies Program is to empower and transform a global and diverse community of learners. Our goal is to provide equitable opportunities for students to envision and achieve their educational, intellectual, personal, and professional goals. The Program offers an A.A. degree and a Certificate in Paralegal Studies. The Program coordinates, impacts, and interacts with other programs in the College and meets the needs of our diverse community in many ways, including but not limited to: supporting the Skyline College Promise as described above in Program Strength # 1; providing innovative and equitable learning opportunities for students to achieve success as described above in Program Strength # 2; and by contributing to participatory governance, accreditation, and hiring, among other efforts, as described above in Program Strength # 3.

4. Summary of Student Learning Outcomes and Program Data

4A. Drawing from the TracDat PSLO report, summarize recent course and/or program SLO assessment, identify trends and discuss areas in need of improvement.

Submit the [TracDat](https://sanmateo.tracdat.com/tracdat/) PSLO report with the completed comprehensive program review report.

Tool: <https://sanmateo.tracdat.com/tracdat/>

Respond to the following:

- Review the PSLO report and note any trends over the last five years
 - Instruction: Highlight the major areas on the course and program level in which students are doing well and those in need of improvement.
 - Student Services: Highlight the major areas in which students are doing well and those in need of improvement, including on the course level when applicable.
 - Career Technical Education: Note any trends in the last three years compared to the preceding three years or further.
- Identify changes that have occurred in your program as a result of annual SLO assessment.
- Explain any modifications to the program's SLO assessment process or schedule.
- Note that the PSLOs on TracDat match the ones listed on the departmental/ service area website and in the College Catalog.

The program completed SLO assessment for all courses in the last three-year assessment cycle. Students met learning outcomes for the vast majority of courses. The assessment data suggests that the Program is preparing students to meet the outcomes. Further assessment is needed to confirm this conclusion. See attached report for further details.

4B. Summarize courses/services in the program that map to institutional student learning outcomes and discuss the results of the assessment and analysis.

Respond to the following:

- Explain what the course level assessment results reveal about student fulfillment of ISLOs.
- If the department participated in campus wide assessment, explain what insights were obtained.

All courses in the program map to ISLOs. Please see attached report for details.

4C. Summarize results of student data packets from the Office of Planning, Research and Institutional Effectiveness (PRIE), and where appropriate, any other relevant data.

Tool: <http://www.skylinecollege.edu/prie/programdata.php>

Respond to the following:

- Review 5-year data to describe trends in student success, retention, demographics.
- Were any student populations disproportionately impacted or underperforming?
- Analyze trends and discuss plans to address significant findings.
- Analyze trends in student success with respect to mode of delivery and/or technology. For instructional programs, address any differences between on-campus and distance education

Success. The program's five-year aggregate success rate of 71.2% is marginally higher than Skyline College's rate of 70.4%. We can do better: in three of the five-years measured, the Program's success rate exceeded 73%. A look inside the numbers highlight some important trends. For groups traditionally underrepresented in higher education - African Americans, Peoples Indigenous to the Americas, and multiracial students – the program's success rates were 76%, 69%, and 74% respectively. In contrast, Skyline College's success rates over the same time period for the same groups were 56%, 63%, and 68% respectively. This suggests that the Program is making a positive impact for some traditionally underrepresented groups. As to hybrid courses, since the program redesigned its distance education courses in 2014-15, 119 of 178 students have successfully completed courses for a success rate of 66.8% which is significantly higher than the overall college rate for hybrid courses of 60.6 %.

Retention. The program's five-year aggregate success rate of 83.4% is marginally lower than Skyline College's rate of 85%. One group of students that the program has been successful in promoting retention for is with African Americans where the Program's retention rate of 86% was higher than Skyline College's rate of 79% over the same time period for the same groups. However, the Program should be able to achieve similar rates for all students. As to Hybrid Courses, since the program redesigned its distance education courses in 2014-15, students have a retention rate of 79.2% which is marginally lower than the overall college rate of 80.6%.

Demographics

The Program consistently serves women, non-white, and older students at higher rates than Skyline College as a whole.

4D. Program Enrollment and Efficiency

For programs with curricular offerings, state the last three years of fall semester FTES, FTE and LOAD. Spring semester data may also be submitted as needed. For programs without curriculum offerings, and those with curriculum offerings and services, please provide information on the efficiency of services. Assess the efficiency of the program. (Program efficiency information can be obtained from PRIE).

One of the strengths of the Paralegal Program is the variety of courses we to offer to students despite our relatively small size. Namely: cross-listed courses with Administration of Justice; a dedicated Career Advancement Academy section; Community Legal Services Clinic, which provides innovative opportunities for paralegal students to learn while providing no cost legal services directly to our community; and Paralegal Internship wherein students build professional experience and earn college credit. While these courses do result in a relatively low load for the department, they also exemplify Skyline College's values of Social Justice, Campus Climate, Open Access, Student Success and Equity, Academic Excellence, and Community Connection. Thus, efficiency numbers do not accurately represent the Program's contributions to student success.

	FTEF	FTES	LOAD
Fall 2013	0.60	7.76	388
Fall 2014	1.31	11.52	264
Fall 2015	1.31	8.23	189

4E. Career Technical Education Program Required Information and Data (CTE Programs only)

Tools: Major Employers in San Mateo County:

<http://www.labormarketinfo.edd.ca.gov/majorer/countymajorer.asp?CountyCode=000081>

Staffing Patterns in Local Industries and Occupations:

<http://www.labormarketinfo.edd.ca.gov/iomatrix/staffing-patterns1.asp>

Respond to the following:

- Review the program's Gainful Employment Disclosure Data. Identify any areas of concern.
- Discuss the role of the Advisory Committee and provide minutes of the most recent Advisory Committee meeting.
- Describe how changes in business, community and employment needs, new technology, and new transfer requirements could affect the program.

The Peninsula is home to approximately 910 legal employers, the overwhelming majority of whom are attorneys with a solo practice or a small firm. [1] According to the State of California Employment Development Department (EDD), most legal employers usually require an associate degree for a paralegal or a legal assistant position.[2] The State of California projects a 12 – 13 percent increase in paralegal jobs by 2024.[3] In 2016, the median annual salary of a paralegal working in the San Francisco Bay Area was \$74,684.00.[4]

The Paralegal Studies Program at Skyline College offers robust training and education to prepare students for legal work in San Mateo County and the greater Bay Area. In the last five years, the Program instituted the following actions to improve its effectiveness and tailor its training approach to the changing needs of local employers:

1. Hired a full-time faculty as lead instructor and faculty coordinator
2. Revised the Course Outline of Record and Syllabus for every course in the Catalog
3. Redesigned the Paralegal Internship
4. Launched Legal Careers Night
5. Formed and met annually with the Paralegal Studies Advisory Committee
6. Started the innovative Community Legal Clinic to serve the community and provide service learning opportunities
7. Successfully sought grant funding to provide highly subsidized Westlaw access for students
8. Eliminated outdated courses
9. Developed new and relevant courses including Law Office Technology and a capstone course

Importantly, we are engaging students and alumni in many of these efforts. For example, current and former students serve as members of the Advisory Committee, as presenters at the annual Legal Careers Night, as guest speakers in class, as resources for finding internship and job opportunities for students, and as sources of information regarding what we are doing well and what we can do to improve.

The legal profession continues to change as a result of technological advances, changes in the law, and the increasing demand for legal services by the increasing population. At the same time, legal education changes in response to developments in education and changing student populations. The Paralegal Studies Program instituted the initiatives detailed above to respond to the ever-changing landscape. To stay aware of new

developments and trends, we have developed an organized evaluation plan to solicit input and feedback from current students, alumni, and local employers on the effectiveness, relevance, and quality of the program.

As part of these efforts, in 2017 the Program surveyed all forty-eight graduates from the past four years. The Program was able to contact thirty-three of the forty-eight graduates. Of the thirteen graduates whom we were unable to contact, two declined to participate in the survey, and the rest (11) had outdated contact information or did not respond to our voice messages. Thus, our response rate is sixty-nine percent (69%).

Of the thirty-three graduates who responded, thirteen are currently working as paralegals and four are currently working in the legal field in another capacity. Thus, seventeen of thirty-three or fifty-one percent (51%) of program graduates are working in the legal field, most as paralegals. Of the remaining, four were seeking employment, three were continuing in higher education, and eight were working in another field. As to the four seeking employment, the Program gave them contact information for legal recruiters who work closely with Skyline College and informed them of on-campus workshops for job seekers. Of those working in another field, six of eight reported that they were employed before enrolling and had enrolled for enrichment / skills building purposes and not to change jobs.

Program faculty and staff met in February 2017 to review and analyze the data. Discussion participants asked whether the 51% number was truly representative of students reaching their professional goals. The group then noted that, of the thirty-three graduates surveyed, only thirty were eligible for employment since three were currently in school. Of those thirty, eight were working in another field. As noted above, of those eight, only two expressed interest in becoming paralegals, leaving twenty-four students as the population of persons potentially seeking legal employment. Per the survey results, seventeen of those twenty-four, or 70%, are working in the legal field. Thus, while there is certainly room for improvement, depending on your interpretation of the numbers, between fifty-one and seventy percent of graduates are achieving their goals.

[1] Source: _

<http://www.labormarketinfo.edd.ca.gov/aspdotnet/databrowsing/empResults.aspx?menuChoice=emp&searchType=Geography&geogArea=0604000081&naicsect=54&naicscode4=5411&naicscode6=541110>

[2] Source: <http://www.labormarketinfo.edd.ca.gov/iomatrix/Staffing-Patterns3.asp?IOFlag=Occ&OccCode=232011>

[3] Source: <http://www.labormarketinfo.edd.ca.gov/iomatrix/Staffing-Patterns3.asp?IOFlag=Occ&OccCode=232011>

[4] Source: <http://www.labormarketinfo.edd.ca.gov/OccGuides/ALLOESWage.aspx?Soccode=232011>

5. Curricular Offerings

Tools: CurricUNET: <http://www.curricunet.com/smcccd>

5A. Program Curriculum and Courses. If your program does not offer curriculum please state “N/A”.

Respond to the following:

- All courses, including prerequisites, must be reviewed and updated at a minimum of every six years. (Be sure to complete Appendix D: Course Outline and Prerequisite Checklist Table).
- List courses that have been banked/deleted.
- NOTE: Be sure to add any new courses to the department’s three-year calendar of assessment and request that they be added to TracDat.
- NOTE: If new courses were added since the last CPR, be sure that they’ve been mapped to ISLOs and PSLOs on TracDat, including relevant interdisciplinary degrees.

Required Courses	Elective Courses
LEGL 240 Introduction to Law LEGL 245 Paralegal Profession I LEGL 245 Paralegal Profession II LEGL 250 Legal Research LEGL 252 Civil Litigation I LEGL 290 Community Legal Services Clinic [1] LEGL 354 Civil Litigation II LEGL 430 LEGL 671[1]	LEGL 275 Constitutional Law LEGL 304 Criminal Law [2] LEGL 306 Evidence [2] LEGL 320 Criminal Investigation[2]
[1] Students must enroll in either LEGL 290 or LEGL 671 [2] Cross listed with ADMJ	

5B. Identify Patterns of Curriculum Offerings. If your program does not offer curriculum please state “N/A”.

Reflections:

- Review the 2-year curriculum cycle of course offerings to ensure timely completion of certificates, degrees, and transfer.
- Identify strengths of the curriculum.
- Identify issues and possible solutions.
- Discuss plans for future curricular development and/or program modification.

All courses in the curriculum are offered a minimum of once each academic year. The Program has been an evening program only and core courses were offered only in the evening. In Fall 2014, we began expanding by offering LEGL 240 in the Fall and LEGL 245 and LEGL 290 in the Spring, both during the day. The pattern of curriculum offerings is as follows: Fall: LEGL 240, LEGL 245, LEGL 250, LEGL 252, LEGL 290, and LEGL 671. Spring: LEGL 240, LEGL 245, LEGL 247, LEGL 275, LEGL 290, LEGL 354, LEGL 430, and LEGL 671.

The Program's goal is to eventually offer all courses to day as well as evening students. The main issue is ensuring capacity for scheduling additional course offerings and maintaining instructional quality. Offering all required courses during the day and the evening would increase student access to LEGL courses and likely increase enrollment in the Program. Yet, offering day and evening sections is not possible given current staffing levels. Thus, the questions are: how can the Program accomplish its goal of increased enrollment such that an increase in staffing is feasible and desirable without decreasing the quality of educational opportunities currently provided and without decreasing its contributions to Skyline College beyond the paralegal classroom?

6. Action Plan

Provide your action plan based on the analysis and reflections provided in the previous sections.

Tool: <https://sanmateo.tracdat.com/tracdat/>

Actions:

- Identify next steps to be taken and set a timeline.
- Identify questions that will serve as a focus of inquiry for the next Annual Program Plan and/or Program Review.
 - Determine the assessments; set the timeline for tabulating the data and analyzing results.
 - Describe what you expect to learn from the assessment efforts.

The Program plans to continue to give our best efforts to provide innovative and equitable opportunities for all students to learn, thrive, and excel; to make significant contributions to the Skyline College Promise by supporting students in their efforts to “Get in, Get Through, and Get Out... On Time;” and to continue to demonstrate a strong commitment to campus involvement. To do so, the Program will continue efforts to:

1. Pursue Approval of the Paralegal Program by the American Bar Association.
2. Maximize classroom instruction through meaningful learning opportunities focused on Social Justice, Critical Thinking, Effective Communication, Citizenship, Information Literacy, and Lifelong Wellness.
3. Build our capacity to better serve students by supporting all instructors in regular professional development.
4. Conduct targeted, timely, and personal inreach and outreach to encourage enrollment at Skyline College, in the Program and the Legal Career Advancement Academy specifically.
5. Grow the Legal Clinic’s capacity to serve students via partnerships with SparkPoint and the Dream Center and by continuing to increase our community connection through outreach to local community organizations.
6. Increase Skyline College’s role in addressing the access to justice gap by increasing awareness among students of their role in addressing legal inequities through classroom instruction, on campus events, and service learning.
7. Build connections among students, alumni, and local employers and the Program through networking, Legal Careers Night, in-class presentations, collaboration with local professional organizations.
8. Strengthen the legal internship program through engagement with local legal employers.
9. Survey current students, alumni and employers to develop a better understanding of our strengths and challenges.
10. Strengthen connections between the program and our community through engagement and outreach.
11. Engage with participatory governance and innovation at Skyline College through the Design Team, committee membership, membership in Academic Senate, and participation in faculty-led efforts to increase student success.
12. Engage with and empower students from underserved populations to increase access to education so our global and diverse community of learners can achieve intellectual, cultural, social, economic and personal fulfillment.

7. Resource Identification

7A. Professional Development needs

Actions:

- List the professional development activities the faculty and staff participated in this year.
- Explain how professional development activities in the past six years have improved student learning outcomes.
- Describe professional development plans for next year.

All instructors should engage regularly in professional development. Program faculty are currently exploring issues of unconscious bias and research based teaching methods on effective ways to work with students to broaden perspectives.

7B. Office of Planning, Research & Institutional Effectiveness requests

Actions:

- List your program's data requests from the Office of Planning, Research & Institutional Effectiveness.
- Explain how the requests will serve the Student/Program/Division/College needs.

None at this time. Although we do not have pending or upcoming requests with PRIE, we do want to acknowledge the prompt and enthusiastic assistance we have received from PRIE staff while working on the application for ABA accreditation for the Program. We appreciate their efforts!

7C. Faculty and Staff hiring, Instructional Equipment and Facilities Requests

Complete the table on the following page:

Comprehensive Program Review: Resource Needs Summary Table

Program: Paralegal Studies

Date: March 31, 2017

	Needs	How does this request align with your assessment of student outcomes?	How does this request align with your action plan?	Estimated cost for facilities and equipment
Personnel	<ol style="list-style-type: none"> 1. Release time for the Program Coordinator 2. Part-time Program Services Coordinator or other support staff. 3. Non-Instructional Faculty. 	Please see statements below.		
Equipment	<ol style="list-style-type: none"> 1. Westlaw access for thirty students. 	Please see statements below.		
Facilities				

Personnel

1. Release time for the Program Coordinator. This need aligns with assessment of student outcomes as the Program Coordinator is the only full-time instructor in the program and thus does much of the work related to assessment. This request aligns with our action plan because only through release time can the Program Coordinator continue current efforts, teach courses and work on the action items specified above.
2. Part-time Program Services Coordinator or other support staff. In completing the *American Bar Association's Application for Approval of the Paralegal Program*, the Program Coordinator and a part-time instructor combined to work over 250 hours. If the application is granted, significant additional hours will be necessary annually to comply with the ABA's reporting requirements. If the application is denied, significant additional hours will be necessary to address the ABA's concerns and submit the application. Second, the Program seeks to increase the commitment to program assessment by annually surveying current students, alumni, and local employers. Additional hours will be needed to draft, administer, assess, and report on the surveys. Third, the Program seeks to increase its inreach and outreach efforts. Since the last Comprehensive Program Review Cycle, the Program Coordinator has staffed events such as Career Technical Education Day, Meet Your Major, Big Brothers / Big Sisters, and others. Further, the Program Coordinator has spoken at local high schools and met with student organizations on campus including but not limited to TRiO, Rise Up, and the Gay Straight Alliance, with the goal of increasing enrollment at Skyline College and in the paralegal program specifically. A Program Services Coordinator is needed to take on these events and expand them to include outreach to the Adult School and the San Mateo County NOVA Workforce Board.
3. Non-Instructional Faculty. Paid hours for attorney/faculty member who can grow the capacity of the Dream Center and the Community Legal Services Clinic to serve undocumented students and to address the access to justice gap present among the students, staff and faculty of Skyline College and in our community. This is directly in accord with the Skyline College values of Social Justice, Open Access, and Community Connection.

Equipment

Westlaw access for thirty students. Skyline College subsidizes the high cost of this fee-based legal research service for students. Note, this is currently being funded by a generous PIF grant. When the PIF runs out, Skyline College should institutionalize this initiative to continue to provide students in the Program the opportunity to develop information literacy necessary to twenty-first century legal careers.

APPENDIX A

VISION, MISSION, VALUES AND GOALS OF SKYLINE COLLEGE

Please check current catalog for most recent goal statements.

Vision Statement

Skyline College inspires a global and diverse community of learners to achieve intellectual, cultural, social, economic and personal fulfillment.

Mission Statement

To empower and transform a global community of learners.

Values Statement

Education is the foundation of our civilized democratic society.

Thus:

Campus Climate: We value a campus-wide climate that reflects a 'students first philosophy' with mutual respect between all constituencies and appreciation for diversity. Both instruction and student services are dedicated to providing every student with an avenue to success.

Open Access: We are committed to the availability of quality educational programs and services for every member of our community regardless of level of preparation, socio-economic status, cultural, religious or ethnic background, or disability. We are committed to providing students with open access to programs and responsive student services that enable them to advance steadily toward their goals.

Student Success: We value students' success in achieving their goals, and strengthening their voices as they transform their lives through their educational experience.

Academic Excellence: We value excellence in all aspects of our mission as a comprehensive community college offering preparation for transfer to a baccalaureate institution, workforce and economic development through career technical education programs and certificates, Associate of Arts and Associate of Science degrees, basic skills development, and lifelong learning. We are committed to academic rigor and quality with relevant, recent, and evolving curriculum and well-equipped programs that include new and emerging areas of study. We are dedicated to an educational climate that values creativity, innovation and freedom of intellectual exploration, discovery, thought, and exchange of ideas.

Community Connection: We value a deep engagement with the community we serve and our role as an academic and cultural center for community including business, industry, labor, non-profits, government and the arts. We are dedicated to maintaining a college culture and institutional climate that is warm and welcoming to all.

Shared Governance: We value just, fair, inclusive, and well understood, transparent governance processes based upon open and honest communication.

Sustainability: We value an institutional culture that represents a strong commitment to environmental sustainability and justice. We are committed to the tenets of sustainability "To meet present needs without compromising the ability of future generations to meet their needs."

APPENDIX B

Definition of Terms

- WSCH:** Weekly Student Contact Hours are based on the first census week of a Fall term. They do not include second census week data, but they do include all positive attendance data for the term (converted to WSCH) including classes which start after the first census
- FTE:** The full-time equivalent faculty count is determined by the set of rules provided to each college at the time the data is requested. Generally, the figures are the decimal fraction of the teaching hours or units ascribed to the faculty member for teaching work done. Non-teaching time is specifically excluded so that it does not affect the value of the data. Work done by non-certified-personnel is not included.
- LOAD:** Teaching Load is taken as the ratio of WSCH to FTE
- N GRADES:** The total number of grades awarded ($A+B+C+D+F+CR+NCR+I+W$)
- RETENTION:** The sum of all non-W grades divided by N grades times 100, expressed as %
- SUCCESS:** $A+B+C+CR$ grades divided by N grades times 100, expressed as %

APPENDIX C

FREQUENTLY ASKED QUESTIONS

1. Why are faculty asked to perform Program Review?

Faculty are the members of the campus community who best understand the intricacies of the courses and the body of work within programs. Faculty work each day with students and staff within these programs and are best suited to understand the strengths and needs of specific programs. Because Program Review is also used for budget and planning, it is imperative that faculty perspective is included in that process.

2. How do I know that all the work I put into this document will have any impact?

A well thought through and completed Program Review will have its greatest impact on the program and its faculty/staff. Evaluation of practices, procedures and student outcomes is the hallmark of successful educational programs and institutions. A thoughtful analysis of the results and findings of the Program Review should be used to improve student outcomes. The Curriculum Committee and College Council have developed a process which requires the Program Review to impact the College planning, budget, SLOAC and resource allocation processes.

3. Why the oral presentation to curriculum committee?

The oral presentation of your Program Review serves two purposes. Primarily, it will allow the program exposure to a cross-section of the campus community. Many members of this community are not aware of the accomplishments of programs or their needs. It allows each program to shine! Secondly, it allows the Program Review process to become more personal. Committee members and program personnel will have the opportunity to interact, question each other, and respond to the Program Review. Finally, it will help the College do systematic planning and coordinate our efforts.

4. I am a one-person department – I don't have the capability or time to perform this review.

Each Division Dean is available to assist you in gathering information and preparation of the self-study. Please utilize him or her. Also, keep track of the amount of time spent on the self-study. When submitting your evaluation of the Program Review process, please include the total hours involved in the process. This will help with future planning and modifications to the review process.

5. How will the self-study questions be kept current and useful?

The Curriculum Committee, through the Academic Senate, will have that responsibility.

Appendix D

Program: Paralegal Studies

Semester: Spring 2017

COURSE OUTLINE AND PREREQUISITE CHECKLIST TABLE							
1	2	3	4		5	6	7
Prefix & Number	Course Title	Curric-UNET Review Date (Month /Year)	Transfer		G.E.	Prerequisites, Co-requisites, and/or Recommended Preparations	Reviewed
			C S U	UC			
LEGL 240	Introduction to Law	11/2016	X		X	Recommended: Eligibility for ENGL 100 or ENGL 105, or equivalent.	Yes
LEGL 245	Paralegal Profession I	11/2016	X			Eligibility for ENGL 846 or ESOL 400, or equivalent.	Yes
LEGL 247	Paralegal Profession II	11/2016	X			Successful completion of at least 3 of the following core courses in paralegal studies: LEGL 240, 250, 252, 430, and either 290 / 671.	Yes
LEGL 250	Legal Research, Writing, and Analysis I	03/2017	X			Prerequisite: LEGL 245 , completion of or concurrent enrollment in, or equivalent. Recommended: Eligibility for ENGL 100 or ENGL 105, or	Yes
LEGL 252	Civil Litigation I	03/2017	X			Prerequisite: LEGL 240 or equivalent. Recommended Preparation: Eligibility for ENGL 100 or ENGL 105, or equivalent.	
LEGL 290	Community Legal Services Clinic	03/2017	X			Prerequisite: LEGL 240, or LEGL 245 or LEGL 250 or equivalent.	
LEGL 304	Concepts of Criminal Law	03/2017	X			Recommended Preparation: Eligibility for ENGL 846 or ESOL 400, or equivalent. Completion of or concurrent enrollment in ADMJ 100, or LEGL 240 or equivalent.	
LEGL 306	Legal Aspects of Evidence	03/2017	X			Recommended Preparation: Eligibility for ENGL 846 or ESOL 400, or equivalent. Completion of, or concurrent enrollment in ADMJ 100 or LEGL 240, or equivalent.	

LEGL 320	Criminal Investigation	03/2017	X			Recommended Preparation: Eligibility for ENGL 846 or ESOL 400, or equivalent. Completion of or concurrent enrollment in LEGL 240, or ADMJ 100 or equivalent.	
LEGL 354	Civil Litigation II	03/2017	X			Prerequisite: LEGL 252 or equivalent. Recommended Preparation: Eligibility for ENGL 100 or ENGL 105, or equivalent.	
LEGL 430	Law Office Technology	03/2017	X			Recommended Preparation: Eligibility for ENGL 846 or ESOL 400, or equivalent. BCM. 104, or equivalent and LEGL 245 or equivalent.	
LEGL 670	Paralegal Internship	12/2016	X			Recommended Preparation: Eligibility for ENGL 846 or ESOL 400, or equivalent.	

COURSE OUTLINE AND PREREQUISITE CHECKLIST TABLE									
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[illegible]

COURSE OUTLINE AND PREREQUISITE CHECKLIST TABLE									
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[illegible]

APPENDIX E
SKYLINE COLLEGE

INSTRUCTIONAL AND STUDENT SERVICES PROGRAM REVIEW

RESPONSE SHEET

Program:

Thank you for your time and effort in preparing this Program Review. Your Resource Needs Summary has been shared with the College Budget Committee and the Resource Needs Summary and Executive Summary, with recommendations, has been shared with the College Council.

College President

Comments:

Signature

Separate boxes for each

College Vice President(s)

Comments:

Signature

Curriculum Committee

Comments:

Signature

Appendix F Skyline College

Evaluation of the Program Review Process

To improve the Program Review process your help and suggestions are instrumental. We ask that all parties responsible for preparation of this review have input into the evaluation. After completion of the Program Review process, please take a few moments to complete and return this evaluation to the chair of the Curriculum Committee.

Estimate the total number of hours to complete your Program Review:

1. Was the time frame for completion of Program Review adequate? If not, explain.

Yes. But additional hands-on workshops working with experts in reports would have been useful.

2. Was the instrument clear and understandable? Was it easy to use? If not, explain and offer suggestions for improvement.

Some of the questions felt redundant. The .pdf and .doc formats are not easy to use. Please consider web based submissions.

3. Were the questions relevant? If not, please explain and offer suggestions.

Some.

4. Did you find the Program Review process to have value? If not, please explain and offer suggestions.

Not entirely. For a one person department, this process is done in isolation and is a heavy lift and feels tangentially connected to the work I do with students in the classroom on a regular basis. Perhaps a more effective approach would be to invite program coordinators to engage in a guided discussion or series of guided discussions through the CTTL which could culminate in a reflection. Or, give release time for the project and have it be done in a “retreat”.

5. Was the data you received from the Office of Planning, Research and Institutional Effectiveness complete and presented in a clear format? Would you like additional data?

No additional data. The number of charts and amount of data are somewhat overwhelming. Perhaps the data could be presented in a different way. For instance, are the differences between the Paralegal Program’s numbers and Skyline College’s numbers statistically significant? If no, then maybe you could just say “the program is performing at par.” Then, we should have a discussion about whether this level of performance is cause for concern or alarm.

6. Please offer any comments that could improve and/or streamline Program Review.

Please see above.

Appendix G
Skyline College

Program Review Completion Check off Sheet

Before submitting your self-study report, please make sure that all forms are submitted by using the checklist below:

		Checked if Completed
1.	Executive Summary	
2.	Program Review Self-Study (including TracDat PSLO report)	
3.	Resource Needs Summary Table	
4.	Course Outline and Prerequisite Checklist Table (Appendix D)	
5.	Response Sheet (Appendix E)	
6.	Evaluation of the Program Review Process (Appendix F)	

Approved by Curriculum Committee 11/6/13
Revised 10/26/16

Relationships and Assessment: Course Outcomes by PSLOs



SKY Dept - Paralegal Studies

Department Assessment Coordinator: Jesse W. Raskin

Legal Understanding - Identify, explain, and give examples of key elements of U.S. law, legal systems, ethical considerations, and/or professional procedures.

SKY LEGL 240 : Introduction to Law

Published Judicial Decision - Identify key elements of a published judicial decision from a U.S. Court including caption, facts, issue, holding, and reasoning.

Course Outcome Status: Active

Assessment Methods	Result	Actions
<p>Directly related to Course Outcome</p> <p>Other - As part of the final exam, students will read a published decision from a U.S. Court and identify the caption, facts, issue, holding, and reasoning by writing a "case brief."</p> <p>Success Criterion: At least 70% of examining students will successfully identify 4 out of 5 of the following</p>	<p>Reporting Cycle: 2016- 2017 Result Type: Criterion met Criterion met-- More than 70% of examining students successfully identified 4 out of 5 of the following from a U.S. published U.S. Court decision: caption, facts, issue, holding, and reasoning. (02/19/2017) Who discussed the assessment, results and/or action plans? When? Where (e.g., dept. meeting)?: Jesse W. Raskin and Maria Gaudio: Department SLO meeting.</p> <p>Reporting Cycle: 2012 - 2013 Result Type: Criterion met Criterion met-- More than 70% of examining students successfully identified 4 out of 5 of the following from a U.S. published U.S. Court decision: caption, facts, issue, holding, and reasoning. (01/24/2013) Related Documents: Final 240</p>	<p>Action: This is the first time I taught the course. Additional assessment needed to determine if these results are the norm. (01/24/2013) Action Plan Category: Conduct Further Assessment</p>

Legal Understanding - Identify, explain, and give examples of key elements of U.S. law, legal systems, ethical considerations, and/or professional procedures.

SKY LEGL 240 : Introduction to Law

Published Judicial Decision - Identify key elements of a published judicial decision from a U.S. Court including caption, facts, issue, holding, and reasoning.		
elements from a U.S. published U.S. Court decision: caption, facts, issue, holding, and reasoning. Schedule: Fall 2012, Fall 2015, Fall 2018, Fall 2021...		

Published Judicial Decision - Identify key elements of a published judicial decision from a U.S. Court including caption, facts, issue, holding, and reasoning.

Course Outcome Status: Active

Assessment Methods	Result	Actions
<p>Directly related to Course Outcome</p> <p>Other - As part of the final exam, students will read a published decision from a U.S. Court and identify the caption, facts, issue, holding, and reasoning by writing a "case brief."</p> <p>Success Criterion: At least 70% of examining students will successfully identify 4 out of 5 of the following elements from a U.S. published U.S. Court decision: caption, facts, issue, holding, and reasoning. Schedule: Fall 2012, Fall 2015, Fall 2018, Fall 2021...</p>	<p>Reporting Cycle: 2016- 2017 Result Type: Criterion met Criterion met-- More than 70% of examining students successfully identified 4 out of 5 of the following from a U.S. published U.S. Court decision: caption, facts, issue, holding, and reasoning. (02/19/2017) Who discussed the assessment, results and/or action plans? When? Where (e.g., dept. meeting)?: Jesse W. Raskin and Maria Gaudio: Department SLO meeting.</p> <p>Reporting Cycle: 2012 - 2013 Result Type: Criterion met Criterion met-- More than 70% of examining students successfully identified 4 out of 5 of the following from a U.S. published U.S. Court decision: caption, facts, issue, holding, and reasoning. (01/24/2013) Related Documents: Final 240</p>	<p>Action: This is the first time I taught the course. Additional assessment needed to determine if these results are the norm. (01/24/2013) Action Plan Category: Conduct Further Assessment</p>

Legal Understanding - Identify, explain, and give examples of key elements of U.S. law, legal systems, ethical considerations, and/or professional procedures.

SKY LEGL 240 : Introduction to Law

Published Judicial Decision - Identify key elements of a published judicial decision from a U.S. Court including caption, facts, issue, holding, and reasoning.

Fundamental Concepts - Define, identify, describe, explain, or analyze fundamental concepts of U.S. Law and Legal systems.

Course Outcome Status: Active

Assessment Methods	Result	Actions
<p>Directly related to Course Outcome</p> <p>Exam - Students will provide a response(s) to an open ended essay prompt(s) on fundamental concepts of U.S. Law and legal systems. Success Criterion: Examining students will average 70% or better on the exam. Schedule: Fall 2012, Fall 2015, Fall 2018, Fall 2021...</p>	<p>Reporting Cycle: 2016- 2017 Result Type: Criterion met More then 70% of students assessed were able to accurately define, identify, describe, explain, or analyze fundamental concepts of U.S. Law and Legal systems. (02/19/2017) Who discussed the assessment, results and/or action plans? When? Where (e.g., dept. meeting)?: Jesse W. Raskin and Maria Gaudio: Department SLO meeting.</p> <p>Reporting Cycle: 2012 - 2013 Result Type: Criterion met Criterion met--Examining students averaged better than 70% on the exam. (01/10/2013)</p>	<p>Action: Additional data necessary for trend analysis. (03/27/2013) Action Plan Category: Conduct Further Assessment</p> <p>Action: Change success criterion to: examining students will achieve an average result of 75% or better. (01/10/2013) Action Plan Category: Conduct Further Assessment</p>

Fundamental Concepts - Define, identify, describe, explain, or analyze fundamental concepts of U.S. Law and Legal systems.

Course Outcome Status: Active

Assessment Methods	Result	Actions
<p>Directly related to Course Outcome</p>	<p>Reporting Cycle: 2016- 2017 Result Type: Criterion met More then 70% of students assessed were able to accurately define, identify, describe,</p>	

Legal Understanding - Identify, explain, and give examples of key elements of U.S. law, legal systems, ethical considerations, and/or professional procedures.

SKY LEGL 240 : Introduction to Law

Fundamental Concepts - Define, identify, describe, explain, or analyze fundamental concepts of U.S. Law and Legal systems.

Assessment Methods	Result	Actions
<p>Directly related to Course Outcome</p> <p>Exam - Students will provide a response(s) to an open ended essay prompt(s) on fundamental concepts of U.S. Law and legal systems. Success Criterion: Examining students will average 70% or better on the exam. Schedule: Fall 2012, Fall 2015, Fall 2018, Fall 2021...</p>	<p>explain, or analyze fundamental concepts of U.S. Law and Legal systems. (02/19/2017)</p> <p>Who discussed the assessment, results and/or action plans? When? Where (e.g., dept. meeting)?: Jesse W. Raskin and Maria Gaudio: Department SLO meeting.</p> <p>Reporting Cycle: 2012 - 2013 Result Type: Criterion met Criterion met--Examining students averaged better than 70% on the exam. (01/10/2013)</p>	<p>Action: Additional data necessary for trend analysis. (03/27/2013) Action Plan Category: Conduct Further Assessment</p> <p>Action: Change success criterion to: examining students will achieve an average result of 75% or better. (01/10/2013) Action Plan Category: Conduct Further Assessment</p>

SKY LEGL 245 : Legal Operations

Knowledge of Key Concepts - Demonstrate knowledge of fundamental concepts of U.S. Law and of key skills such as legal writing, research, and analysis.

Course Outcome Status: Active
Start Date: 01/14/2013
End Date: 05/17/2013

Assessment Methods	Result	Actions
<p>Exam - Students will: (1) answer open ended exam question(s), and/or (2) complete an open ended self-reflection, and/or (3) self-assess via a series of likert scale questions, and/or (4) answer multiple choice</p>	<p>Reporting Cycle: 2016- 2017 Result Type: Criterion met Per student responses to open ended self reflection and Likert scale questions, all students completing the course experienced growth in their level of knowledge of fundamental concepts of U.S. Law and of key skills such as legal writing, research, and analysis. (01/10/2017)</p>	

SKY LEGL 245 : Legal Operations

Knowledge of Key Concepts - Demonstrate knowledge of fundamental concepts of U.S. Law and of key skills such as legal writing, research, and analysis.		
Assessment Methods	Result	Actions
<p>questions demonstrating their knowledge of fundamental concepts of U.S. Law and / or on key skills such as legal writing, research, and analysis.</p> <p>Success Criterion: Examining students will average 75% or better on the examination and/or will self report a better than average understanding of the paraprofessional's role and responsibilities in the modern law office.</p>	<p>Who discussed the assessment, results and/or action plans? When? Where (e.g., dept. meeting)?: Jesse W. Raskin and Maria Gaudio. We discussed whether to give students a "before / after" / "pre/post" test but decided that for now the open ended reflection and Likert scale questions are most appropriate given the exploratory nature of this course.</p>	
	<p>Reporting Cycle: 2013 - 2014 Result Type: Criterion met Based on an results of a self assessment, 78% of students reported having "better than average" or "much better than average" knowledge of fundamental concepts of U.S. Law. (06/15/2014)</p>	
	<p>Reporting Cycle: 2012 - 2013 Result Type: Criterion met Criterion met--Students averaged better than 75% on the exam questions relating to fundamental concepts of U.S. Law and / or on key skills such as legal writing, research, and analysis. (06/23/2013)</p>	<p>Action: Program will conduct further assessment to determine if results can be replicated. Program will consider raising success criteria to 80%. (06/23/2013) Action Plan Category: Conduct Further Assessment</p>

Knowledge of Key Concepts - Demonstrate knowledge of fundamental concepts of U.S. Law and of key skills such as legal writing, research, and analysis.		
<p>Course Outcome Status: Active Start Date: 01/14/2013 End Date: 05/17/2013</p>		
Assessment Methods	Result	Actions
<p>Exam - Students will: (1) answer</p>		

SKY LEGL 245 : Legal Operations

Knowledge of Key Concepts - Demonstrate knowledge of fundamental concepts of U.S. Law and of key skills such as legal writing, research, and analysis.

Assessment Methods	Result	Actions
<p>open ended exam question(s), and/or (2) complete an open ended self-reflection, and/or (3) self-assess via a series of likert scale questions, and/or (4) answer multiple choice questions demonstrating their knowledge of fundamental concepts of U.S. Law and / or on key skills such as legal writing, research, and analysis.</p> <p>Success Criterion: Examining students will average 75% or better on the examination and/or will self report a better than average understanding of the paraprofessional's role and responsibilities in the modern law office.</p>	<p>Reporting Cycle: 2016- 2017 Result Type: Criterion met Per student responses to open ended self reflection and Likert scale questions, all students completing the course experienced growth in their level of knowledge of fundamental concepts of U.S. Law and of key skills such as legal writing, research, and analysis. (01/10/2017) Who discussed the assessment, results and/or action plans? When? Where (e.g., dept. meeting)?: Jesse W. Raskin and Maria Gaudio. We discussed whether to give students a "before / after" / "pre/post" test but decided that for now the open ended reflection and Likert scale questions are most appropriate given the exploratory nature of this course.</p>	
	<p>Reporting Cycle: 2013 - 2014 Result Type: Criterion met Based on an results of a self assessment, 78% of students reported having "better than average" or "much better than average" knowledge of fundamental concepts of U.S. Law. (06/15/2014)</p>	
	<p>Reporting Cycle: 2012 - 2013 Result Type: Criterion met Criterion met--Students averaged better than 75% on the exam questions relating to fundamental concepts of U.S. Law and / or on key skills such as legal writing, research, and analysis. (06/23/2013)</p>	<p>Action: Program will conduct further assessment to determine if results can be replicated. Program will consider raising success criteria to 80%. (06/23/2013) Action Plan Category: Conduct Further Assessment</p>

Knowledge of Key Concepts - Demonstrate knowledge of fundamental concepts of U.S. Law and of key skills such as legal writing, research, and analysis.

SKY LEGL 245 : Legal Operations

Knowledge of Key Concepts - Demonstrate knowledge of fundamental concepts of U.S. Law and of key skills such as legal writing, research, and analysis.

Course Outcome Status: Active
Start Date: 01/14/2013
End Date: 05/17/2013

Assessment Methods	Result	Actions
<p>Exam - Students will: (1) answer open ended exam question(s), and/or (2) complete an open ended self-reflection, and/or (3) self-assess via a series of likert scale questions, and/or (4) answer multiple choice questions demonstrating their knowledge of fundamental concepts of U.S. Law and / or on key skills such as legal writing, research, and analysis.</p> <p>Success Criterion: Examining students will average 75% or better on the examination and/or will self report a better than average understanding of the paraprofessional's role and responsibilities in the modern law office.</p>	<p>Reporting Cycle: 2016- 2017 Result Type: Criterion met Per student responses to open ended self reflection and Likert scale questions, all students completing the course experienced growth in their level of knowledge of fundamental concepts of U.S. Law and of key skills such as legal writing, research, and analysis. (01/10/2017) Who discussed the assessment, results and/or action plans? When? Where (e.g., dept. meeting)?: Jesse W. Raskin and Maria Gaudio. We discussed whether to give students a "before / after" / "pre/post" test but decided that for now the open ended reflection and Likert scale questions are most appropriate given the exploratory nature of this course.</p>	
	<p>Reporting Cycle: 2013 - 2014 Result Type: Criterion met Based on an results of a self assessment, 78% of students reported having "better than average" or "much better than average" knowledge of fundamental concepts of U.S. Law. (06/15/2014)</p>	
	<p>Reporting Cycle: 2012 - 2013 Result Type: Criterion met Criterion met--Students averaged better than 75% on the exam questions relating to fundamental concepts of U.S. Law and / or on key skills such as legal writing, research, and analysis. (06/23/2013)</p>	<p>Action: Program will conduct further assessment to determine if results can be replicated. Program will consider raising success criteria to 80%. (06/23/2013) Action Plan Category: Conduct Further Assessment</p>

Legal Understanding - Identify, explain, and give examples of key elements of U.S. law, legal systems, ethical considerations, and/or professional procedures.

SKY LEGL 245 : Legal Operations

Knowledge of Key Concepts - Demonstrate knowledge of fundamental concepts of U.S. Law and of key skills such as legal writing, research, and analysis.

Understanding Role & Responsibilities - Demonstrate an understanding of the paraprofessional's role and responsibilities in the modern law office.

Course Outcome Status: Active

Assessment Methods	Result	Actions
Exam - Students will: (1) answer open ended exam question(s), and/or (2) complete an open ended self-reflection, and/or (3) self-assess via a series of likert scale questions, and/or (4) answer T/F and/or multiple choice questions demonstrating their knowledge of the paralegal roles and responsibilities in the modern law office. Success Criterion: Examining students will average 75% or better on the examination and/or will self report a better than average understanding of the paraprofessional's role and responsibilities in the modern law office.	Reporting Cycle: 2016- 2017 Result Type: Criterion met Per student responses to open ended self reflection and Likert scale questions, all students completing the course experienced growth in their level of knowledge of and understanding of the paraprofessional's role and responsibilities in the modern law office. (01/10/2017) Who discussed the assessment, results and/or action plans? When? Where (e.g., dept. meeting)?: Jesse W. Raskin and Maria Gaudio. The discussion approved of the use of open ended self reflection and Likert scale questions for this assessment.	
	Reporting Cycle: 2013 - 2014 Result Type: Criterion met Examining students averaged better than 75% on an examination designed to asses whether students could demonstrate an understanding of the paraprofessional's role and responsibilities in the modern law office. (06/15/2014)	
	Reporting Cycle: 2012 - 2013 Result Type: Criterion met Criterion met--Students averaged better than 75% on the examination (06/23/2013)	Action: Further assessment needed to determine consistency of results. (06/23/2013) Action Plan Category: Conduct Further Assessment Follow-Up: Course will be reassessed in 2014. (07/23/2013)

Understanding Role & Responsibilities - Demonstrate an understanding of the paraprofessional's role and responsibilities in the modern law office.

Course Outcome Status: Active

SKY LEGL 245 : Legal Operations

Understanding Role & Responsibilities - Demonstrate an understanding of the paraprofessional's role and responsibilities in the modern law office.

Assessment Methods	Result	Actions
Exam - Students will: (1) answer open ended exam question(s), and/or (2) complete an open ended self-reflection, and/or (3) self-assess via a series of likert scale questions, and/or (4) answer T/F and/or multiple choice questions demonstrating their knowledge of the paralegal roles and responsibilities in the modern law office. Success Criterion: Examining students will average 75% or better on the examination and/or will self report a better than average understanding of the paraprofessional's role and responsibilities in the modern law office.	Reporting Cycle: 2016- 2017 Result Type: Criterion met Per student responses to open ended self reflection and Likert scale questions, all students completing the course experienced growth in their level of knowledge of and understanding of the paraprofessional's role and responsibilities in the modern law office. (01/10/2017) Who discussed the assessment, results and/or action plans? When? Where (e.g., dept. meeting)?: Jesse W. Raskin and Maria Gaudio. The discussion approved of the use of open ended self reflection and Likert scale questions for this assessment.	
	Reporting Cycle: 2013 - 2014 Result Type: Criterion met Examining students averaged better than 75% on an examination designed to asses whether students could demonstrate an understanding of the paraprofessional's role and responsibilities in the modern law office. (06/15/2014)	
	Reporting Cycle: 2012 - 2013 Result Type: Criterion met Criterion met--Students averaged better than 75% on the examination (06/23/2013)	Action: Further assessment needed to determine consistency of results. (06/23/2013) Action Plan Category: Conduct Further Assessment Follow-Up: Course will be reassessed in 2014. (07/23/2013)

Understanding Role & Responsibilities - Demonstrate an understanding of the paraprofessional's role and responsibilities in the modern law office.

Course Outcome Status: Active

Assessment Methods	Result	Actions
Exam - Students will: (1) answer	Reporting Cycle: 2016- 2017	

Legal Understanding - Identify, explain, and give examples of key elements of U.S. law, legal systems, ethical considerations, and/or professional procedures.

SKY LEGL 245 : Legal Operations

Understanding Role & Responsibilities - Demonstrate an understanding of the paraprofessional's role and responsibilities in the modern law office.

Assessment Methods	Result	Actions
open ended exam question(s), and/or (2) complete an open ended self-reflection, and/or (3) self-assess via a series of likert scale questions, and/or (4) answer T/F and/or multiple choice questions demonstrating their knowledge of the paralegal roles and responsibilities in the modern law office. Success Criterion: Examining students will average 75% or better on the examination and/or will self report a better than average understanding of the paraprofessional's role and responsibilities in the modern law office.	Result Type: Criterion met Per student responses to open ended self reflection and Likert scale questions, all students completing the course experienced growth in their level of knowledge of and understanding of the paraprofessional's role and responsibilities in the modern law office. (01/10/2017) Who discussed the assessment, results and/or action plans? When? Where (e.g., dept. meeting)?: Jesse W. Raskin and Maria Gaudio. The discussion approved of the use of open ended self reflection and Likert scale questions for this assessment.	
	Reporting Cycle: 2013 - 2014 Result Type: Criterion met Examining students averaged better than 75% on an examination designed to asses whether students could demonstrate an understanding of the paraprofessional's role and responsibilities in the modern law office. (06/15/2014)	
	Reporting Cycle: 2012 - 2013 Result Type: Criterion met Criterion met--Students averaged better than 75% on the examination (06/23/2013)	Action: Further assessment needed to determine consistency of results. (06/23/2013) Action Plan Category: Conduct Further Assessment Follow-Up: Course will be reassessed in 2014. (07/23/2013)

Ethics - Demonstrate an understanding of ethical principals and concerns for paralegals.

Course Outcome Status: Active
Start Date: 01/14/2013
End Date: 05/17/2013

Assessment Methods	Result	Actions

SKY LEGL 245 : Legal Operations

Ethics - Demonstrate an understanding of ethical principals and concerns for paralegals.

Assessment Methods	Result	Actions
Exam - Students will: (1) answer open ended exam question(s), and/or (2) complete an open ended self-reflection, and/or (3) self-assess via likert scale question(s), and/or (4) answer T/F and/or multiple choice questions demonstrating their knowledge of ethical concerns for paralegals Success Criterion: Examining students will average 75% or better on the examination and/or will self report a better than average understanding of the paraprofessional's role and responsibilities in the modern law office.	Reporting Cycle: 2016- 2017 Result Type: Criterion not met On the assignment, 13 of 19 (68%) students scored 75% or better on understanding of ethical principals and concerns for paralegals. Of the 6 who did not, 4 did not complete the assignment. (01/10/2017) Who discussed the assessment, results and/or action plans? When? Where (e.g., dept. meeting)?: Jesse W. Raskin and Maria Gaudio discussed the results and decided that given the importance of the topic, the instructor should dedicate additional instructional time before giving the assessment.	
	Reporting Cycle: 2013 - 2014 Result Type: Criterion met Examining students averaged better than 75% on an examination designed to measure whether students could demonstrate an understanding of ethical principals and concerns for paralegals. (06/15/2014)	
	Reporting Cycle: 2012 - 2013 Result Type: Criterion met Criterion met--Students average 75% or better on the examination and self-reported a better than average understanding of the paraprofessional's role and responsibilities in the modern law office. (06/23/2013)	Action: Additional assessment needed to determine consistency of results. Program will consider raising the success criteria. (06/23/2013) Action Plan Category: Conduct Further Assessment

Ethics - Demonstrate an understanding of ethical principals and concerns for paralegals.

Course Outcome Status: Active
 Start Date: 01/14/2013
 End Date: 05/17/2013

SKY LEGL 245 : Legal Operations

Ethics - Demonstrate an understanding of ethical principals and concerns for paralegals.

Assessment Methods	Result	Actions
Exam - Students will: (1) answer open ended exam question(s), and/or (2) complete an open ended self-reflection, and/or (3) self-assess via likert scale question(s), and/or (4) answer T/F and/or multiple choice questions demonstrating their knowledge of ethical concerns for paralegals Success Criterion: Examining students will average 75% or better on the examination and/or will self report a better than average understanding of the paraprofessional's role and responsibilities in the modern law office.	Reporting Cycle: 2016- 2017 Result Type: Criterion not met On the assignment, 13 of 19 (68%) students scored 75% or better on understanding of ethical principals and concerns for paralegals. Of the 6 who did not, 4 did not complete the assignment. (01/10/2017) Who discussed the assessment, results and/or action plans? When? Where (e.g., dept. meeting)?: Jesse W. Raskin and Maria Gaudio discussed the results and decided that given the importance of the topic, the instructor should dedicate additional instructional time before giving the assessment.	
	Reporting Cycle: 2013 - 2014 Result Type: Criterion met Examining students averaged better than 75% on an examination designed to measure whether students could demonstrate an understanding of ethical principals and concerns for paralegals. (06/15/2014)	
	Reporting Cycle: 2012 - 2013 Result Type: Criterion met Criterion met--Students average 75% or better on the examination and self-reported a better than average understanding of the paraprofessional's role and responsibilities in the modern law office. (06/23/2013)	Action: Additional assessment needed to determine consistency of results. Program will consider raising the success criteria. (06/23/2013) Action Plan Category: Conduct Further Assessment

Ethics - Demonstrate an understanding of ethical principals and concerns for paralegals.

Course Outcome Status: Active
Start Date: 01/14/2013
End Date: 05/17/2013

Legal Understanding - Identify, explain, and give examples of key elements of U.S. law, legal systems, ethical considerations, and/or professional procedures.

SKY LEGL 245 : Legal Operations

Ethics - Demonstrate an understanding of ethical principals and concerns for paralegals.

<i>Assessment Methods</i>	<i>Result</i>	<i>Actions</i>
Exam - Students will: (1) answer open ended exam question(s), and/or (2) complete an open ended self-reflection, and/or (3) self-assess via likert scale question(s), and/or (4) answer T/F and/or multiple choice questions demonstrating their knowledge of ethical concerns for paralegals Success Criterion: Examining students will average 75% or better on the examination and/or will self report a better than average understanding of the paraprofessional's role and responsibilities in the modern law office.	Reporting Cycle: 2016- 2017 Result Type: Criterion not met On the assignment, 13 of 19 (68%) students scored 75% or better on understanding of ethical principals and concerns for paralegals. Of the 6 who did not, 4 did not complete the assignment. (01/10/2017) Who discussed the assessment, results and/or action plans? When? Where (e.g., dept. meeting)?: Jesse W. Raskin and Maria Gaudio discussed the results and decided that given the importance of the topic, the instructor should dedicate additional instructional time before giving the assessment.	
	Reporting Cycle: 2013 - 2014 Result Type: Criterion met Examining students averaged better than 75% on an examination designed to measure whether students could demonstrate an understanding of ethical principals and concerns for paralegals. (06/15/2014)	
	Reporting Cycle: 2012 - 2013 Result Type: Criterion met Criterion met--Students average 75% or better on the examination and self-reported a better than average understanding of the paraprofessional's role and responsibilities in the modern law office. (06/23/2013)	Action: Additional assessment needed to determine consistency of results. Program will consider raising the success criteria. (06/23/2013) Action Plan Category: Conduct Further Assessment

SKY LEGL 250 : Legal Research and Writing

Legal Research - Conduct effective legal research by identifying, locating, and evaluating relevant resources.

Course Outcome Status: Active

SKY LEGL 250 : Legal Research and Writing

Legal Research - Conduct effective legal research by identifying, locating, and evaluating relevant resources.

Assessment Methods	Result	Actions
<p>Exam - Students will complete a research assignment in the law law library. The assignment will require students to identify, locate, and evaluate relevant legal resources.</p> <p>Success Criterion: Examining students will achieve a score of 70% or higher on the exam.</p> <p>Schedule: Spring 2013, Spring 2016, Spring 2019...</p>	<p>Reporting Cycle: 2012 - 2013</p> <p>Result Type: Criterion met</p> <p>Criterion met-- All examining students achieved a score of 70% or higher on the exam. (06/23/2013)</p>	<p>Action: Further assessment needed to determine consistency of results. (07/23/2013)</p>
<p>Exam - Students will complete a legal research assigning online or at the law library.</p>	<p>Reporting Cycle: 2016- 2017</p> <p>Result Type: Criterion not met</p> <p>Of 32 students, 22 (68%) successfully completed the exam. (01/10/2017)</p> <p>Who discussed the assessment, results and/or action plans? When? Where (e.g., dept. meeting)?: Jesse Raskin and Maria Gaudio discussed the results at an assessments meeting. Based on the data, of the 10 students who did not meet the success criterion, 6 were well below the standard of competency despite having shown skill development earlier in the course. This suggests that the students may have needed additional scaffolding for development at a level more challenging than the learning activities but less challenging than the assessment. Perhaps with more activities targeting the Zone of Proximal Development unique to</p>	

Legal Understanding - Identify, explain, and give examples of key elements of U.S. law, legal systems, ethical considerations, and/or professional procedures.

SKY LEGL 250 : Legal Research and Writing

Legal Research - Conduct effective legal research by identifying, locating, and evaluating relevant resources.

Assessment Methods	Result	Actions
	each student, the success rate could have gone up. Yet, it is also worth noting that these six students did not turn in all assignments despite being given every opportunity to do so, up until the day of the final. Thus, the students may not have taken every available opportunity to develop competency.	

Legal Research - Conduct effective legal research by identifying, locating, and evaluating relevant resources.

Course Outcome Status: Active

Assessment Methods	Result	Actions
Exam - Students will complete a research assignment in the law law library. The assignment will require students to identify, locate, and evaluate relevant legal resources. Success Criterion: Examining students will achieve a score of 70% or higher on the exam. Schedule: Spring 2013, Spring 2016, Spring 2019...	Reporting Cycle: 2012 - 2013 Result Type: Criterion met Criterion met-- All examining students achieved a score of 70% or higher on the exam. (06/23/2013)	Action: Further assessment needed to determine consistency of results. (07/23/2013)
Exam - Students will complete a legal research assigning online or at the law library.	Reporting Cycle: 2016- 2017 Result Type: Criterion not met Of 32 students, 22 (68%) successfully completed the exam. (01/10/2017) Who discussed the assessment, results and/or action plans? When?	

Legal Understanding - Identify, explain, and give examples of key elements of U.S. law, legal systems, ethical considerations, and/or professional procedures.

SKY LEGL 250 : Legal Research and Writing

Legal Research - Conduct effective legal research by identifying, locating, and evaluating relevant resources.

Assessment Methods	Result	Actions
	<p>Where (e.g., dept. meeting)?: Jesse Raskin and Maria Gaudio discussed the results at an assessments meeting. Based on the data, of the 10 students who did not meet the success criterion, 6 were well below the standard of competency despite having shown skill development earlier in the course. This suggests that the students may have needed additional scaffolding for development at a level more challenging than the learning activities but less challenging than the assessment. Perhaps with more activities targeting the Zone of Proximal Development unique to each student, the success rate could have gone up. Yet, it is also worth noting that these six students did not turn in all assignments despite being given every opportunity to do so, up until the day of the final. Thus, the students may not have taken every available opportunity to develop competency.</p>	

Legal Writing - Effectively communicate in writing a critical analysis of a legal problem.

Course Outcome Status: Active

SKY LEGL 250 : Legal Research and Writing

Legal Writing - Effectively communicate in writing a critical analysis of a legal problem.

Assessment Methods	Result	Actions
Essay - Students will provide an open ended response to a prompt(s) regarding a legal problem. Success Criterion: At least 70% of examining students will provide an "adequate," "good," or "excellent" response to the prompt, per the relevant rubric.	Reporting Cycle: 2012 - 2013 Result Type: Criterion met Criterion met-- More than 70% of examining students provided an "adequate," "good," or "excellent" response to the prompt, per the relevant rubric. (06/23/2013)	Action: Further assessment needed. (07/23/2013) Action Plan Category: Conduct Further Assessment
Other - Online Discussion	Reporting Cycle: 2016- 2017 Result Type: Inconclusive 21 of 28 (75%) students who completed the assignment achieved proficiency. However, 6 students did not complete the assessment, which complicates the results. (01/10/2017) Who discussed the assessment, results and/or action plans? When? Where (e.g., dept. meeting)?: Jesse W. Raskin and Maria Gaudio discussed the results. Per discussion, the assessment activity was approved for use again.	

Legal Writing - Effectively communicate in writing a critical analysis of a legal problem.

Course Outcome Status: Active

Assessment Methods	Result	Actions
Essay - Students will provide an open ended response to a prompt(s) regarding a legal problem. Success Criterion: At least 70% of examining students will provide an	Reporting Cycle: 2012 - 2013 Result Type: Criterion met Criterion met-- More than 70% of examining students provided an "adequate," "good," or "excellent" response to the prompt, per the relevant rubric. (06/23/2013)	Action: Further assessment needed. (07/23/2013) Action Plan Category: Conduct Further Assessment

Legal Understanding - Identify, explain, and give examples of key elements of U.S. law, legal systems, ethical considerations, and/or professional procedures.

SKY LEGL 250 : Legal Research and Writing

Legal Writing - Effectively communicate in writing a critical analysis of a legal problem.

Assessment Methods	Result	Actions
"adequate," "good," or "excellent" response to the prompt, per the relevant rubric.		
Other - Online Discussion	Reporting Cycle: 2016- 2017 Result Type: Inconclusive 21 of 28 (75%) students who completed the assignment achieved proficiency. However, 6 students did not complete the assessment, which complicates the results. (01/10/2017) Who discussed the assessment, results and/or action plans? When? Where (e.g., dept. meeting)?: Jesse W. Raskin and Maria Gaudio discussed the results. Per discussion, the assessment activity was approved for use again.	

SKY LEGL 252 : Civil and Administrative Process

SLO 1 - Chart or outline the civil litigation process, from the initial stages of client intake and interview through resolution of a matter by settlement or judicial decision.

Course Outcome Status: Active

Assessment Methods	Result	Actions
Exam - Students will chart key tasks of the civil litigation process. The chart will require students to order the task temporally. Success Criterion: At least 70% of examining students will score at least 70% on the assignment.	Reporting Cycle: 2016- 2017 Result Type: Criterion met 15 of 17 students scored at least 70% on the assignment. (01/10/2017) Who discussed the assessment, results and/or action plans? When? Where (e.g., dept. meeting)?: Jesse Raskin and Maria Gaudio.	

SKY LEGL 252 : Civil and Administrative Process

SLO 1 - Chart or outline the civil litigation process, from the initial stages of client intake and interview through resolution of a matter by settlement or judicial decision.

Assessment Methods	Result	Actions
Schedule: Fall 2012, Fall 2015, Fall 2018, Fall 2021...	Assessment is valid and valuable for its purpose.	
	Reporting Cycle: 2013 - 2014 Result Type: Criterion met Over 70% of students scored over 70% on the Civil Litigation Timeline assignment. (01/24/2014)	Action: Question: Are students retaining this information? How to evaluate this one year later? (04/02/2014) Action Plan Category: Other
	Reporting Cycle: 2012 - 2013 Result Type: Criterion met Criterion met-- More than 70% of the students scored at 70% on the exam. (01/24/2013) Related Documents: Civil Litigation Chart	Action: Further assessment needed to determine validity of results. (01/24/2013) Action Plan Category: Conduct Further Assessment

SLO 1 - Chart or outline the civil litigation process, from the initial stages of client intake and interview through resolution of a matter by settlement or judicial decision.

Course Outcome Status: Active

Assessment Methods	Result	Actions
Exam - Students will chart key tasks of the civil litigation process. The chart will require students to order the task temporally. Success Criterion: At least 70% of examining students will score at least 70% on the assignment. Schedule: Fall 2012, Fall 2015, Fall 2018, Fall 2021...	Reporting Cycle: 2016- 2017 Result Type: Criterion met 15 of 17 students scored at least 70% on the assignment. (01/10/2017) Who discussed the assessment, results and/or action plans? When? Where (e.g., dept. meeting)?: Jesse Raskin and Maria Gaudio. Assessment is valid and valuable for its purpose.	

SKY LEGL 252 : Civil and Administrative Process

SLO 1 - Chart or outline the civil litigation process, from the initial stages of client intake and interview through resolution of a matter by settlement or judicial decision.

Assessment Methods	Result	Actions
	Reporting Cycle: 2013 - 2014 Result Type: Criterion met Over 70% of students scored over 70% on the Civil Litigation Timeline assignment. (01/24/2014)	Action: Question: Are students retaining this information? How to evaluate this one year later? (04/02/2014) Action Plan Category: Other
	Reporting Cycle: 2012 - 2013 Result Type: Criterion met Criterion met-- More than 70% of the students scored at 70% on the exam. (01/24/2013) Related Documents: Civil Litigation Chart	Action: Further assessment needed to determine validity of results. (01/24/2013) Action Plan Category: Conduct Further Assessment

SLO 1 - Chart or outline the civil litigation process, from the initial stages of client intake and interview through resolution of a matter by settlement or judicial decision.

Course Outcome Status: Active

Assessment Methods	Result	Actions
Exam - Students will chart key tasks of the civil litigation process. The chart will require students to order the task temporally. Success Criterion: At least 70% of examining students will score at least 70% on the assignment. Schedule: Fall 2012, Fall 2015, Fall 2018, Fall 2021...	Reporting Cycle: 2016- 2017 Result Type: Criterion met 15 of 17 students scored at least 70% on the assignment. (01/10/2017) Who discussed the assessment, results and/or action plans? When? Where (e.g., dept. meeting)?: Jesse Raskin and Maria Gaudio. Assessment is valid and valuable for its purpose.	
	Reporting Cycle: 2013 - 2014 Result Type: Criterion met	Action: Question: Are students retaining this information? How to

SKY LEGL 252 : Civil and Administrative Process

SLO 1 - Chart or outline the civil litigation process, from the initial stages of client intake and interview through resolution of a matter by settlement or judicial decision.

Assessment Methods	Result	Actions
	Over 70% of students scored over 70% on the Civil Litigation Timeline assignment. (01/24/2014)	evaluate this one year later? (04/02/2014) Action Plan Category: Other
	Reporting Cycle: 2012 - 2013 Result Type: Criterion met Criterion met-- More than 70% of the students scored at 70% on the exam. (01/24/2013) Related Documents: Civil Litigation Chart	Action: Further assessment needed to determine validity of results. (01/24/2013) Action Plan Category: Conduct Further Assessment

SLO 2 - Identify, describe, explain, or analyze distinct elements of civil litigation such as: investigation, pre-trial pleadings and motions, discovery, trial, appeal, dispositive motions and alternative forms of dispute resolution.

Course Outcome Status: Active

Assessment Methods	Result	Actions
Exam - Students will chart key tasks of the civil litigation process. The chart will require students to define the tasks. Success Criterion: At least 70% of the students will score at least 70% on the exam. Schedule: Fall 2012, Fall 2015, Fall 2018, Fall 2021...	Reporting Cycle: 2016- 2017 Result Type: Criterion met 15 of 17 (88%) of student successfully scored 70% or higher on the exam. (01/10/2017) Who discussed the assessment, results and/or action plans? When? Where (e.g., dept. meeting)?: Jesse Raskin and Maria Gaudio discussed the results and decided they were valid and valuable for the purposes. The two also decided that they should consider other means of assessing this SLO in the future. Reporting Cycle: 2013 - 2014	

SKY LEGL 252 : Civil and Administrative Process

SLO 2 - Identify, describe, explain, or analyze distinct elements of civil litigation such as: investigation, pre-trial pleadings and motions, discovery, trial, appeal, dispositive motions and alternative forms of dispute resolution.

Assessment Methods	Result	Actions
	Result Type: Criterion met Over 70% of the students scored at least 70% on the exam and demonstrated the ability to define key civil litigation terms. (01/24/2014)	
	Reporting Cycle: 2011 - 2012 Result Type: Criterion met Criterion met-- More than 70% of the students scored at 70% on the exam. (01/24/2013)	Action: Further assessment necessary to determine if future students will achieve comparable results. (01/24/2013)

SLO 2 - Identify, describe, explain, or analyze distinct elements of civil litigation such as: investigation, pre-trial pleadings and motions, discovery, trial, appeal, dispositive motions and alternative forms of dispute resolution.

Course Outcome Status: Active

Assessment Methods	Result	Actions
Exam - Students will chart key tasks of the civil litigation process. The chart will require students to define the tasks. Success Criterion: At least 70% of the students will score at least 70% on the exam. Schedule: Fall 2012, Fall 2015, Fall 2018, Fall 2021...	Reporting Cycle: 2016- 2017 Result Type: Criterion met 15 of 17 (88%) of student successfully scored 70% or higher on the exam. (01/10/2017) Who discussed the assessment, results and/or action plans? When? Where (e.g., dept. meeting)?: Jesse Raskin and Maria Gaudio discussed the results and decided they were valid and valuable for the purposes. The two also decided that they should consider other means of assessing this SLO in the future.	
	Reporting Cycle: 2013 - 2014 Result Type: Criterion met	

SKY LEGL 252 : Civil and Administrative Process

SLO 2 - Identify, describe, explain, or analyze distinct elements of civil litigation such as: investigation, pre-trial pleadings and motions, discovery, trial, appeal, dispositive motions and alternative forms of dispute resolution.

Assessment Methods	Result	Actions
	Over 70% of the students scored at least 70% on the exam and demonstrated the ability to define key civil litigation terms. (01/24/2014)	
	Reporting Cycle: 2011 - 2012 Result Type: Criterion met Criterion met-- More than 70% of the students scored at 70% on the exam. (01/24/2013)	Action: Further assessment necessary to determine if future students will achieve comparable results. (01/24/2013)

SLO 2 - Identify, describe, explain, or analyze distinct elements of civil litigation such as: investigation, pre-trial pleadings and motions, discovery, trial, appeal, dispositive motions and alternative forms of dispute resolution.

Course Outcome Status: Active

Assessment Methods	Result	Actions
Exam - Students will chart key tasks of the civil litigation process. The chart will require students to define the tasks. Success Criterion: At least 70% of the students will score at least 70% on the exam. Schedule: Fall 2012, Fall 2015, Fall 2018, Fall 2021...	Reporting Cycle: 2016- 2017 Result Type: Criterion met 15 of 17 (88%) of student successfully scored 70% or higher on the exam. (01/10/2017) Who discussed the assessment, results and/or action plans? When? Where (e.g., dept. meeting)?: Jesse Raskin and Maria Gaudio discussed the results and decided they were valid and valuable for the purposes. The two also decided that they should consider other means of assessing this SLO in the future.	
	Reporting Cycle: 2013 - 2014 Result Type: Criterion met Over 70% of the students scored at least 70% on the exam and demonstrated the ability to	

Legal Understanding - Identify, explain, and give examples of key elements of U.S. law, legal systems, ethical considerations, and/or professional procedures.

SKY LEGL 252 : Civil and Administrative Process

SLO 2 - Identify, describe, explain, or analyze distinct elements of civil litigation such as: investigation, pre-trial pleadings and motions, discovery, trial, appeal, dispositive motions and alternative forms of dispute resolution.

Assessment Methods	Result	Actions
	define key civil litigation terms. (01/24/2014)	
	Reporting Cycle: 2011 - 2012 Result Type: Criterion met Criterion met-- More than 70% of the students scored at 70% on the exam. (01/24/2013)	Action: Further assessment necessary to determine if future students will achieve comparable results. (01/24/2013)

SKY LEGL 275 : Constitutional Law, Civil Rights and Civil Liberties

Constitution - Explain the importance of the Constitution as a historical document and its ongoing relevance in controversies regarding civil rights and liberties.

Course Outcome Status: Active
 Start Date: 12/16/2014

Assessment Methods	Result	Actions
Directly related to Course Outcome	Reporting Cycle: 2014 - 2015 Result Type: Criterion met More than 70% of students scored at proficient or above on all aspects of the presentation rubric. (02/19/2017) Who discussed the assessment, results and/or action plans? When? Where (e.g., dept. meeting)?: Paralegal studies department faculty discussed at the Spring 2015 department meeting.	
	Reporting Cycle: 2014 - 2015 Result Type: Criterion met More than 70% of assessed students were able to accurately explain the importance of the Constitution as a historical document and its ongoing relevance in controversies regarding	

SKY LEGL 275 : Constitutional Law, Civil Rights and Civil Liberties

Constitution - Explain the importance of the Constitution as a historical document and its ongoing relevance in controversies regarding civil rights and liberties.

Assessment Methods	Result	Actions
Directly related to Course Outcome Presentation/Performance - Presentation on how interpretations of the Constitution, as expressed via judicial decisions, have impacted issues of equity and equality for underrepresented communities in the U.S. Success Criterion: More than 70% of students will score proficient or above on all aspects of the presentation rubric.	civil rights and liberties. (02/01/2015) Who discussed the assessment, results and/or action plans? When? Where (e.g., dept. meeting)?: Department meeting in Spring 2015.	

Constitution - Explain the importance of the Constitution as a historical document and its ongoing relevance in controversies regarding civil rights and liberties.

Course Outcome Status: Active
Start Date: 12/16/2014

Assessment Methods	Result	Actions
Directly related to Course Outcome	Reporting Cycle: 2014 - 2015 Result Type: Criterion met More than 70% of students scored at proficient or above on all aspects of the presentation rubric. (02/19/2017) Who discussed the assessment, results and/or action plans? When? Where (e.g., dept. meeting)?: Paralegal studies department faculty	

Legal Understanding - Identify, explain, and give examples of key elements of U.S. law, legal systems, ethical considerations, and/or professional procedures.

SKY LEGL 275 : Constitutional Law, Civil Rights and Civil Liberties

Constitution - Explain the importance of the Constitution as a historical document and its ongoing relevance in controversies regarding civil rights and liberties.

Assessment Methods	Result	Actions
Directly related to Course Outcome	discussed at the Spring 2015 department meeting.	
Presentation/Performance - Presentation on how interpretations of the Constitution, as expressed via judicial decisions, have impacted issues of equity and equality for underrepresented communities in the U.S. Success Criterion: More than 70% of students will score proficient or above on all aspects of the presentation rubric.	Reporting Cycle: 2014 - 2015 Result Type: Criterion met More than 70% of assessed students were able to accurately explain the importance of the Constitution as a historical document and its ongoing relevance in controversies regarding civil rights and liberties. (02/01/2015) Who discussed the assessment, results and/or action plans? When? Where (e.g., dept. meeting)? Department meeting in Spring 2015.	

Supreme Court - Describe the Supreme Court's role as guardian and interpreter of the Constitution and its responsibility for ensuring the promise of equal protection under the law.

Course Outcome Status: Active
Start Date: 12/16/2014

Assessment Methods	Result	Actions
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SKY LEGL 275 : Constitutional Law, Civil Rights and Civil Liberties

Supreme Court - Describe the Supreme Court’s role as guardian and interpreter of the Constitution and its responsibility for ensuring the promise of equal protection under the law.

Assessment Methods	Result	Actions
<p>Directly related to Course Outcome</p> <p>Other - Capstone assignment/project, essay, exam, and/or presentation.</p> <p>Success Criterion: On the assessment, three-quarters (75%) of participating students demonstrate the ability to describe the Supreme Court's role as guardian and interpreter of the Constitution and its responsibility for ensuring the promise of equal protection under the law.</p>	<p>Reporting Cycle: 2014 - 2015</p> <p>Result Type: Criterion met</p> <p>More than 70% of assessed students were able to accurately describe the Supreme Court's role as guardian and interpreter of the Constitution and its responsibility for ensuring the promise of equal protection under the law. (02/02/2015)</p> <p>Who discussed the assessment, results and/or action plans? When?</p> <p>Where (e.g., dept. meeting)?:</p> <p>Department meeting in Spring 2015.</p>	<p>Action: Students will be reassessed in the new next three-year cycle to determine if results are consistent. (02/19/2017)</p> <p>Action Plan Category: Conduct further assessment</p>

Impact of Supreme Court Decisions - Identify and analyze specific instances where Supreme Court decisions have resulted in new or changing interpretations of individual civil rights and liberties in the United States.

Course Outcome Status: Active
Start Date: 12/16/2014

Assessment Methods	Result	Actions
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Impact of Supreme Court Decisions - Identify and analyze specific instances where Supreme Court decisions have resulted in new or changing interpretations of individual civil rights and liberties in the United States.

Assessment Methods	Result	Actions
Directly related to Course Outcome Other - Presentation, long form essay, short form essay, group project and/or capstone assignment. Success Criterion: On the assessment, three-quarters (75%) of participating students demonstrate the ability to identify and analyze specific instances where Supreme Court decisions have resulted in new or changing interpretations of individual civil rights and liberties in the United States.	Reporting Cycle: 2014 - 2015 Result Type: Criterion met More than 70% of assessed students were able to identify and analyze specific instances where Supreme Court decisions have resulted in new or changing interpretations of individual civil rights and liberties in the United States. (02/02/2015) Who discussed the assessment, results and/or action plans? When? Where (e.g., dept. meeting)?: Assessment, results, and possible action plans discussed spring 2015 department meeting.	
Other - Capstone assignment/project, essay, exam, and/or presentation. Success Criterion: On the assessment, three-quarters (75%) of participating students demonstrate the ability to identify and analyze		

SKY LEGL 275 : Constitutional Law, Civil Rights and Civil Liberties

Impact of Supreme Court Decisions - Identify and analyze specific instances where Supreme Court decisions have resulted in new or changing interpretations of individual civil rights and liberties in the United States.

specific instances where Supreme Court decisions have resulted in new or changing interpretations of individual civil rights and liberties in the United States.		
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SKY LEGL 290 : Community Legal Services Clinic

Paralegal's Role - Describe the paralegal's role and responsibilities in the work place.

Course Outcome Status: Active
 Start Date: 12/16/2014

Assessment Methods	Result	Actions
Other - Capstone assignment/project, essay, exam, and/or presentation. Success Criterion: On the assessment, three-quarters (75%) of participating students demonstrate the ability to describe the paralegal's role and responsibilities in the workplace.	Reporting Cycle: 2014 - 2015 Result Type: Criterion met During the assessment, all participating students described and detailed the roles and responsibilities of paralegals in the workplace. (10/29/2015)	

Strategies - Develop and implement strategies to provide legal services for clients.

Course Outcome Status: Active
 Start Date: 12/16/2014

Assessment Methods	Result	Actions
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SKY LEGL 290 : Community Legal Services Clinic

Strategies - Develop and implement strategies to provide legal services for clients.

Assessment Methods	Result	Actions
<p>Directly related to Course Outcome</p> <p>Capstone assignment/project, essay, exam, and/or presentation.</p> <p>Success Criterion: On the assessment, three-quarters (75%) of participating students demonstrate the ability to develop and implement strategies to provide legal services for clients.</p>	<p>Reporting Cycle: 2014 - 2015</p> <p>Result Type: Criterion met</p> <p>During the assessment, all participating students successfully interviewed clinic clients, identified the clients' legal needs, and developed a plan together with their attorney supervisor on how the clinic can help the clients. (06/15/2015)</p>	

Challenges and Concerns - Identify ethical challenges as well as psychological and social concerns concerns which arise in legal practice.

Course Outcome Status: Active
Start Date: 12/16/2014

Assessment Methods	Result	Actions
<p>Capstone assignment/project, essay, exam, and/or presentation.</p> <p>Success Criterion: On the assessment, three-quarters (75%) of participating students demonstrate the ability to identify ethical challenges as well as psychological and social concerns concerns which arise in legal practice.</p>	<p>Reporting Cycle: 2014 - 2015</p> <p>Result Type: Criterion met</p> <p>During the assessment, all participating students successfully interviewed clinic clients and identified clients' psychological or social concerns as well as ethical challenges related to these clients. (06/15/2015)</p>	

SLO #1: Explain origin, scope, and purpose of the criminal law. - Explain the origin, development, scope, sources, and purpose of criminal law, its application at the state and federal levels of government, its relationship to constitutional provisions, and its difference from non-criminal civil/tort law.

Course Outcome Status: Active

Start Date: 01/01/2008

End Date: 12/31/2008

Assessment Methods	Result	Actions
Pre and post testing - 20-Question T-F pre-test and post-test using Scantron machine. Success Criterion: 70% of students to score 10% higher on post-test.		
Essay - Major essay assignment using 3-point analytic essay rubric. Success Criterion: 70% of students to score a C+ or better on essay.		
Survey - 10-Question self-reflective exit survey using 5-point Likert scale. Success Criterion: 70% of students to report "1" or "2" rating on survey.		

SLO #1: Explain origin, scope, and purpose of the criminal law. - Explain the origin, development, scope, sources, and purpose of criminal law, its application at the state and federal levels of government, its relationship to constitutional provisions, and its difference from non-criminal civil/tort law.

Course Outcome Status: Active

Start Date: 01/01/2008

End Date: 12/31/2008

Assessment Methods	Result	Actions
Pre and post testing - 20-Question T-F pre-test and post-test using Scantron machine. Success Criterion: 70% of students to score 10% higher on post-test.		
Essay - Major essay assignment using 3-point analytic essay rubric. Success Criterion: 70% of students to score a C+ or better on essay.		

SKY LEGL 304 : Concepts of Criminal Law

SLO #1: Explain origin, scope, and purpose of the criminal law. - Explain the origin, development, scope, sources, and purpose of criminal law, its application at the state and federal levels of government, its relationship to constitutional provisions, and its difference from non-criminal civil/tort law.

Assessment Methods	Result	Actions
Survey - 10-Question self-reflective exit survey using 5-point Likert scale. Success Criterion: 70% of students to report "1" or "2" rating on survey.		

SLO #1: Explain origin, scope, and purpose of the criminal law. - Explain the origin, development, scope, sources, and purpose of criminal law, its application at the state and federal levels of government, its relationship to constitutional provisions, and its difference from non-criminal civil/tort law.

Course Outcome Status: Active
 Start Date: 01/01/2008
 End Date: 12/31/2008

Assessment Methods	Result	Actions
Pre and post testing - 20-Question T-F pre-test and post-test using Scantron machine. Success Criterion: 70% of students to score 10% higher on post-test.		
Essay - Major essay assignment using 3-point analytic essay rubric. Success Criterion: 70% of students to score a C+ or better on essay.		
Survey - 10-Question self-reflective exit survey using 5-point Likert scale. Success Criterion: 70% of students to report "1" or "2" rating on survey.		

SLO #2: Compare roles, functions, and levels of all the major CJS components. - Compare, contrast, and discuss the functions and roles of the three major components of the criminal justice system, which include law enforcement, courts, and corrections, at the federal and local levels of government.

Course Outcome Status: Active

SKY LEGL 304 : Concepts of Criminal Law

SLO #2: Compare roles, functions, and levels of all the major CJS components. - Compare, contrast, and discuss the functions and roles of the three major components of the criminal justice system, which include law enforcement, courts, and corrections, at the federal and local levels of government.

Start Date: 01/01/2008
End Date: 12/31/2008

Assessment Methods	Result	Actions
Pre and post testing - 20-Question T-F pre-test and post-test using Scantron machine. Success Criterion: 70% of students to score 10% higher on post-test.		
Essay - Major essay assignment using 3-point analytic essay rubric. Success Criterion: 70% of students to score a C+ or better on essay.		
Survey - 10-Question self-reflective exit survey using 5-point Likert scale. Success Criterion: 70% of students to report "1" or "2" rating on survey.		

SLO #2: Compare roles, functions, and levels of all the major CJS components. - Compare, contrast, and discuss the functions and roles of the three major components of the criminal justice system, which include law enforcement, courts, and corrections, at the federal and local levels of government.

Course Outcome Status: Active
Start Date: 01/01/2008
End Date: 12/31/2008

Assessment Methods	Result	Actions
Pre and post testing - 20-Question T-F pre-test and post-test using Scantron machine. Success Criterion: 70% of students to score 10% higher on post-test.		
Essay - Major essay assignment using 3-point analytic essay rubric.		

SKY LEGL 304 : Concepts of Criminal Law

SLO #2: Compare roles, functions, and levels of all the major CJS components. - Compare, contrast, and discuss the functions and roles of the three major components of the criminal justice system, which include law enforcement, courts, and corrections, at the federal and local levels of government.

Assessment Methods	Result	Actions
Success Criterion: 70% of students to score a C+ or better on essay.		
Survey - 10-Question self-reflective exit survey using 5-point Likert scale. Success Criterion: 70% of students to report "1" or "2" rating on survey.		

SLO #2: Compare roles, functions, and levels of all the major CJS components. - Compare, contrast, and discuss the functions and roles of the three major components of the criminal justice system, which include law enforcement, courts, and corrections, at the federal and local levels of government.

Course Outcome Status: Active
Start Date: 01/01/2008
End Date: 12/31/2008

Assessment Methods	Result	Actions
Pre and post testing - 20-Question T-F pre-test and post-test using Scantron machine. Success Criterion: 70% of students to score 10% higher on post-test.		
Essay - Major essay assignment using 3-point analytic essay rubric. Success Criterion: 70% of students to score a C+ or better on essay.		
Survey - 10-Question self-reflective exit survey using 5-point Likert scale. Success Criterion: 70% of students to report "1" or "2" rating on survey.		

SLO #3: Analyze and assess CJS system effectiveness in accomplishing its goals. - Apply knowledge to analyze and assess the criminal justice system's

SKY LEGL 304 : Concepts of Criminal Law

effectiveness in controlling crime by keeping the peace, maintaining order, preventing crime, protecting life and property, and apprehending and punishing law violators.

Course Outcome Status: Active
 Start Date: 01/01/2008
 End Date: 12/31/2008

Assessment Methods	Result	Actions
Pre and post testing - 20-Question T-F pre-test and post-test using Scantron machine. Success Criterion: 70% of students to score 10% higher on post-test.		
Essay - Major essay assignment using 3-point analytic essay rubric. Success Criterion: 70% of students to score a C+ or better on essay.		
Survey - 10-Question self-reflective exit survey using 5-point Likert scale. Success Criterion: 70% of students to report "1" or "2" rating on survey.		

SLO #3: Analyze and assess CJS system effectiveness in accomplishing its goals. - Apply knowledge to analyze and assess the criminal justice system's effectiveness in controlling crime by keeping the peace, maintaining order, preventing crime, protecting life and property, and apprehending and punishing law violators.

Course Outcome Status: Active
 Start Date: 01/01/2008
 End Date: 12/31/2008

Assessment Methods	Result	Actions
Pre and post testing - 20-Question T-F pre-test and post-test using Scantron machine. Success Criterion: 70% of students to score 10% higher on post-test.		

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SLO #3: Analyze and assess CJS system effectiveness in accomplishing its goals. - Apply knowledge to analyze and assess the criminal justice system's effectiveness in controlling crime by keeping the peace, maintaining order, preventing crime, protecting life and property, and apprehending and punishing law violators.

Assessment Methods	Result	Actions
Essay - Major essay assignment using 3-point analytic essay rubric. Success Criterion: 70% of students to score a C+ or better on essay.		
Survey - 10-Question self-reflective exit survey using 5-point Likert scale. Success Criterion: 70% of students to report "1" or "2" rating on survey.		

SLO #3: Analyze and assess CJS system effectiveness in accomplishing its goals. - Apply knowledge to analyze and assess the criminal justice system's effectiveness in controlling crime by keeping the peace, maintaining order, preventing crime, protecting life and property, and apprehending and punishing law violators.

Course Outcome Status: Active
Start Date: 01/01/2008
End Date: 12/31/2008

Assessment Methods	Result	Actions
Pre and post testing - 20-Question T-F pre-test and post-test using Scantron machine. Success Criterion: 70% of students to score 10% higher on post-test.		
Essay - Major essay assignment using 3-point analytic essay rubric. Success Criterion: 70% of students to score a C+ or better on essay.		
Survey - 10-Question self-reflective exit survey using 5-point Likert scale. Success Criterion: 70% of students		

SKY LEGL 304 : Concepts of Criminal Law

SLO #3: Analyze and assess CJS system effectiveness in accomplishing its goals. - Apply knowledge to analyze and assess the criminal justice system's effectiveness in controlling crime by keeping the peace, maintaining order, preventing crime, protecting life and property, and apprehending and punishing law violators.

Assessment Methods	Result	Actions
to report "1" or "2" rating on survey.		

SKY LEGL 306 : Legal Aspects of Evidence

SLO #1: Demonstrate knowledge of rules of evidence admissibility. : - Demonstrate a basic knowledge of the statutory, constitutional, and judicial rules which govern the admissibility of evidence in a criminal prosecution, with particular emphasis on the legal aspects of California and federal rules of evidence.

Course Outcome Status: Active

Assessment Methods	Result	Actions
Pre and post testing - 20-Question T-F Pre-Test and Post-Test using scantron machine. Success Criterion: 70% of students to score 10% higher on post-test.		
Essay - Major Essay Assignment using 3-point analytic essay rubric. Success Criterion: 70% of students to score a C+ or better on essay.		
Survey - 10-Question self-reflective exit survey using the five point Likert scale. Success Criterion: 70% of Students to report "1" or "2" rating on survey.		

SLO #1: Demonstrate knowledge of rules of evidence admissibility. : - Demonstrate a basic knowledge of the statutory, constitutional, and judicial rules which govern the admissibility of evidence in a criminal prosecution, with particular emphasis on the legal aspects of California and federal rules of evidence.

Course Outcome Status: Active

SKY LEGL 306 : Legal Aspects of Evidence

SLO #1: Demonstrate knowledge of rules of evidence admissibility. : - Demonstrate a basic knowledge of the statutory, constitutional, and judicial rules which govern the admissibility of evidence in a criminal prosecution, with particular emphasis on the legal aspects of California and federal rules of evidence.

Assessment Methods	Result	Actions
Pre and post testing - 20-Question T-F Pre-Test and Post-Test using scantron machine. Success Criterion: 70% of students to score 10% higher on post-test.		
Essay - Major Essay Assignment using 3-point analytic essay rubric. Success Criterion: 70% of students to score a C+ or better on essay.		
Survey - 10-Question self-reflective exit survey using the five point Likert scale. Success Criterion: 70% of Students to report "1" or "2" rating on survey.		

SLO #1: Demonstrate knowledge of rules of evidence admissibility. : - Demonstrate a basic knowledge of the statutory, constitutional, and judicial rules which govern the admissibility of evidence in a criminal prosecution, with particular emphasis on the legal aspects of California and federal rules of evidence.

Course Outcome Status: Active

Assessment Methods	Result	Actions
Pre and post testing - 20-Question T-F Pre-Test and Post-Test using scantron machine. Success Criterion: 70% of students to score 10% higher on post-test.		
Essay - Major Essay Assignment using 3-point analytic essay rubric. Success Criterion: 70% of students to score a C+ or better on essay.		

SKY LEGL 306 : Legal Aspects of Evidence

SLO #1: Demonstrate knowledge of rules of evidence admissibility. : - Demonstrate a basic knowledge of the statutory, constitutional, and judicial rules which govern the admissibility of evidence in a criminal prosecution, with particular emphasis on the legal aspects of California and federal rules of evidence.

Assessment Methods	Result	Actions
Survey - 10-Question self-reflective exit survey using the five point Likert scale. Success Criterion: 70% of Students to report "1" or "2" rating on survey.		

SLO #2: Compare and contrast legal issues of civil and crminal evidence. : - Compare and contrast important legal issues concerning legal aspects of civil and criminal evidence, such as direct and circumstantial evidence, best and secondary evidence, types of testimony, types of physical evidence, and varying degrees of standards of proof.

Course Outcome Status: Active
Start Date: 01/01/2009
End Date: 12/31/2009

Assessment Methods	Result	Actions
Pre and post testing - 20-Question T-F Pre-test and Post-test using scantron machine. Success Criterion: 70% of students to score 10% higher on post test.		
Essay - Major Essay Assignment Using 3-point analytic essay rubric. Success Criterion: 70% of students to score a C+ or better on essay.		
Survey - 10-Question Self Reflective exit survey using 5-point Likert scale. Success Criterion: 70% of Students to report a "1" or "2" rating on survey.		

SKY LEGL 306 : Legal Aspects of Evidence

SLO #2: Compare and contrast legal issues of civil and criminal evidence. : - Compare and contrast important legal issues concerning legal aspects of civil and criminal evidence, such as direct and circumstantial evidence, best and secondary evidence, types of testimony, types of physical evidence, and varying degrees of standards of proof.

Course Outcome Status: Active
Start Date: 01/01/2009
End Date: 12/31/2009

Assessment Methods	Result	Actions
Pre and post testing - 20-Question T-F Pre-test and Post-test using scantron machine. Success Criterion: 70% of students to score 10% higher on post test.		
Essay - Major Essay Assignment Using 3-point analytic essay rubric. Success Criterion: 70% of students to score a C+ or better on essay.		
Survey - 10-Question Self Reflective exit survey using 5-point Likert scale. Success Criterion: 70% of Students to report a "1" or "2" rating on survey.		

SLO #2: Compare and contrast legal issues of civil and criminal evidence. : - Compare and contrast important legal issues concerning legal aspects of civil and criminal evidence, such as direct and circumstantial evidence, best and secondary evidence, types of testimony, types of physical evidence, and varying degrees of standards of proof.

Course Outcome Status: Active
Start Date: 01/01/2009
End Date: 12/31/2009

Assessment Methods	Result	Actions
Pre and post testing - 20-Question T-F Pre-test and Post-test using scantron machine.		

Legal Understanding - Identify, explain, and give examples of key elements of U.S. law, legal systems, ethical considerations, and/or professional procedures.

SKY LEGL 306 : Legal Aspects of Evidence

SLO #2: Compare and contrast legal issues of civil and criminal evidence. : - Compare and contrast important legal issues concerning legal aspects of civil and criminal evidence, such as direct and circumstantial evidence, best and secondary evidence, types of testimony, types of physical evidence, and varying degrees of standards of proof.

<i>Assessment Methods</i>	<i>Result</i>	<i>Actions</i>
Success Criterion: 70% of students to score 10% higher on post test.		
Essay - Major Essay Assignment Using 3-point analytic essay rubric. Success Criterion: 70% of students to score a C+ or better on essay.		
Survey - 10-Question Self Reflective exit survey using 5-point Likert scale. Success Criterion: 70% of Students to report a "1" or "2" rating on survey.		

SKY LEGL 320 : Criminal Investigation

SLO #1 Demonstrate knowledge of fundamentals of criminal investigation. - Demonstrate knowledge of fundamentals of criminal investigation, including preliminary investigation by first responders at crime scenes, processing and preserving the crime scene, handling evidence, and related duties.

Course Outcome Status: Active

Start Date: 01/18/2010

End Date: 05/27/2010

<i>Assessment Methods</i>	<i>Result</i>	<i>Actions</i>
Pre and post testing - 20-Question T-F pre-test and post-test using Scantron machine. Success Criterion: 70% of students to score 10% higher on post-test.		
Essay - Major essay assignment using 3-point analytic essay rubric. Success Criterion: 70% of students		

SKY LEGL 320 : Criminal Investigation

SLO #1 Demonstrate knowledge of fundamentals of criminal investigation. - Demonstrate knowledge of fundamentals of criminal investigation, including preliminary investigation by first responders at crime scenes, processing and preserving the crime scene, handling evidence, and related duties.

Assessment Methods	Result	Actions
to score a C+ or better on essay.		
Survey - 10-Question self-reflective exit survey using 5-point Likert scale. Success Criterion: 70% of students to report "1" or "2" rating on survey.		

SLO #1 Demonstrate knowledge of fundamentals of criminal investigation. - Demonstrate knowledge of fundamentals of criminal investigation, including preliminary investigation by first responders at crime scenes, processing and preserving the crime scene, handling evidence, and related duties.

Course Outcome Status: Active
Start Date: 01/18/2010
End Date: 05/27/2010

Assessment Methods	Result	Actions
Pre and post testing - 20-Question T-F pre-test and post-test using Scantron machine. Success Criterion: 70% of students to score 10% higher on post-test.		
Essay - Major essay assignment using 3-point analytic essay rubric. Success Criterion: 70% of students to score a C+ or better on essay.		
Survey - 10-Question self-reflective exit survey using 5-point Likert scale. Success Criterion: 70% of students to report "1" or "2" rating on survey.		

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SKY LEGL 320 : Criminal Investigation

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Course Outcome Status: Active
Start Date: 01/18/2010
End Date: 05/27/2010

Assessment Methods	Result	Actions
Pre and post testing - 20-Question T-F pre-test and post-test using Scantron machine. Success Criterion: 70% of students to score 10% higher on post-test.		
Essay - Major essay assignment using 3-point analytic essay rubric. Success Criterion: 70% of students to score a C+ or better on essay.		
Survey - 10-Question self-reflective exit survey using 5-point Likert scale. Success Criterion: 70% of students to report "1" or "2" rating on survey.		

SLO #2 Reconstruct a crime by employing critical thinking/reasoning skills. - Reconstruct crime by employing critical thinking, reasoning, and investigative skills and techniques, including determining how, when and why a crime was committed, the type of crime, and who committed it.

Course Outcome Status: Active
Start Date: 01/18/2010
End Date: 05/27/2010

Assessment Methods	Result	Actions
Pre and post testing - 20-Question T-F pre-test and post-test using Scantron machine. Success Criterion: 70% of students to score 10% higher on post-test.		
Essay - Major essay assignment		

SKY LEGL 320 : Criminal Investigation

SLO #2 Reconstruct a crime by employing critical thinking/reasoning skills. - Reconstruct crime by employing critical thinking, reasoning, and investigative skills and techniques, including determining how, when and why a crime was committed, the type of crime, and who committed it.

Assessment Methods	Result	Actions
using 3-point analytic essay rubric. Success Criterion: 70% of students to score a C+ or better on essay.		
Survey - 10-Question self-reflective exit survey using 5-point Likert scale. Success Criterion: 70% of students to report "1" or "2" rating on survey.		

SLO #2 Reconstruct a crime by employing critical thinking/reasoning skills. - Reconstruct crime by employing critical thinking, reasoning, and investigative skills and techniques, including determining how, when and why a crime was committed, the type of crime, and who committed it.

Course Outcome Status: Active
Start Date: 01/18/2010
End Date: 05/27/2010

Assessment Methods	Result	Actions
Pre and post testing - 20-Question T-F pre-test and post-test using Scantron machine. Success Criterion: 70% of students to score 10% higher on post-test.		
Essay - Major essay assignment using 3-point analytic essay rubric. Success Criterion: 70% of students to score a C+ or better on essay.		
Survey - 10-Question self-reflective exit survey using 5-point Likert scale. Success Criterion: 70% of students to report "1" or "2" rating on survey.		

SKY LEGL 320 : Criminal Investigation

SLO #2 Reconstruct a crime by employing critical thinking/reasoning skills. - Reconstruct crime by employing critical thinking, reasoning, and investigative skills and techniques, including determining how, when and why a crime was committed, the type of crime, and who committed it.

Course Outcome Status: Active
Start Date: 01/18/2010
End Date: 05/27/2010

Assessment Methods	Result	Actions
Pre and post testing - 20-Question T-F pre-test and post-test using Scantron machine. Success Criterion: 70% of students to score 10% higher on post-test.		
Essay - Major essay assignment using 3-point analytic essay rubric. Success Criterion: 70% of students to score a C+ or better on essay.		
Survey - 10-Question self-reflective exit survey using 5-point Likert scale. Success Criterion: 70% of students to report "1" or "2" rating on survey.		

SLO #3 Apply effective interview and interrogation skills to obtain information. - Apply effective interview and interrogation skills, and intuitive investigation skills, to obtain valuable information from crime victims, witnesses, informants, and suspects, to solve crimes.

Course Outcome Status: Active
Start Date: 01/18/2010
End Date: 05/27/2010

Assessment Methods	Result	Actions
Pre and post testing - 20-Question T-F pre-test and post-test using Scantron machine. Success Criterion: 70% of students to score 10% higher on post-test.		
Essay - Major essay assignment		

SKY LEGL 320 : Criminal Investigation

SLO #3 Apply effective interview and interrogation skills to obtain information. - Apply effective interview and interrogation skills, and intuitive investigation skills, to obtain valuable information from crime victims, witnesses, informants, and suspects, to solve crimes.

Assessment Methods	Result	Actions
using 3-point analytic essay rubric. Success Criterion: 70% of students to score a C+ or better on essay.		
Survey - 10-Question self-reflective exit survey using 5-point Likert scale. Success Criterion: 70% of students to report "1" or "2" rating on survey.		

SLO #3 Apply effective interview and interrogation skills to obtain information. - Apply effective interview and interrogation skills, and intuitive investigation skills, to obtain valuable information from crime victims, witnesses, informants, and suspects, to solve crimes.

Course Outcome Status: Active
Start Date: 01/18/2010
End Date: 05/27/2010

Assessment Methods	Result	Actions
Pre and post testing - 20-Question T-F pre-test and post-test using Scantron machine. Success Criterion: 70% of students to score 10% higher on post-test.		
Essay - Major essay assignment using 3-point analytic essay rubric. Success Criterion: 70% of students to score a C+ or better on essay.		
Survey - 10-Question self-reflective exit survey using 5-point Likert scale. Success Criterion: 70% of students to report "1" or "2" rating on survey.		

SKY LEGL 320 : Criminal Investigation

SLO #3 Apply effective interview and interrogation skills to obtain information. - Apply effective interview and interrogation skills, and intuitive investigation skills, to obtain valuable information from crime victims, witnesses, informants, and suspects, to solve crimes.

Course Outcome Status: Active
 Start Date: 01/18/2010
 End Date: 05/27/2010

Assessment Methods	Result	Actions
Pre and post testing - 20-Question T-F pre-test and post-test using Scantron machine. Success Criterion: 70% of students to score 10% higher on post-test.		
Essay - Major essay assignment using 3-point analytic essay rubric. Success Criterion: 70% of students to score a C+ or better on essay.		
Survey - 10-Question self-reflective exit survey using 5-point Likert scale. Success Criterion: 70% of students to report "1" or "2" rating on survey.		

SKY LEGL 354 : Civil Litigation II

Civil Litigation Process - Chart, outline, or describe the civil litigation process, from discovery through appeal and collection of judgment.

Course Outcome Status: Active
 Start Date: 12/16/2014

Assessment Methods	Result	Actions
Other - Capstone assignment/project, essay, exam, and/or presentation. Success Criterion: On the assessment, three-quarters (75%) of	Reporting Cycle: 2015- 2016 Result Type: Criterion met Three-quarters (75%) of participating students demonstrated the ability to chart, outline, or describe the civil litigation process, from discovery through appeal and collection of judgment. (02/19/2017)	

explain, and/or analyze distinct elements of civil litigation such as: discovery, voir dire, pre-trial motions, trial preparation, judgment, writs, and/or appeals.

Distinct Elements - Identify, describe, explain, and/or analyze distinct elements of civil litigation such as: discovery, voir dire, pre-trial motions, trial preparation, judgment, writs, and/or appeals.

Course Outcome Status: Active
Start Date: 12/16/2014

Assessment Methods	Result	Actions
<p>Directly related to Course Outcome</p>	<p>Reporting Cycle: 2015- 2016 Result Type: Criterion met On the assessment, three-quarters (75%) of participating students demonstrated the ability to identify, describe, explain, and/or analyze distinct elements of civil litigation such as: discovery, voir dire, pre-trial motions, trial preparation, judgment, writs, and/or appeals. [more] (02/19/2017) Who discussed the assessment, results and/or action plans? When? Where (e.g., dept. meeting)?: Jesse Raskin and Maria Gaudio.</p>	
<p>Other - Capstone assignment/project, essay, exam, and/or presentation. Success Criterion: On the assessment, three-quarters (75%) of participating students demonstrate the ability to identify, describe, explain, and/or analyze distinct elements of civil litigation such as:</p>	<p>Reporting Cycle: 2015- 2016 Result Type: Criterion met On the assessment, three-quarters (75%) of participating students demonstrated the ability to identify, describe, explain, and/or analyze distinct elements of civil litigation such as: discovery, voir dire, pre-trial motions, trial preparation, judgment, writs, and/or appeals. (02/19/2017) Who discussed the assessment, results and/or action plans? When? Where (e.g., dept. meeting)?: Jesse</p>	

Legal Understanding - Identify, explain, and give examples of key elements of U.S. law, legal systems, ethical considerations, and/or professional procedures.

SKY LEGL 354 : Civil Litigation II

Distinct Elements - Identify, describe, explain, and/or analyze distinct elements of civil litigation such as: discovery, voir dire, pre-trial motions, trial preparation, judgment, writs, and/or appeals.

discovery, voir dire, pre-trial motions, trial preparation, judgment, writs, and/or appeals.	Raskin and Maria Gaudio.	
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Letters - Draft, format, review, and/or edit letters, proposed orders, writs, motions, forms and other documents regularly used in civil litigation.

Course Outcome Status: Active
Start Date: 12/16/2014

Assessment Methods	Result	Actions
Other - Capstone assignment/project, essay, exam, and/or presentation. Success Criterion: On the assessment, three-quarters (75%) of participating students demonstrate the ability to draft, format, review, and/or edit letters, proposed orders, writs, motions, forms and other documents regularly used in civil litigation.	Reporting Cycle: 2015- 2016 Result Type: Criterion met Three three-quarters (75%) of participating students demonstrated the ability to draft, format, review, and/or edit letters, proposed orders, writs, motions, forms and other documents regularly used in civil litigation. (02/19/2017) Who discussed the assessment, results and/or action plans? When? Where (e.g., dept. meeting)?: Jesse Raskin and Maria Gaudio.	

SKY LEGL 430 : Law Office Technology

Specific Uses of Tech - Explain, evaluate, and/or illustrate the importance of and specific uses of technology in the legal field.

Course Outcome Status: Active
Start Date: 12/16/2014

Assessment Methods	Result	Actions
Other - Capstone	Reporting Cycle: 2014 - 2015	

Legal Understanding - Identify, explain, and give examples of key elements of U.S. law, legal systems, ethical considerations, and/or professional procedures.

SKY LEGL 430 : Law Office Technology

Specific Uses of Tech - Explain, evaluate, and/or illustrate the importance of and specific uses of technology in the legal field.

Assessment Methods	Result	Actions
assignment/project, essay, exam, presentation, and/or survey. Success Criterion: On the culminating exam, three-quarters (75%) of examining students demonstrate the ability to explain, evaluate, and/or illustrate the importance of and specific uses of technology in the legal field.	Result Type: Criterion met 8 out of 8 students were able to successfully explain, evaluate and/or illustrate the importance of and specific uses of technology in the legal field. (06/15/2015)	

Effective Ability to Use - Demonstrate the ability to effectively use relevant law office technology.

Course Outcome Status: Active

Start Date: 12/16/2014

Assessment Methods	Result	Actions
Other - Capstone assignment/project, essay, exam, presentation, and/or survey. Success Criterion: On the assessment, three-quarters (75%) of participating students demonstrate the ability to effectively use relevant law office technology.	Reporting Cycle: 2014 - 2015 Result Type: Criterion not met On two separate assessments 7 of 16 examining students demonstrated the ability to effectively use relevant law office technology. (06/15/2015)	Action: Course will be taught again in Spring 2016. Further evaluation needed to determine whether these results are consistent overtime. (10/29/2015) Action Plan Category: Conduct Further Assessment

Ethical Issues - Recognize ethical issues related to the use of technology in the law office.

Course Outcome Status: Active

Start Date: 12/16/2014

SKY LEGL 430 : Law Office Technology

Ethical Issues - Recognize ethical issues related to the use of technology in the law office.

Assessment Methods	Result	Actions
<p>Other - Capstone assignment/project, essay, exam, presentation, and/or survey. Success Criterion: On the assessment, three-quarters (75%) of participating students demonstrate the ability to recognize ethical issues related to the use of technology in the law office.</p>	<p>Reporting Cycle: 2014 - 2015 Result Type: Criterion not met 11 of 16 students were able recognize ethical issues related to the use of technology in the law office. (06/15/2015)</p>	<p>Action: Additional assessment needed to determine validity of results. (10/29/2015) Action Plan Category: Conduct Further Assessment</p>

SKY LEGL 671 : Paralegal Internship I

SLO 1 - Resume and Cover Letter - Draft a professional paralegal resume and cover letter.

Course Outcome Status: Active
 Start Date: 01/14/2013
 End Date: 06/01/2013

Assessment Methods	Result	Actions
<p>Directly related to Course Outcome</p>	<p>Reporting Cycle: 2012 - 2013 Result Type: Criterion met Criterion met-- More than 70% of students successfully demonstrated the ability to prepare a professional cover letter and resume. (05/31/2013) Related Documents: Paralegal Resume</p>	<p>Action: Follow-up to determine if interns successfully completed internship. (06/03/2013) Action Plan Category: Other Follow-Up: Follow-up to determine if interns successfully landed an internship. (06/01/2013)</p>
<p>Other - Student will draft a resume and cover letter for application for a paralegal position.</p>	<p>Reporting Cycle: 2012 - 2013 Result Type: Criterion met Spring 2013 Semester:</p>	

SKY LEGL 671 : Paralegal Internship I

SLO 1 - Resume and Cover Letter - Draft a professional paralegal resume and cover letter.		
<p>Success Criterion: Student will submit an accurate and effective resume which meets industry standards in terms of quality and professionalism.</p> <p>Schedule: 2012-2013</p>	<p>Criterion Exceeded--85% of students successfully demonstrated the ability to prepare a professional cover letter and resume. (08/26/2013)</p> <p>Related Documents:</p> <p>LEGL 671 Spring 2013 Paralegal Cover Letters and Resumes</p> <p>LEGL 671 Spring 2013 Paralegal Cover Letters and Resumes</p> <p>LEGL 671 Spring 2013 Paralegal Cover Letters and Resumes</p> <p>LEGL 671 Spring 2013 Paralegal Cover Letters and Resumes</p>	
SLO 1 - Resume and Cover Letter - Draft a professional paralegal resume and cover letter.		
<p>Course Outcome Status: Active</p> <p>Start Date: 01/14/2013</p> <p>End Date: 06/01/2013</p>		
Assessment Methods	Result	Actions
<p>Directly related to Course Outcome</p>	<p>Reporting Cycle: 2012 - 2013</p> <p>Result Type: Criterion met</p> <p>Criterion met-- More than 70% of students successfully demonstrated the ability to prepare a professional cover letter and resume. (05/31/2013)</p> <p>Related Documents:</p> <p>Paralegal Resume</p>	<p>Action: Follow-up to determine if interns successfully completed internship. (06/03/2013)</p> <p>Action Plan Category: Other</p> <p>Follow-Up: Follow-up to determine if interns successfully landed an internship. (06/01/2013)</p>
<p>Other - Student will draft a resume and cover letter for application for a paralegal position.</p> <p>Success Criterion: Student will submit an accurate and effective resume which meets industry standards in terms of quality and professionalism.</p> <p>Schedule: 2012-2013</p>	<p>Reporting Cycle: 2012 - 2013</p> <p>Result Type: Criterion met</p> <p>Spring 2013 Semester:</p> <p>Criterion Exceeded--85% of students successfully demonstrated the ability to prepare a professional cover letter and resume. (08/26/2013)</p> <p>Related Documents:</p> <p>LEGL 671 Spring 2013 Paralegal Cover Letters and Resumes</p> <p>LEGL 671 Spring 2013 Paralegal Cover Letters and Resumes</p> <p>LEGL 671 Spring 2013 Paralegal Cover Letters and Resumes</p> <p>LEGL 671 Spring 2013 Paralegal Cover Letters and Resumes</p>	

Legal Understanding - Identify, explain, and give examples of key elements of U.S. law, legal systems, ethical considerations, and/or professional procedures.

SKY LEGL 671 : Paralegal Internship I

SLO 1 - Resume and Cover Letter - Draft a professional paralegal resume and cover letter.

SLO 2 - Job Search - Students will search for paralegal employment using a variety of methods, strategies, and/or techniques.

Course Outcome Status: Active

<i>Assessment Methods</i>	<i>Result</i>	<i>Actions</i>
Other - Student will keep a log or journal of search techniques employed and technologies utilized. Success Criterion: Students will use at least three distinct strategies/methods/techniques to search for paralegal employment. Schedule: 2012-2013	Reporting Cycle: 2012 - 2013 Result Type: Criterion met Spring 2013 Semester: Criterion Exceeded--95% of students successfully demonstrated the ability to search for paralegal internship and employment positions. (08/26/2013)	
	Reporting Cycle: 2012 - 2013 Result Type: Criterion met Criterion met. Students searched for paralegal employment using online and print resources as well as networking. (08/23/2013)	

SLO 2 - Job Search - Students will search for paralegal employment using a variety of methods, strategies, and/or techniques.

Course Outcome Status: Active

<i>Assessment Methods</i>	<i>Result</i>	<i>Actions</i>
Other - Student will keep a log or journal of search techniques employed and technologies utilized. Success Criterion: Students will use at least three distinct strategies/methods/techniques to search for paralegal employment. Schedule: 2012-2013	Reporting Cycle: 2012 - 2013 Result Type: Criterion met Spring 2013 Semester: Criterion Exceeded--95% of students successfully demonstrated the ability to search for paralegal internship and employment positions. (08/26/2013)	
	Reporting Cycle: 2012 - 2013 Result Type: Criterion met Criterion met. Students searched for paralegal employment using online and print resources as well as networking. (08/23/2013)	

SLO 3 - Interview preparation - Student will demonstrate the ability to prepare for an interview with a legal employer.

SKY LEGL 671 : Paralegal Internship I

SLO 3 - Interview preparation - Student will demonstrate the ability to prepare for an interview with a legal employer.

Course Outcome Status: Active

Assessment Methods	Result	Actions
Presentation/Performance - Student will keep a journal or log of preparation activities which details a minimum of ten hours of preparation activity. Success Criterion: 4/5 of students will submit a journal or log detailing a minimum of ten hours interview preparation activities. Related Documents: LEGL 671 Spring 2013 Student Journals	Reporting Cycle: 2012 - 2013 Result Type: Criterion met Spring 2013 Semester: Criterion Exceeded--98% of students completed an online journal and discussed internship and employment interview preparation by participating in weekly online Chats. (08/26/2013) Related Documents: LEGL 671 Spring 2013 Paralegal Chat Log LEGL 671 Spring 2013 Student Journals	
	Reporting Cycle: 2012 - 2013 Result Type: Criterion met Criterion Met. Students journaled and discussed preparation activities for legal job interviews. (08/23/2013)	

SLO 3 - Interview preparation - Student will demonstrate the ability to prepare for an interview with a legal employer.

Course Outcome Status: Active

Assessment Methods	Result	Actions
Presentation/Performance - Student will keep a journal or log of preparation activities which details a minimum of ten hours of preparation activity. Success Criterion: 4/5 of students will submit a journal or log detailing a minimum of ten hours interview preparation activities. Related Documents: LEGL 671 Spring 2013 Student Journals	Reporting Cycle: 2012 - 2013 Result Type: Criterion met Spring 2013 Semester: Criterion Exceeded--98% of students completed an online journal and discussed internship and employment interview preparation by participating in weekly online Chats. (08/26/2013) Related Documents: LEGL 671 Spring 2013 Paralegal Chat Log LEGL 671 Spring 2013 Student Journals	
	Reporting Cycle: 2012 - 2013 Result Type: Criterion met	

Legal Understanding - Identify, explain, and give examples of key elements of U.S. law, legal systems, ethical considerations, and/or professional procedures.

SKY LEGL 671 : Paralegal Internship I

SLO 3 - Interview preparation - Student will demonstrate the ability to prepare for an interview with a legal employer.

Assessment Methods	Result	Actions
Journals	Criterion Met. Students journaled and discussed preparation activities for legal job interviews. (08/23/2013)	

SLO 4 - Legal Interviews - Student will participate in mock and live interviews for legal positions.

Course Outcome Status: Active

Assessment Methods	Result	Actions
Other - Mock interview. Success Criterion: 4/5 students will participate in at least two mock interviews.	Reporting Cycle: 2012 - 2013 Result Type: Criterion met Spring 2013 Semester: Criterion Exceeded: 100% of intern students participated in professional interviews for internship positions. Interviews with managing attorneys at public agencies, trial courts, and private or public law firms. (08/26/2013) Related Documents: LEGL 671 Spring 2013 Paralegal Cover Letters and Resumes LEGL 671 Spring 2013 Paralegal Cover Letters and Resumes LEGL 671 Spring 2013 Paralegal Cover Letters and Resumes LEGL 671 Spring 2013 Paralegal Cover Letters and Resumes	
	Reporting Cycle: 2012 - 2013 Result Type: Inconclusive Students participated in interviews. However, some of the interviews were actually, not "mock." (08/23/2013)	

SLO 4 - Legal Interviews - Student will participate in mock and live interviews for legal positions.

Course Outcome Status: Active

Assessment Methods	Result	Actions
Other - Mock interview.	Reporting Cycle: 2012 - 2013	

Legal Understanding - Identify, explain, and give examples of key elements of U.S. law, legal systems, ethical considerations, and/or professional procedures.

SKY LEGL 671 : Paralegal Internship I

SLO 4 - Legal Interviews - Student will participate in mock and live interviews for legal positions.

<i>Assessment Methods</i>	<i>Result</i>	<i>Actions</i>
Success Criterion: 4/5 students will participate in at least two mock interviews.	Result Type: Criterion met Spring 2013 Semester: Criterion Exceeded: 100% of intern students participated in professional interviews for internship positions. Interviews with managing attorneys at public agencies, trial courts, and private or public law firms. (08/26/2013) Related Documents: LEGL 671 Spring 2013 Paralegal Cover Letters and Resumes LEGL 671 Spring 2013 Paralegal Cover Letters and Resumes LEGL 671 Spring 2013 Paralegal Cover Letters and Resumes LEGL 671 Spring 2013 Paralegal Cover Letters and Resumes	
	Reporting Cycle: 2012 - 2013 Result Type: Inconclusive Students participated in interviews. However, some of the interviews were actually, not "mock." (08/23/2013)	

SKY LEGL 240 : Introduction to Law

Published Judicial Decision - Identify key elements of a published judicial decision from a U.S. Court including caption, facts, issue, holding, and reasoning.

Course Outcome Status: Active

Assessment Methods	Result	Actions
<p>Directly related to Course Outcome</p> <p>Other - As part of the final exam, students will read a published decision from a U.S. Court and identify the caption, facts, issue, holding, and reasoning by writing a "case brief."</p> <p>Success Criterion: At least 70% of examining students will successfully identify 4 out of 5 of the following elements from a U.S. published U.S. Court decision: caption, facts, issue, holding, and reasoning.</p> <p>Schedule: Fall 2012, Fall 2015, Fall 2018, Fall 2021...</p>	<p>Reporting Cycle: 2016- 2017</p> <p>Result Type: Criterion met</p> <p>Criterion met-- More than 70% of examining students successfully identified 4 out of 5 of the following from a U.S. published U.S. Court decision: caption, facts, issue, holding, and reasoning. (02/19/2017)</p> <p>Who discussed the assessment, results and/or action plans? When? Where (e.g., dept. meeting)?: Jesse W. Raskin and Maria Gaudio: Department SLO meeting.</p> <p>Reporting Cycle: 2012 - 2013</p> <p>Result Type: Criterion met</p> <p>Criterion met-- More than 70% of examining students successfully identified 4 out of 5 of the following from a U.S. published U.S. Court decision: caption, facts, issue, holding, and reasoning. (01/24/2013)</p> <p>Related Documents:</p> <p>Final 240</p>	<p>Action: This is the first time I taught the course. Additional assessment needed to determine if these results are the norm. (01/24/2013)</p> <p>Action Plan Category: Conduct Further Assessment</p>

Published Judicial Decision - Identify key elements of a published judicial decision from a U.S. Court including caption, facts, issue, holding, and reasoning.

Course Outcome Status: Active

Assessment Methods	Result	Actions
<p>Directly related to Course Outcome</p>	<p>Reporting Cycle: 2016- 2017</p> <p>Result Type: Criterion met</p> <p>Criterion met-- More than 70% of examining students successfully identified 4 out of 5 of the</p>	

SKY LEGL 240 : Introduction to Law

Published Judicial Decision - Identify key elements of a published judicial decision from a U.S. Court including caption, facts, issue, holding, and reasoning.

Assessment Methods	Result	Actions
<p>Directly related to Course Outcome</p> <p>Other - As part of the final exam, students will read a published decision from a U.S. Court and identify the caption, facts, issue, holding, and reasoning by writing a "case brief."</p> <p>Success Criterion: At least 70% of examining students will successfully identify 4 out of 5 of the following elements from a U.S. published U.S. Court decision: caption, facts, issue, holding, and reasoning.</p> <p>Schedule: Fall 2012, Fall 2015, Fall 2018, Fall 2021...</p>	<p>following from a U.S. published U.S. Court decision: caption, facts, issue, holding, and reasoning. (02/19/2017)</p> <p>Who discussed the assessment, results and/or action plans? When? Where (e.g., dept. meeting)?: Jesse W. Raskin and Maria Gaudio: Department SLO meeting.</p> <p>Reporting Cycle: 2012 - 2013</p> <p>Result Type: Criterion met</p> <p>Criterion met-- More than 70% of examining students successfully identified 4 out of 5 of the following from a U.S. published U.S. Court decision: caption, facts, issue, holding, and reasoning. (01/24/2013)</p> <p>Related Documents:</p> <p>Final 240</p>	<p>Action: This is the first time I taught the course. Additional assessment needed to determine if these results are the norm. (01/24/2013)</p> <p>Action Plan Category: Conduct Further Assessment</p>

Fundamental Concepts - Define, identify, describe, explain, or analyze fundamental concepts of U.S. Law and Legal systems.

Course Outcome Status: Active

Assessment Methods	Result	Actions
<p>Directly related to Course Outcome</p>	<p>Reporting Cycle: 2016- 2017</p> <p>Result Type: Criterion met</p> <p>More then 70% of students assessed were able to accurately define, identify, describe, explain, or analyze fundamental concepts of U.S. Law and Legal systems. (02/19/2017)</p> <p>Who discussed the assessment, results and/or action plans? When? Where (e.g., dept. meeting)?: Jesse</p>	

SKY LEGL 240 : Introduction to Law

Fundamental Concepts - Define, identify, describe, explain, or analyze fundamental concepts of U.S. Law and Legal systems.

<i>Assessment Methods</i>	<i>Result</i>	<i>Actions</i>
Directly related to Course Outcome Exam - Students will provide a response(s) to an open ended essay prompt(s) on fundamental concepts of U.S. Law and legal systems. Success Criterion: Examining students will average 70% or better on the exam. Schedule: Fall 2012, Fall 2015, Fall 2018, Fall 2021...	W. Raskin and Maria Gaudio: Department SLO meeting. Reporting Cycle: 2012 - 2013 Result Type: Criterion met Criterion met--Examining students averaged better than 70% on the exam. (01/10/2013)	Action: Additional data necessary for trend analysis. (03/27/2013) Action Plan Category: Conduct Further Assessment Action: Change success criterion to: examining students will achieve an average result of 75% or better. (01/10/2013) Action Plan Category: Conduct Further Assessment

Fundamental Concepts - Define, identify, describe, explain, or analyze fundamental concepts of U.S. Law and Legal systems.

Course Outcome Status: Active

<i>Assessment Methods</i>	<i>Result</i>	<i>Actions</i>
Directly related to Course Outcome Exam - Students will provide a response(s) to an open ended essay prompt(s) on fundamental concepts of U.S. Law and legal systems. Success Criterion: Examining students will average 70% or better	Reporting Cycle: 2016- 2017 Result Type: Criterion met More then 70% of students assessed were able to accurately define, identify, describe, explain, or analyze fundamental concepts of U.S. Law and Legal systems. (02/19/2017) Who discussed the assessment, results and/or action plans? When? Where (e.g., dept. meeting)?: Jesse W. Raskin and Maria Gaudio: Department SLO meeting. Reporting Cycle: 2012 - 2013 Result Type: Criterion met Criterion met--Examining students averaged better than 70% on the exam. (01/10/2013)	Action: Additional data necessary for trend analysis. (03/27/2013) Action Plan Category: Conduct Further Assessment Action: Change success criterion to:

SKY LEGL 240 : Introduction to Law

Fundamental Concepts - Define, identify, describe, explain, or analyze fundamental concepts of U.S. Law and Legal systems.

on the exam.

Schedule: Fall 2012, Fall 2015, Fall 2018, Fall 2021...

examining students will achieve an average result of 75% or better. (01/10/2013)

Action Plan Category: Conduct Further Assessment

SKY LEGL 245 : Legal Operations

Knowledge of Key Concepts - Demonstrate knowledge of fundamental concepts of U.S. Law and of key skills such as legal writing, research, and analysis.

Course Outcome Status: Active

Start Date: 01/14/2013

End Date: 05/17/2013

Assessment Methods	Result	Actions
<p>Exam - Students will: (1) answer open ended exam question(s), and/or (2) complete an open ended self-reflection, and/or (3) self-assess via a series of likert scale questions, and/or (4) answer multiple choice questions demonstrating their knowledge of fundamental concepts of U.S. Law and / or on key skills such as legal writing, research, and analysis.</p> <p>Success Criterion: Examining students will average 75% or better on the examination and/or will self report a better than average understanding of the paraprofessional's role and responsibilities in the modern law office.</p>	<p>Reporting Cycle: 2016- 2017 Result Type: Criterion met Per student responses to open ended self reflection and Likert scale questions, all students completing the course experienced growth in their level of knowledge of fundamental concepts of U.S. Law and of key skills such as legal writing, research, and analysis. (01/10/2017)</p> <p>Who discussed the assessment, results and/or action plans? When? Where (e.g., dept. meeting)?: Jesse W. Raskin and Maria Gaudio. We discussed whether to give students a "before / after" / "pre/post" test but decided that for now the open ended reflection and Likert scale questions are most appropriate given the exploratory nature of this course.</p>	
	<p>Reporting Cycle: 2013 - 2014 Result Type: Criterion met Based on an results of a self assessment, 78% of students reported having "better than average" or "much better than average" knowledge of fundamental concepts of U.S. Law.</p>	

SKY LEGL 245 : Legal Operations

Knowledge of Key Concepts - Demonstrate knowledge of fundamental concepts of U.S. Law and of key skills such as legal writing, research, and analysis.

Assessment Methods	Result	Actions
	(06/15/2014) Reporting Cycle: 2012 - 2013 Result Type: Criterion met Criterion met--Students averaged better than 75% on the exam questions relating to fundamental concepts of U.S. Law and / or on key skills such as legal writing, research, and analysis. (06/23/2013)	Action: Program will conduct further assessment to determine if results can be replicated. Program will consider raising success criteria to 80%. (06/23/2013) Action Plan Category: Conduct Further Assessment

Knowledge of Key Concepts - Demonstrate knowledge of fundamental concepts of U.S. Law and of key skills such as legal writing, research, and analysis.

Course Outcome Status: Active

Start Date: 01/14/2013

End Date: 05/17/2013

Assessment Methods	Result	Actions
Exam - Students will: (1) answer open ended exam question(s), and/or (2) complete an open ended self-reflection, and/or (3) self-assess via a series of likert scale questions, and/or (4) answer multiple choice questions demonstrating their knowledge of fundamental concepts of U.S. Law and / or on key skills such as legal writing, research, and analysis. Success Criterion: Examining students will average 75% or better on the examination and/or will self report a better than average understanding of the	Reporting Cycle: 2016- 2017 Result Type: Criterion met Per student responses to open ended self reflection and Likert scale questions, all students completing the course experienced growth in their level of knowledge of fundamental concepts of U.S. Law and of key skills such as legal writing, research, and analysis. (01/10/2017) Who discussed the assessment, results and/or action plans? When? Where (e.g., dept. meeting)?: Jesse W. Raskin and Maria Gaudio. We discussed whether to give students a "before / after" / "pre/post" test but decided that for now the open ended reflection and Likert scale questions are most appropriate given the exploratory nature of this course.	

SKY LEGL 245 : Legal Operations

Knowledge of Key Concepts - Demonstrate knowledge of fundamental concepts of U.S. Law and of key skills such as legal writing, research, and analysis.

<i>Assessment Methods</i>	<i>Result</i>	<i>Actions</i>
paraprofessional's role and responsibilities in the modern law office.	Reporting Cycle: 2013 - 2014 Result Type: Criterion met Based on an results of a self assessment, 78% of students reported having "better than average" or "much better than average" knowledge of fundamental concepts of U.S. Law. (06/15/2014)	
	Reporting Cycle: 2012 - 2013 Result Type: Criterion met Criterion met--Students averaged better than 75% on the exam questions relating to fundamental concepts of U.S. Law and / or on key skills such as legal writing, research, and analysis. (06/23/2013)	Action: Program will conduct further assessment to determine if results can be replicated. Program will consider raising success criteria to 80%. (06/23/2013) Action Plan Category: Conduct Further Assessment

Knowledge of Key Concepts - Demonstrate knowledge of fundamental concepts of U.S. Law and of key skills such as legal writing, research, and analysis.

Course Outcome Status: Active
Start Date: 01/14/2013
End Date: 05/17/2013

<i>Assessment Methods</i>	<i>Result</i>	<i>Actions</i>
Exam - Students will: (1) answer open ended exam question(s), and/or (2) complete an open ended self-reflection, and/or (3) self-assess via a series of likert scale questions, and/or (4) answer multiple choice questions demonstrating their knowledge of fundamental concepts of U.S. Law and / or on key skills such as legal writing, research, and analysis. Success Criterion: Examining	Reporting Cycle: 2016- 2017 Result Type: Criterion met Per student responses to open ended self reflection and Likert scale questions, all students completing the course experienced growth in their level of knowledge of fundamental concepts of U.S. Law and of key skills such as legal writing, research, and analysis. (01/10/2017) Who discussed the assessment, results and/or action plans? When? Where (e.g., dept. meeting)?: Jesse W. Raskin and Maria Gaudio. We discussed whether to give students a "before / after" / "pre/post" test but decided that for now the open	

SKY LEGL 245 : Legal Operations

Knowledge of Key Concepts - Demonstrate knowledge of fundamental concepts of U.S. Law and of key skills such as legal writing, research, and analysis.

<i>Assessment Methods</i>	<i>Result</i>	<i>Actions</i>
students will average 75% or better on the examination and/or will self report a better than average understanding of the paraprofessional's role and responsibilities in the modern law office.	ended reflection and Likert scale questions are most appropriate given the exploratory nature of this course.	
	Reporting Cycle: 2013 - 2014 Result Type: Criterion met Based on an results of a self assessment, 78% of students reported having "better than average" or "much better than average" knowledge of fundamental concepts of U.S. Law. (06/15/2014)	
	Reporting Cycle: 2012 - 2013 Result Type: Criterion met Criterion met--Students averaged better than 75% on the exam questions relating to fundamental concepts of U.S. Law and / or on key skills such as legal writing, research, and analysis. (06/23/2013)	Action: Program will conduct further assessment to determine if results can be replicated. Program will consider raising success criteria to 80%. (06/23/2013) Action Plan Category: Conduct Further Assessment

SKY LEGL 250 : Legal Research and Writing

Legal Research - Conduct effective legal research by identifying, locating, and evaluating relevant resources.

Course Outcome Status: Active

<i>Assessment Methods</i>	<i>Result</i>	<i>Actions</i>
Exam - Students will complete a research assignment in the law law library. The assignment will require students to identify, locate, and evaluate relevant legal resources. Success Criterion: Examining students will achieve a score of 70% or higher on the exam.	Reporting Cycle: 2012 - 2013 Result Type: Criterion met Criterion met-- All examining students achieved a score of 70% or higher on the exam. (06/23/2013)	Action: Further assessment needed to determine consistency of results. (07/23/2013)

SKY LEGL 250 : Legal Research and Writing

Legal Research - Conduct effective legal research by identifying, locating, and evaluating relevant resources.

<i>Assessment Methods</i>	<i>Result</i>	<i>Actions</i>
Schedule: Spring 2013, Spring 2016, Spring 2019...		
Exam - Students will complete a legal research assigning online or at the law library.	<p>Reporting Cycle: 2016- 2017 Result Type: Criterion not met Of 32 students, 22 (68%) successfully completed the exam. (01/10/2017)</p> <p>Who discussed the assessment, results and/or action plans? When? Where (e.g., dept. meeting)?: Jesse Raskin and Maria Gaudio discussed the results at an assessments meeting. Based on the data, of the 10 students who did not meet the success criterion, 6 were well below the standard of competency despite having shown skill development earlier in the course. This suggests that the students may have needed additional scaffolding for development at a level more challenging than the learning activities but less challenging than the assessment. Perhaps with more activities targeting the Zone of Proximal Development unique to each student, the success rate could have gone up. Yet, it is also worth noting that these six students did not turn in all assignments despite being given every opportunity to do so, up until the day of the final. Thus, the students may not have taken every available opportunity to develop competency.</p>	

SKY LEGL 250 : Legal Research and Writing

Legal Research - Conduct effective legal research by identifying, locating, and evaluating relevant resources.

Assessment Methods	Result	Actions

Legal Research - Conduct effective legal research by identifying, locating, and evaluating relevant resources.

Course Outcome Status: Active

Assessment Methods	Result	Actions
Exam - Students will complete a research assignment in the law library. The assignment will require students to identify, locate, and evaluate relevant legal resources. Success Criterion: Examining students will achieve a score of 70% or higher on the exam. Schedule: Spring 2013, Spring 2016, Spring 2019...	Reporting Cycle: 2012 - 2013 Result Type: Criterion met Criterion met-- All examining students achieved a score of 70% or higher on the exam. (06/23/2013)	Action: Further assessment needed to determine consistency of results. (07/23/2013)
Exam - Students will complete a legal research assigning online or at the law library.	Reporting Cycle: 2016- 2017 Result Type: Criterion not met Of 32 students, 22 (68%) successfully completed the exam. (01/10/2017) Who discussed the assessment, results and/or action plans? When? Where (e.g., dept. meeting)?: Jesse Raskin and Maria Gaudio discussed the results at an assessments meeting. Based on the data, of the 10 students who did not meet the success criterion, 6 were well below the standard of competency despite having shown skill development earlier in the course. This suggests that the students may have needed	

SKY LEGL 250 : Legal Research and Writing

Legal Research - Conduct effective legal research by identifying, locating, and evaluating relevant resources.

Assessment Methods	Result	Actions
	additional scaffolding for development at a level more challenging than the learning activities but less challenging than the assessment. Perhaps with more activities targeting the Zone of Proximal Development unique to each student, the success rate could have gone up. Yet, it is also worth noting that these six students did not turn in all assignments despite being given every opportunity to do so, up until the day of the final. Thus, the students may not have taken every available opportunity to develop competency.	

Legal Writing - Effectively communicate in writing a critical analysis of a legal problem.

Course Outcome Status: Active

Assessment Methods	Result	Actions
Essay - Students will provide an open ended response to a prompt(s) regarding a legal problem. Success Criterion: At least 70% of examining students will provide an "adequate," "good," or "excellent" response to the prompt, per the relevant rubric.	Reporting Cycle: 2012 - 2013 Result Type: Criterion met Criterion met-- More than 70% of examining students provided an "adequate," "good," or "excellent" response to the prompt, per the relevant rubric. (06/23/2013)	Action: Further assessment needed. (07/23/2013) Action Plan Category: Conduct Further Assessment
Other - Online Discussion	Reporting Cycle: 2016- 2017	

SKY LEGL 250 : Legal Research and Writing

Legal Writing - Effectively communicate in writing a critical analysis of a legal problem.

Assessment Methods	Result	Actions
	<p>Result Type: Inconclusive 21 of 28 (75%) students who completed the assignment achieved proficiency. However, 6 students did not complete the assessment, which complicates the results. (01/10/2017)</p> <p>Who discussed the assessment, results and/or action plans? When? Where (e.g., dept. meeting)?: Jesse W. Raskin and Maria Gaudio discussed the results. Per discussion, the assessment activity was approved for use again.</p>	

Legal Writing - Effectively communicate in writing a critical analysis of a legal problem.

Course Outcome Status: Active

Assessment Methods	Result	Actions
<p>Essay - Students will provide an open ended response to a prompt(s) regarding a legal problem. Success Criterion: At least 70% of examining students will provide an "adequate," "good," or "excellent" response to the prompt, per the relevant rubric.</p>	<p>Reporting Cycle: 2012 - 2013 Result Type: Criterion met Criterion met-- More than 70% of examining students provided an "adequate," "good," or "excellent" response to the prompt, per the relevant rubric. (06/23/2013)</p>	<p>Action: Further assessment needed. (07/23/2013) Action Plan Category: Conduct Further Assessment</p>
<p>Other - Online Discussion</p>	<p>Reporting Cycle: 2016- 2017 Result Type: Inconclusive 21 of 28 (75%) students who completed the assignment achieved proficiency. However, 6 students did not complete the assessment, which complicates the results. (01/10/2017)</p> <p>Who discussed the assessment, results and/or action plans? When? Where (e.g., dept. meeting)?: Jesse</p>	

SKY LEGL 250 : Legal Research and Writing

Legal Writing - Effectively communicate in writing a critical analysis of a legal problem.

Assessment Methods	Result	Actions
	W. Raskin and Maria Gaudio discussed the results. Per discussion, the assessment activity was approved for use again.	

SKY LEGL 252 : Civil and Administrative Process

SLO 1 - Chart or outline the civil litigation process, from the initial stages of client intake and interview through resolution of a matter by settlement or judicial decision.

Course Outcome Status: Active

Assessment Methods	Result	Actions
Exam - Students will chart key tasks of the civil litigation process. The chart will require students to order the task temporally. Success Criterion: At least 70% of examining students will score at least 70% on the assignment. Schedule: Fall 2012, Fall 2015, Fall 2018, Fall 2021...	Reporting Cycle: 2016- 2017 Result Type: Criterion met 15 of 17 students scored at least 70% on the assignment. (01/10/2017) Who discussed the assessment, results and/or action plans? When? Where (e.g., dept. meeting)?: Jesse Raskin and Maria Gaudio. Assessment is valid and valuable for its purpose.	
	Reporting Cycle: 2013 - 2014 Result Type: Criterion met Over 70% of students scored over 70% on the Civil Litigation Timeline assignment. (01/24/2014)	Action: Question: Are students retaining this information? How to evaluate this one year later? (04/02/2014) Action Plan Category: Other
	Reporting Cycle: 2012 - 2013 Result Type: Criterion met Criterion met-- More than 70% of the students scored at 70% on the exam. (01/24/2013)	Action: Further assessment needed to determine validity of results. (01/24/2013) Action Plan Category: Conduct

SKY LEGL 252 : Civil and Administrative Process

SLO 1 - Chart or outline the civil litigation process, from the initial stages of client intake and interview through resolution of a matter by settlement or judicial decision.

Assessment Methods	Result	Actions
	Related Documents: Civil Litigation Chart	Further Assessment

SLO 1 - Chart or outline the civil litigation process, from the initial stages of client intake and interview through resolution of a matter by settlement or judicial decision.

Course Outcome Status: Active

Assessment Methods	Result	Actions
Exam - Students will chart key tasks of the civil litigation process. The chart will require students to order the task temporally. Success Criterion: At least 70% of examining students will score at least 70% on the assignment. Schedule: Fall 2012, Fall 2015, Fall 2018, Fall 2021...	Reporting Cycle: 2016- 2017 Result Type: Criterion met 15 of 17 students scored at least 70% on the assignment. (01/10/2017) Who discussed the assessment, results and/or action plans? When? Where (e.g., dept. meeting)?: Jesse Raskin and Maria Gaudio. Assessment is valid and valuable for its purpose.	
	Reporting Cycle: 2013 - 2014 Result Type: Criterion met Over 70% of students scored over 70% on the Civil Litigation Timeline assignment. (01/24/2014)	Action: Question: Are students retaining this information? How to evaluate this one year later? (04/02/2014) Action Plan Category: Other
	Reporting Cycle: 2012 - 2013 Result Type: Criterion met Criterion met-- More than 70% of the students scored at 70% on the exam. (01/24/2013) Related Documents: Civil Litigation Chart	Action: Further assessment needed to determine validity of results. (01/24/2013) Action Plan Category: Conduct Further Assessment

SKY LEGL 252 : Civil and Administrative Process

SLO 1 - Chart or outline the civil litigation process, from the initial stages of client intake and interview through resolution of a matter by settlement or judicial decision.

SLO 1 - Chart or outline the civil litigation process, from the initial stages of client intake and interview through resolution of a matter by settlement or judicial decision.

Course Outcome Status: Active

<i>Assessment Methods</i>	<i>Result</i>	<i>Actions</i>
Exam - Students will chart key tasks of the civil litigation process. The chart will require students to order the task temporally. Success Criterion: At least 70% of examining students will score at least 70% on the assignment. Schedule: Fall 2012, Fall 2015, Fall 2018, Fall 2021...	Reporting Cycle: 2016- 2017 Result Type: Criterion met 15 of 17 students scored at least 70% on the assignment. (01/10/2017) Who discussed the assessment, results and/or action plans? When? Where (e.g., dept. meeting)?: Jesse Raskin and Maria Gaudio. Assessment is valid and valuable for its purpose.	
	Reporting Cycle: 2013 - 2014 Result Type: Criterion met Over 70% of students scored over 70% on the Civil Litigation Timeline assignment. (01/24/2014)	Action: Question: Are students retaining this information? How to evaluate this one year later? (04/02/2014) Action Plan Category: Other
	Reporting Cycle: 2012 - 2013 Result Type: Criterion met Criterion met-- More than 70% of the students scored at 70% on the exam. (01/24/2013) Related Documents: Civil Litigation Chart	Action: Further assessment needed to determine validity of results. (01/24/2013) Action Plan Category: Conduct Further Assessment

SLO 2 - Identify, describe, explain, or analyze distinct elements of civil litigation such as: investigation, pre-trial pleadings and motions, discovery, trial, appeal, dispositive motions and alternative forms of dispute resolution.

Course Outcome Status: Active

SKY LEGL 252 : Civil and Administrative Process

SLO 2 - Identify, describe, explain, or analyze distinct elements of civil litigation such as: investigation, pre-trial pleadings and motions, discovery, trial, appeal, dispositive motions and alternative forms of dispute resolution.

<i>Assessment Methods</i>	<i>Result</i>	<i>Actions</i>
Exam - Students will chart key tasks of the civil litigation process. The chart will require students to define the tasks. Success Criterion: At least 70% of the students will score at least 70% on the exam. Schedule: Fall 2012, Fall 2015, Fall 2018, Fall 2021...	Reporting Cycle: 2016- 2017 Result Type: Criterion met 15 of 17 (88%) of student successfully scored 70% or higher on the exam. (01/10/2017) Who discussed the assessment, results and/or action plans? When? Where (e.g., dept. meeting)?: Jesse Raskin and Maria Gaudio discussed the results and decided they were valid and valuable for the purposes. The two also decided that they should consider other means of assessing this SLO in the future.	
	Reporting Cycle: 2013 - 2014 Result Type: Criterion met Over 70% of the students scored at least 70% on the exam and demonstrated the ability to define key civil litigation terms. (01/24/2014)	
	Reporting Cycle: 2011 - 2012 Result Type: Criterion met Criterion met-- More than 70% of the students scored at 70% on the exam. (01/24/2013)	Action: Further assessment necessary to determine if future students will achieve comparable results. (01/24/2013)

SLO 2 - Identify, describe, explain, or analyze distinct elements of civil litigation such as: investigation, pre-trial pleadings and motions, discovery, trial, appeal, dispositive motions and alternative forms of dispute resolution.

Course Outcome Status: Active

<i>Assessment Methods</i>	<i>Result</i>	<i>Actions</i>
Exam - Students will chart key tasks of the civil litigation process. The chart will require students to define	Reporting Cycle: 2016- 2017 Result Type: Criterion met 15 of 17 (88%) of student successfully scored 70% or higher on the exam. (01/10/2017)	

SKY LEGL 252 : Civil and Administrative Process

SLO 2 - Identify, describe, explain, or analyze distinct elements of civil litigation such as: investigation, pre-trial pleadings and motions, discovery, trial, appeal, dispositive motions and alternative forms of dispute resolution.

Assessment Methods	Result	Actions
the tasks. Success Criterion: At least 70% of the students will score at least 70% on the exam. Schedule: Fall 2012, Fall 2015, Fall 2018, Fall 2021...	Who discussed the assessment, results and/or action plans? When? Where (e.g., dept. meeting)?: Jesse Raskin and Maria Gaudio discussed the results and decided they were valid and valuable for the purposes. The two also decided that they should consider other means of assessing this SLO in the future. Reporting Cycle: 2013 - 2014 Result Type: Criterion met Over 70% of the students scored at least 70% on the exam and demonstrated the ability to define key civil litigation terms. (01/24/2014)	
	Reporting Cycle: 2011 - 2012 Result Type: Criterion met Criterion met-- More than 70% of the students scored at 70% on the exam. (01/24/2013)	Action: Further assessment necessary to determine if future students will achieve comparable results. (01/24/2013)

SLO 2 - Identify, describe, explain, or analyze distinct elements of civil litigation such as: investigation, pre-trial pleadings and motions, discovery, trial, appeal, dispositive motions and alternative forms of dispute resolution.

Course Outcome Status: Active

Assessment Methods	Result	Actions
Exam - Students will chart key tasks of the civil litigation process. The chart will require students to define the tasks. Success Criterion: At least 70% of the students will score at least 70%	Reporting Cycle: 2016- 2017 Result Type: Criterion met 15 of 17 (88%) of student successfully scored 70% or higher on the exam. (01/10/2017) Who discussed the assessment, results and/or action plans? When? Where (e.g., dept. meeting)?: Jesse	

SKY LEGL 252 : Civil and Administrative Process

SLO 2 - Identify, describe, explain, or analyze distinct elements of civil litigation such as: investigation, pre-trial pleadings and motions, discovery, trial, appeal, dispositive motions and alternative forms of dispute resolution.

Assessment Methods	Result	Actions
on the exam. Schedule: Fall 2012, Fall 2015, Fall 2018, Fall 2021...	Raskin and Maria Gaudio discussed the results and decided they were valid and valuable for the purposes. The two also decided that they should consider other means of assessing this SLO in the future.	
	Reporting Cycle: 2013 - 2014 Result Type: Criterion met Over 70% of the students scored at least 70% on the exam and demonstrated the ability to define key civil litigation terms. (01/24/2014)	
	Reporting Cycle: 2011 - 2012 Result Type: Criterion met Criterion met-- More than 70% of the students scored at 70% on the exam. (01/24/2013)	Action: Further assessment necessary to determine if future students will achieve comparable results. (01/24/2013)

SKY LEGL 275 : Constitutional Law, Civil Rights and Civil Liberties

Impact of Supreme Court Decisions - Identify and analyze specific instances where Supreme Court decisions have resulted in new or changing interpretations of individual civil rights and liberties in the United States.

Course Outcome Status: Active
Start Date: 12/16/2014

Assessment Methods	Result	Actions
Directly related to Course Outcome	Reporting Cycle: 2014 - 2015 Result Type: Criterion met More than 70% of assessed students were able to identify and analyze specific instances where Supreme Court decisions have resulted in new or changing interpretations of individual civil rights and liberties in the United States. (02/02/2015) Who discussed the assessment,	

SKY LEGL 275 : Constitutional Law, Civil Rights and Civil Liberties

Impact of Supreme Court Decisions - Identify and analyze specific instances where Supreme Court decisions have resulted in new or changing interpretations of individual civil rights and liberties in the United States.

<i>Assessment Methods</i>	<i>Result</i>	<i>Actions</i>
Directly related to Course Outcome Other - Presentation, long form essay, short form essay, group project and/or capstone assignment. Success Criterion: On the assessment, three-quarters (75%) of participating students demonstrate the ability to identify and analyze specific instances where Supreme Court decisions have resulted in new or changing interpretations of individual civil rights and liberties in the United States.	results and/or action plans? When? Where (e.g., dept. meeting)?: Assessment, results, and possible action plans discussed spring 2015 department meeting.	
Other - Capstone assignment/project, essay, exam, and/or presentation. Success Criterion: On the assessment, three-quarters (75%) of participating students demonstrate the ability to identify and analyze specific instances where Supreme Court decisions have resulted in new or changing interpretations of individual civil rights and liberties in the United States.		

SKY LEGL 290 : Community Legal Services Clinic

SKY LEGL 290 : Community Legal Services Clinic

Strategies - Develop and implement strategies to provide legal services for clients.

Course Outcome Status: Active

Start Date: 12/16/2014

<i>Assessment Methods</i>	<i>Result</i>	<i>Actions</i>
Directly related to Course Outcome Capstone assignment/project, essay, exam, and/or presentation. Success Criterion: On the assessment, three-quarters (75%) of participating students demonstrate the ability to develop and implement strategies to provide legal services for clients.	Reporting Cycle: 2014 - 2015 Result Type: Criterion met During the assessment, all participating students successfully interviewed clinic clients, identified the clients' legal needs, and developed a plan together with their attorney supervisor on how the clinic can help the clients. (06/15/2015)	

SKY LEGL 304 : Concepts of Criminal Law

SLO #2: Compare roles, functions, and levels of all the major CJS components. - Compare, contrast, and discuss the functions and roles of the three major components of the criminal justice system, which include law enforcement, courts, and corrections, at the federal and local levels of government.

Course Outcome Status: Active

Start Date: 01/01/2008

End Date: 12/31/2008

<i>Assessment Methods</i>	<i>Result</i>	<i>Actions</i>
Pre and post testing - 20-Question T-F pre-test and post-test using Scantron machine. Success Criterion: 70% of students to score 10% higher on post-test.		
Essay - Major essay assignment using 3-point analytic essay rubric.		

SKY LEGL 304 : Concepts of Criminal Law

SLO #2: Compare roles, functions, and levels of all the major CJS components. - Compare, contrast, and discuss the functions and roles of the three major components of the criminal justice system, which include law enforcement, courts, and corrections, at the federal and local levels of government.

<i>Assessment Methods</i>	<i>Result</i>	<i>Actions</i>
Success Criterion: 70% of students to score a C+ or better on essay.		
Survey - 10-Question self-reflective exit survey using 5-point Likert scale. Success Criterion: 70% of students to report "1" or "2" rating on survey.		

SLO #2: Compare roles, functions, and levels of all the major CJS components. - Compare, contrast, and discuss the functions and roles of the three major components of the criminal justice system, which include law enforcement, courts, and corrections, at the federal and local levels of government.

Course Outcome Status: Active

Start Date: 01/01/2008

End Date: 12/31/2008

<i>Assessment Methods</i>	<i>Result</i>	<i>Actions</i>
Pre and post testing - 20-Question T-F pre-test and post-test using Scantron machine. Success Criterion: 70% of students to score 10% higher on post-test.		
Essay - Major essay assignment using 3-point analytic essay rubric. Success Criterion: 70% of students to score a C+ or better on essay.		
Survey - 10-Question self-reflective exit survey using 5-point Likert scale. Success Criterion: 70% of students to report "1" or "2" rating on survey.		

SLO #2: Compare roles, functions, and levels of all the major CJS components. - Compare, contrast, and discuss the functions and roles of the three major components of the criminal justice system, which include law enforcement, courts, and corrections, at the federal and local levels of government.

SKY LEGL 304 : Concepts of Criminal Law

SLO #2: Compare roles, functions, and levels of all the major CJS components. - Compare, contrast, and discuss the functions and roles of the three major components of the criminal justice system, which include law enforcement, courts, and corrections, at the federal and local levels of government.

Course Outcome Status: Active

Start Date: 01/01/2008

End Date: 12/31/2008

<i>Assessment Methods</i>	<i>Result</i>	<i>Actions</i>
Pre and post testing - 20-Question T-F pre-test and post-test using Scantron machine. Success Criterion: 70% of students to score 10% higher on post-test.		
Essay - Major essay assignment using 3-point analytic essay rubric. Success Criterion: 70% of students to score a C+ or better on essay.		
Survey - 10-Question self-reflective exit survey using 5-point Likert scale. Success Criterion: 70% of students to report "1" or "2" rating on survey.		

SKY LEGL 306 : Legal Aspects of Evidence

SLO #3: Analyze criminal and civil case and articulate the legal issues involved.: - Analyze and assess civil and criminal cases and circumstances, and from the facts appropriately articulate the legal evidentiary issues involved from the perspectives of both sides.

Course Outcome Status: Active

Start Date: 01/01/2009

End Date: 12/31/2009

<i>Assessment Methods</i>	<i>Result</i>	<i>Actions</i>
Pre and post testing - 20-Question T-F Pre-test and Post-test using scantron machine. Success Criterion: 70% of students to score 10% higher on post test.		

SKY LEGL 306 : Legal Aspects of Evidence

SLO #3: Analyze criminal and civil case and articulate the legal issues involved.: - Analyze and assess civil and criminal cases and circumstances, and from the facts appropriately articulate the legal evidentiary issues involved from the perspectives of both sides.

<i>Assessment Methods</i>	<i>Result</i>	<i>Actions</i>
Essay - Major Essay Assignment Using 3-point analytic essay rubric. Success Criterion: 70% of students to score a C+ or better on essay.		
Survey - 10-Question Self Reflective exit survey using 5-point Likert scale. Success Criterion: 70% of Students to report a "1" or "2" rating on survey.		

SLO #3: Analyze criminal and civil case and articulate the legal issues involved.: - Analyze and assess civil and criminal cases and circumstances, and from the facts appropriately articulate the legal evidentiary issues involved from the perspectives of both sides.

Course Outcome Status: Active

Start Date: 01/01/2009

End Date: 12/31/2009

<i>Assessment Methods</i>	<i>Result</i>	<i>Actions</i>
Pre and post testing - 20-Question T-F Pre-test and Post-test using scantron machine. Success Criterion: 70% of students to score 10% higher on post test.		
Essay - Major Essay Assignment Using 3-point analytic essay rubric. Success Criterion: 70% of students to score a C+ or better on essay.		
Survey - 10-Question Self Reflective exit survey using 5-point Likert scale. Success Criterion: 70% of Students to report a "1" or "2" rating on survey.		

SKY LEGL 306 : Legal Aspects of Evidence

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Course Outcome Status: Active

Start Date: 01/01/2009

End Date: 12/31/2009

<i>Assessment Methods</i>	<i>Result</i>	<i>Actions</i>
Pre and post testing - 20-Question T-F Pre-test and Post-test using scantron machine. Success Criterion: 70% of students to score 10% higher on post test.		
Essay - Major Essay Assignment Using 3-point analytic essay rubric. Success Criterion: 70% of students to score a C+ or better on essay.		
Survey - 10-Question Self Reflective exit survey using 5-point Likert scale. Success Criterion: 70% of Students to report a "1" or "2" rating on survey.		

SKY LEGL 320 : Criminal Investigation

SLO #2 Reconstruct a crime by employing critical thinking/reasoning skills. - Reconstruct crime by employing critical thinking, reasoning, and investigative skills and techniques, including determining how, when and why a crime was committed, the type of crime, and who committed it.

Course Outcome Status: Active

Start Date: 01/18/2010

End Date: 05/27/2010

<i>Assessment Methods</i>	<i>Result</i>	<i>Actions</i>
Pre and post testing - 20-Question		

SKY LEGL 320 : Criminal Investigation

SLO #2 Reconstruct a crime by employing critical thinking/reasoning skills. - Reconstruct crime by employing critical thinking, reasoning, and investigative skills and techniques, including determining how, when and why a crime was committed, the type of crime, and who committed it.

<i>Assessment Methods</i>	<i>Result</i>	<i>Actions</i>
T-F pre-test and post-test using Scantron machine. Success Criterion: 70% of students to score 10% higher on post-test.		
Essay - Major essay assignment using 3-point analytic essay rubric. Success Criterion: 70% of students to score a C+ or better on essay.		
Survey - 10-Question self-reflective exit survey using 5-point Likert scale. Success Criterion: 70% of students to report "1" or "2" rating on survey.		

SLO #2 Reconstruct a crime by employing critical thinking/reasoning skills. - Reconstruct crime by employing critical thinking, reasoning, and investigative skills and techniques, including determining how, when and why a crime was committed, the type of crime, and who committed it.

Course Outcome Status: Active

Start Date: 01/18/2010

End Date: 05/27/2010

<i>Assessment Methods</i>	<i>Result</i>	<i>Actions</i>
Pre and post testing - 20-Question T-F pre-test and post-test using Scantron machine. Success Criterion: 70% of students to score 10% higher on post-test.		
Essay - Major essay assignment using 3-point analytic essay rubric. Success Criterion: 70% of students to score a C+ or better on essay.		
Survey - 10-Question self-reflective exit survey using 5-point Likert scale.		

SKY LEGL 320 : Criminal Investigation

SLO #2 Reconstruct a crime by employing critical thinking/reasoning skills. - Reconstruct crime by employing critical thinking, reasoning, and investigative skills and techniques, including determining how, when and why a crime was committed, the type of crime, and who committed it.

<i>Assessment Methods</i>	<i>Result</i>	<i>Actions</i>
Success Criterion: 70% of students to report "1" or "2" rating on survey.		

SLO #2 Reconstruct a crime by employing critical thinking/reasoning skills. - Reconstruct crime by employing critical thinking, reasoning, and investigative skills and techniques, including determining how, when and why a crime was committed, the type of crime, and who committed it.

Course Outcome Status: Active

Start Date: 01/18/2010

End Date: 05/27/2010

<i>Assessment Methods</i>	<i>Result</i>	<i>Actions</i>
Pre and post testing - 20-Question T-F pre-test and post-test using Scantron machine. Success Criterion: 70% of students to score 10% higher on post-test.		
Essay - Major essay assignment using 3-point analytic essay rubric. Success Criterion: 70% of students to score a C+ or better on essay.		
Survey - 10-Question self-reflective exit survey using 5-point Likert scale. Success Criterion: 70% of students to report "1" or "2" rating on survey.		

SLO #3 Apply effective interview and interrogation skills to obtain information. - Apply effective interview and interrogation skills, and intuitive investigation skills, to obtain valuable information from crime victims, witnesses, informants, and suspects, to solve crimes.

Course Outcome Status: Active

Start Date: 01/18/2010

End Date: 05/27/2010

SKY LEGL 320 : Criminal Investigation

SLO #3 Apply effective interview and interrogation skills to obtain information. - Apply effective interview and interrogation skills, and intuitive investigation skills, to obtain valuable information from crime victims, witnesses, informants, and suspects, to solve crimes.

<i>Assessment Methods</i>	<i>Result</i>	<i>Actions</i>
Pre and post testing - 20-Question T-F pre-test and post-test using Scantron machine. Success Criterion: 70% of students to score 10% higher on post-test.		
Essay - Major essay assignment using 3-point analytic essay rubric. Success Criterion: 70% of students to score a C+ or better on essay.		
Survey - 10-Question self-reflective exit survey using 5-point Likert scale. Success Criterion: 70% of students to report "1" or "2" rating on survey.		

SLO #3 Apply effective interview and interrogation skills to obtain information. - Apply effective interview and interrogation skills, and intuitive investigation skills, to obtain valuable information from crime victims, witnesses, informants, and suspects, to solve crimes.

Course Outcome Status: Active

Start Date: 01/18/2010

End Date: 05/27/2010

<i>Assessment Methods</i>	<i>Result</i>	<i>Actions</i>
Pre and post testing - 20-Question T-F pre-test and post-test using Scantron machine. Success Criterion: 70% of students to score 10% higher on post-test.		
Essay - Major essay assignment using 3-point analytic essay rubric. Success Criterion: 70% of students to score a C+ or better on essay.		
Survey - 10-Question self-reflective		

SKY LEGL 320 : Criminal Investigation

SLO #3 Apply effective interview and interrogation skills to obtain information. - Apply effective interview and interrogation skills, and intuitive investigation skills, to obtain valuable information from crime victims, witnesses, informants, and suspects, to solve crimes.

Assessment Methods	Result	Actions
exit survey using 5-point Likert scale. Success Criterion: 70% of students to report "1" or "2" rating on survey.		

SLO #3 Apply effective interview and interrogation skills to obtain information. - Apply effective interview and interrogation skills, and intuitive investigation skills, to obtain valuable information from crime victims, witnesses, informants, and suspects, to solve crimes.

Course Outcome Status: Active

Start Date: 01/18/2010

End Date: 05/27/2010

Assessment Methods	Result	Actions
Pre and post testing - 20-Question T-F pre-test and post-test using Scantron machine. Success Criterion: 70% of students to score 10% higher on post-test.		
Essay - Major essay assignment using 3-point analytic essay rubric. Success Criterion: 70% of students to score a C+ or better on essay.		
Survey - 10-Question self-reflective exit survey using 5-point Likert scale. Success Criterion: 70% of students to report "1" or "2" rating on survey.		

SKY LEGL 354 : Civil Litigation II

Civil Litigation Process - Chart, outline, or describe the civil litigation process, from discovery through appeal and collection of judgment.

Course Outcome Status: Active

Start Date: 12/16/2014

Assessment Methods	Result	Actions
<p>Other - Capstone assignment/project, essay, exam, and/or presentation.</p> <p>Success Criterion: On the assessment, three-quarters (75%) of participating students demonstrate the ability to chart, outline, or describe the civil litigation process, from discovery through appeal and collection of judgment.</p>	<p>Reporting Cycle: 2015- 2016</p> <p>Result Type: Criterion met</p> <p>Three-quarters (75%) of participating students demonstrated the ability to chart, outline, or describe the civil litigation process, from discovery through appeal and collection of judgment. (02/19/2017)</p> <p>Who discussed the assessment, results and/or action plans? When? Where (e.g., dept. meeting)?: Jesse Raskin and Maria Gaudio.</p>	

Course Outcome Status: Active
Start Date: 12/16/2014

Assessment Methods	Result	Actions
<p>Directly related to Course Outcome</p>	<p>Reporting Cycle: 2015- 2016 Result Type: Criterion met On the assessment, three-quarters (75%) of participating students demonstrated the ability to identify, describe, explain, and/or analyze distinct elements of civil litigation such as: discovery, voir dire, pre-trial motions, trial preparation, judgment, writs, and/or appeals. [more] (02/19/2017) Who discussed the assessment, results and/or action plans? When? Where (e.g., dept. meeting)?: Jesse Raskin and Maria Gaudio.</p>	
<p>Other - Capstone assignment/project, essay, exam, and/or presentation. Success Criterion: On the</p>	<p>Reporting Cycle: 2015- 2016 Result Type: Criterion met On the assessment, three-quarters (75%) of participating students demonstrated the ability to identify, describe, explain, and/or analyze distinct elements of civil litigation such as:</p>	

SKY LEGL 354 : Civil Litigation II

Distinct Elements - Identify, describe, explain, and/or analyze distinct elements of civil litigation such as: discovery, voir dire, pre-trial motions, trial preparation, judgment, writs, and/or appeals.

assessment, three-quarters (75%) of participating students demonstrate the ability to identify, describe, explain, and/or analyze distinct elements of civil litigation such as: discovery, voir dire, pre-trial motions, trial preparation, judgment, writs, and/or appeals.	discovery, voir dire, pre-trial motions, trial preparation, judgment, writs, and/or appeals. (02/19/2017) Who discussed the assessment, results and/or action plans? When? Where (e.g., dept. meeting)?: Jesse Raskin and Maria Gaudio.	
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Distinct Elements - Identify, describe, explain, and/or analyze distinct elements of civil litigation such as: discovery, voir dire, pre-trial motions, trial preparation, judgment, writs, and/or appeals.

Course Outcome Status: Active
Start Date: 12/16/2014

<i>Assessment Methods</i>	<i>Result</i>	<i>Actions</i>
Directly related to Course Outcome	Reporting Cycle: 2015- 2016 Result Type: Criterion met On the assessment, three-quarters (75%) of participating students demonstrated the ability to identify, describe, explain, and/or analyze distinct elements of civil litigation such as: discovery, voir dire, pre-trial motions, trial preparation, judgment, writs, and/or appeals. [more] (02/19/2017) Who discussed the assessment, results and/or action plans? When? Where (e.g., dept. meeting)?: Jesse Raskin and Maria Gaudio.	
Other - Capstone assignment/project, essay, exam, and/or presentation. Success Criterion: On the assessment, three-quarters (75%) of participating students demonstrate the ability to identify, describe,	Reporting Cycle: 2015- 2016 Result Type: Criterion met On the assessment, three-quarters (75%) of participating students demonstrated the ability to identify, describe, explain, and/or analyze distinct elements of civil litigation such as: discovery, voir dire, pre-trial motions, trial preparation, judgment, writs, and/or appeals. (02/19/2017) Who discussed the assessment,	

SKY LEGL 354 : Civil Litigation II

Distinct Elements - Identify, describe, explain, and/or analyze distinct elements of civil litigation such as: discovery, voir dire, pre-trial motions, trial preparation, judgment, writs, and/or appeals.

explain, and/or analyze distinct elements of civil litigation such as: discovery, voir dire, pre-trial motions, trial preparation, judgment, writs, and/or appeals.	results and/or action plans? When? Where (e.g., dept. meeting)?: Jesse Raskin and Maria Gaudio.	
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Letters - Draft, format, review, and/or edit letters, proposed orders, writs, motions, forms and other documents regularly used in civil litigation.

Course Outcome Status: Active

Start Date: 12/16/2014

Assessment Methods	Result	Actions
Other - Capstone assignment/project, essay, exam, and/or presentation. Success Criterion: On the assessment, three-quarters (75%) of participating students demonstrate the ability to draft, format, review, and/or edit letters, proposed orders, writs, motions, forms and other documents regularly used in civil litigation.	Reporting Cycle: 2015- 2016 Result Type: Criterion met Three three-quarters (75%) of participating students demonstrated the ability to draft, format, review, and/or edit letters, proposed orders, writs, motions, forms and other documents regularly used in civil litigation. (02/19/2017) Who discussed the assessment, results and/or action plans? When? Where (e.g., dept. meeting)?: Jesse Raskin and Maria Gaudio.	

SKY LEGL 430 : Law Office Technology

Effective Ability to Use - Demonstrate the ability to effectively use relevant law office technology.

Course Outcome Status: Active

Start Date: 12/16/2014

Assessment Methods	Result	Actions
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SKY LEGL 430 : Law Office Technology

Effective Ability to Use - Demonstrate the ability to effectively use relevant law office technology.

Assessment Methods	Result	Actions
Other - Capstone assignment/project, essay, exam, presentation, and/or survey. Success Criterion: On the assessment, three-quarters (75%) of participating students demonstrate the ability to effectively use relevant law office technology.	Reporting Cycle: 2014 - 2015 Result Type: Criterion not met On two separate assessments 7 of 16 examining students demonstrated the ability to effectively use relevant law office technology. (06/15/2015)	Action: Course will be taught again in Spring 2016. Further evaluation needed to determine whether these results are consistent overtime. (10/29/2015) Action Plan Category: Conduct Further Assessment

SKY LEGL 671 : Paralegal Internship I

SLO 1 - Resume and Cover Letter - Draft a professional paralegal resume and cover letter.

Course Outcome Status: Active

Start Date: 01/14/2013

End Date: 06/01/2013

Assessment Methods	Result	Actions
Directly related to Course Outcome	Reporting Cycle: 2012 - 2013 Result Type: Criterion met Criterion met-- More than 70% of students successfully demonstrated the ability to prepare a professional cover letter and resume. (05/31/2013) Related Documents: Paralegal Resume	Action: Follow-up to determine if interns successfully completed internship. (06/03/2013) Action Plan Category: Other Follow-Up: Follow-up to determine if interns successfully landed an internship. (06/01/2013)
Other - Student will draft a resume and cover letter for application for a paralegal position. Success Criterion: Student will submit an accurate and effective resume which meets industry standards in terms of quality and	Reporting Cycle: 2012 - 2013 Result Type: Criterion met Spring 2013 Semester: Criterion Exceeded--85% of students successfully demonstrated the ability to prepare a professional cover letter and resume. (08/26/2013) Related Documents:	

SKY LEGL 671 : Paralegal Internship I

SLO 1 - Resume and Cover Letter - Draft a professional paralegal resume and cover letter.

professionalism. Schedule: 2012-2013	LEGL 671 Spring 2013 Paralegal Cover Letters and Resumes LEGL 671 Spring 2013 Paralegal Cover Letters and Resumes LEGL 671 Spring 2013 Paralegal Cover Letters and Resumes LEGL 671 Spring 2013 Paralegal Cover Letters and Resumes	
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SLO 1 - Resume and Cover Letter - Draft a professional paralegal resume and cover letter.

Course Outcome Status: Active

Start Date: 01/14/2013

End Date: 06/01/2013

<i>Assessment Methods</i>	<i>Result</i>	<i>Actions</i>
Directly related to Course Outcome	<p>Reporting Cycle: 2012 - 2013 Result Type: Criterion met Criterion met-- More than 70% of students successfully demonstrated the ability to prepare a professional cover letter and resume. (05/31/2013) Related Documents: Paralegal Resume</p>	<p>Action: Follow-up to determine if interns successfully completed internship. (06/03/2013) Action Plan Category: Other Follow-Up: Follow-up to determine if interns successfully landed an internship. (06/01/2013)</p>
<p>Other - Student will draft a resume and cover letter for application for a paralegal position. Success Criterion: Student will submit an accurate and effective resume which meets industry standards in terms of quality and professionalism. Schedule: 2012-2013</p>	<p>Reporting Cycle: 2012 - 2013 Result Type: Criterion met Spring 2013 Semester: Criterion Exceeded--85% of students successfully demonstrated the ability to prepare a professional cover letter and resume. (08/26/2013) Related Documents: LEGL 671 Spring 2013 Paralegal Cover Letters and Resumes LEGL 671 Spring 2013 Paralegal Cover Letters and Resumes LEGL 671 Spring 2013 Paralegal Cover Letters and Resumes LEGL 671 Spring 2013 Paralegal Cover Letters and Resumes</p>	

SLO 2 - Job Search - Students will search for paralegal employment using a variety of methods, strategies, and/or techniques.

Course Outcome Status: Active

SKY LEGL 671 : Paralegal Internship I

SLO 2 - Job Search - Students will search for paralegal employment using a variety of methods, strategies, and/or techniques.

<i>Assessment Methods</i>	<i>Result</i>	<i>Actions</i>
Other - Student will keep a log or journal of search techniques employed and technologies utilized. Success Criterion: Students will use at least three distinct strategies/methods/techniques to search for paralegal employment. Schedule: 2012-2013	Reporting Cycle: 2012 - 2013 Result Type: Criterion met Spring 2013 Semester: Criterion Exceeded--95% of students successfully demonstrated the ability to search for paralegal internship and employment positions. (08/26/2013)	
	Reporting Cycle: 2012 - 2013 Result Type: Criterion met Criterion met. Students searched for paralegal employment using online and print resources as well as networking. (08/23/2013)	

SLO 2 - Job Search - Students will search for paralegal employment using a variety of methods, strategies, and/or techniques.

Course Outcome Status: Active

<i>Assessment Methods</i>	<i>Result</i>	<i>Actions</i>
Other - Student will keep a log or journal of search techniques employed and technologies utilized. Success Criterion: Students will use at least three distinct strategies/methods/techniques to search for paralegal employment. Schedule: 2012-2013	Reporting Cycle: 2012 - 2013 Result Type: Criterion met Spring 2013 Semester: Criterion Exceeded--95% of students successfully demonstrated the ability to search for paralegal internship and employment positions. (08/26/2013)	
	Reporting Cycle: 2012 - 2013 Result Type: Criterion met Criterion met. Students searched for paralegal employment using online and print resources as well as networking. (08/23/2013)	

SLO 3 - Interview preparation - Student will demonstrate the ability to prepare for an interview with a legal employer.

Course Outcome Status: Active

<i>Assessment Methods</i>	<i>Result</i>	<i>Actions</i>
Presentation/Performance - Student will keep a journal or log of	Reporting Cycle: 2012 - 2013 Result Type: Criterion met	

SKY LEGL 671 : Paralegal Internship I

SLO 3 - Interview preparation - Student will demonstrate the ability to prepare for an interview with a legal employer.

<i>Assessment Methods</i>	<i>Result</i>	<i>Actions</i>
preparation activities which details a minimum of ten hours of preparation activity. Success Criterion: 4/5 of students will submit a journal or log detailing a minimum of ten hours interview preparation activities. Related Documents: LEGL 671 Spring 2013 Student Journals	Spring 2013 Semester: Criterion Exceeded--98% of students completed an online journal and discussed internship and employment interview preparation by participating in weekly online Chats. (08/26/2013) Related Documents: LEGL 671 Spring 2013 Paralegal Chat Log LEGL 671 Spring 2013 Student Journals	
	Reporting Cycle: 2012 - 2013 Result Type: Criterion met Criterion Met. Students journaled and discussed preparation activities for legal job interviews. (08/23/2013)	

SLO 3 - Interview preparation - Student will demonstrate the ability to prepare for an interview with a legal employer.

Course Outcome Status: Active

<i>Assessment Methods</i>	<i>Result</i>	<i>Actions</i>
Presentation/Performance - Student will keep a journal or log of preparation activities which details a minimum of ten hours of preparation activity. Success Criterion: 4/5 of students will submit a journal or log detailing a minimum of ten hours interview preparation activities. Related Documents: LEGL 671 Spring 2013 Student Journals	Reporting Cycle: 2012 - 2013 Result Type: Criterion met Spring 2013 Semester: Criterion Exceeded--98% of students completed an online journal and discussed internship and employment interview preparation by participating in weekly online Chats. (08/26/2013) Related Documents: LEGL 671 Spring 2013 Paralegal Chat Log LEGL 671 Spring 2013 Student Journals	
	Reporting Cycle: 2012 - 2013 Result Type: Criterion met Criterion Met. Students journaled and discussed preparation activities for legal job interviews. (08/23/2013)	

SKY LEGL 671 : Paralegal Internship I

SLO 4 - Legal Interviews - Student will participate in mock and live interviews for legal positions.

Course Outcome Status: Active

<i>Assessment Methods</i>	<i>Result</i>	<i>Actions</i>
Other - Mock interview. Success Criterion: 4/5 students will participate in at least two mock interviews.	Reporting Cycle: 2012 - 2013 Result Type: Criterion met Spring 2013 Semester: Criterion Exceeded: 100% of intern students participated in professional interviews for internship positions. Interviews with managing attorneys at public agencies, trial courts, and private or public law firms. (08/26/2013) Related Documents: LEGL 671 Spring 2013 Paralegal Cover Letters and Resumes LEGL 671 Spring 2013 Paralegal Cover Letters and Resumes LEGL 671 Spring 2013 Paralegal Cover Letters and Resumes LEGL 671 Spring 2013 Paralegal Cover Letters and Resumes	
	Reporting Cycle: 2012 - 2013 Result Type: Inconclusive Students participated in interviews. However, some of the interviews were actually, not "mock." (08/23/2013)	

SLO 4 - Legal Interviews - Student will participate in mock and live interviews for legal positions.

Course Outcome Status: Active

<i>Assessment Methods</i>	<i>Result</i>	<i>Actions</i>
Other - Mock interview. Success Criterion: 4/5 students will participate in at least two mock interviews.	Reporting Cycle: 2012 - 2013 Result Type: Criterion met Spring 2013 Semester: Criterion Exceeded: 100% of intern students participated in professional interviews for internship positions. Interviews with managing attorneys at public agencies, trial courts, and private or public law firms. (08/26/2013) Related Documents: LEGL 671 Spring 2013 Paralegal Cover Letters and Resumes LEGL 671 Spring 2013 Paralegal Cover Letters and Resumes LEGL 671 Spring 2013 Paralegal Cover Letters and Resumes	

SKY LEGL 671 : Paralegal Internship I

SLO 4 - Legal Interviews - Student will participate in mock and live interviews for legal positions.

Assessment Methods	Result	Actions
	LEGL 671 Spring 2013 Paralegal Cover Letters and Resumes	
	Reporting Cycle: 2012 - 2013 Result Type: Inconclusive Students participated in interviews. However, some of the interviews were actually, not "mock." (08/23/2013)	

Legal Analysis - Critically evaluate, consider, and critique legal arguments, issues, and /or information.

SKY LEGL 240 : Introduction to Law

Published Judicial Decision - Identify key elements of a published judicial decision from a U.S. Court including caption, facts, issue, holding, and reasoning.

Course Outcome Status: Active

Assessment Methods	Result	Actions
<p>Directly related to Course Outcome</p> <p>Reporting Cycle: 2016- 2017 Result Type: Criterion met Criterion met-- More than 70% of examining students successfully identified 4 out of 5 of the following from a U.S. published U.S. Court decision: caption, facts, issue, holding, and reasoning. (02/19/2017) Who discussed the assessment, results and/or action plans? When? Where (e.g., dept. meeting)?: Jesse W. Raskin and Maria Gaudio: Department SLO meeting.</p> <p>Other - As part of the final exam, students will read a published decision from a U.S. Court and identify the caption, facts, issue, holding, and reasoning by writing a "case brief." Success Criterion: At least 70% of examining students will successfully identify 4 out of 5 of the following elements from a U.S. published U.S. Court decision: caption, facts, issue, holding, and reasoning. Schedule: Fall 2012, Fall 2015, Fall 2018, Fall 2021...</p>	<p>Reporting Cycle: 2012 - 2013 Result Type: Criterion met Criterion met-- More than 70% of examining students successfully identified 4 out of 5 of the following from a U.S. published U.S. Court decision: caption, facts, issue, holding, and reasoning. (01/24/2013) Related Documents: Final 240</p>	<p>Action: This is the first time I taught the course. Additional assessment needed to determine if these results are the norm. (01/24/2013) Action Plan Category: Conduct Further Assessment</p>

Published Judicial Decision - Identify key elements of a published judicial decision from a U.S. Court including caption, facts, issue, holding, and reasoning.

Course Outcome Status: Active

Assessment Methods	Result	Actions
<p>Directly related to Course Outcome</p> <p>Reporting Cycle: 2016- 2017 Result Type: Criterion met Criterion met-- More than 70% of examining students successfully identified 4 out of 5 of the</p>		

SKY LEGL 240 : Introduction to Law

Published Judicial Decision - Identify key elements of a published judicial decision from a U.S. Court including caption, facts, issue, holding, and reasoning.

Assessment Methods	Result	Actions
<p>Directly related to Course Outcome</p> <p>Other - As part of the final exam, students will read a published decision from a U.S. Court and identify the caption, facts, issue, holding, and reasoning by writing a "case brief."</p> <p>Success Criterion: At least 70% of examining students will successfully identify 4 out of 5 of the following elements from a U.S. published U.S. Court decision: caption, facts, issue, holding, and reasoning.</p> <p>Schedule: Fall 2012, Fall 2015, Fall 2018, Fall 2021...</p>	<p>following from a U.S. published U.S. Court decision: caption, facts, issue, holding, and reasoning. (02/19/2017)</p> <p>Who discussed the assessment, results and/or action plans? When? Where (e.g., dept. meeting)?: Jesse W. Raskin and Maria Gaudio: Department SLO meeting.</p> <p>Reporting Cycle: 2012 - 2013</p> <p>Result Type: Criterion met</p> <p>Criterion met-- More than 70% of examining students successfully identified 4 out of 5 of the following from a U.S. published U.S. Court decision: caption, facts, issue, holding, and reasoning. (01/24/2013)</p> <p>Related Documents:</p> <p>Final 240</p>	<p>Action: This is the first time I taught the course. Additional assessment needed to determine if these results are the norm. (01/24/2013)</p> <p>Action Plan Category: Conduct Further Assessment</p>

Fundamental Concepts - Define, identify, describe, explain, or analyze fundamental concepts of U.S. Law and Legal systems.

Course Outcome Status: Active

Assessment Methods	Result	Actions
<p>Directly related to Course Outcome</p>	<p>Reporting Cycle: 2016- 2017</p> <p>Result Type: Criterion met</p> <p>More then 70% of students assessed were able to accurately define, identify, describe, explain, or analyze fundamental concepts of U.S. Law and Legal systems. (02/19/2017)</p> <p>Who discussed the assessment, results and/or action plans? When? Where (e.g., dept. meeting)?: Jesse</p>	

SKY LEGL 240 : Introduction to Law

Fundamental Concepts - Define, identify, describe, explain, or analyze fundamental concepts of U.S. Law and Legal systems.

<i>Assessment Methods</i>	<i>Result</i>	<i>Actions</i>
Directly related to Course Outcome Exam - Students will provide a response(s) to an open ended essay prompt(s) on fundamental concepts of U.S. Law and legal systems. Success Criterion: Examining students will average 70% or better on the exam. Schedule: Fall 2012, Fall 2015, Fall 2018, Fall 2021...	W. Raskin and Maria Gaudio: Department SLO meeting. Reporting Cycle: 2012 - 2013 Result Type: Criterion met Criterion met--Examining students averaged better than 70% on the exam. (01/10/2013)	Action: Additional data necessary for trend analysis. (03/27/2013) Action Plan Category: Conduct Further Assessment Action: Change success criterion to: examining students will achieve an average result of 75% or better. (01/10/2013) Action Plan Category: Conduct Further Assessment

Fundamental Concepts - Define, identify, describe, explain, or analyze fundamental concepts of U.S. Law and Legal systems.

Course Outcome Status: Active

<i>Assessment Methods</i>	<i>Result</i>	<i>Actions</i>
Directly related to Course Outcome Exam - Students will provide a response(s) to an open ended essay prompt(s) on fundamental concepts of U.S. Law and legal systems. Success Criterion: Examining students will average 70% or better	Reporting Cycle: 2016- 2017 Result Type: Criterion met More then 70% of students assessed were able to accurately define, identify, describe, explain, or analyze fundamental concepts of U.S. Law and Legal systems. (02/19/2017) Who discussed the assessment, results and/or action plans? When? Where (e.g., dept. meeting)?: Jesse W. Raskin and Maria Gaudio: Department SLO meeting. Reporting Cycle: 2012 - 2013 Result Type: Criterion met Criterion met--Examining students averaged better than 70% on the exam. (01/10/2013)	Action: Additional data necessary for trend analysis. (03/27/2013) Action Plan Category: Conduct Further Assessment Action: Change success criterion to:

SKY LEGL 240 : Introduction to Law

Fundamental Concepts - Define, identify, describe, explain, or analyze fundamental concepts of U.S. Law and Legal systems.

on the exam.

Schedule: Fall 2012, Fall 2015, Fall 2018, Fall 2021...

examining students will achieve an average result of 75% or better. (01/10/2013)

Action Plan Category: Conduct Further Assessment

SKY LEGL 245 : Legal Operations

Understanding Role & Responsibilities - Demonstrate an understanding of the paraprofessional's role and responsibilities in the modern law office.

Course Outcome Status: Active

Assessment Methods	Result	Actions
Exam - Students will: (1) answer open ended exam question(s), and/or (2) complete an open ended self-reflection, and/or (3) self-assess via a series of likert scale questions, and/or (4) answer T/F and/or multiple choice questions demonstrating their knowledge of the paralegal roles and responsibilities in the modern law office. Success Criterion: Examining students will average 75% or better on the examination and/or will self report a better than average understanding of the paraprofessional's role and responsibilities in the modern law office.	Reporting Cycle: 2016- 2017 Result Type: Criterion met Per student responses to open ended self reflection and Likert scale questions, all students completing the course experienced growth in their level of knowledge of and understanding of the paraprofessional's role and responsibilities in the modern law office. (01/10/2017) Who discussed the assessment, results and/or action plans? When? Where (e.g., dept. meeting)?: Jesse W. Raskin and Maria Gaudio. The discussion approved of the use of open ended self reflection and Likert scale questions for this assessment.	
	Reporting Cycle: 2013 - 2014 Result Type: Criterion met Examining students averaged better than 75% on an examination designed to asses whether students could demonstrate an understanding of the paraprofessional's role and responsibilities in the modern law office. (06/15/2014)	
	Reporting Cycle: 2012 - 2013 Result Type: Criterion met Criterion met--Students averaged better than 75% on the examination (06/23/2013)	Action: Further assessment needed to determine consistency of results. (06/23/2013) Action Plan Category: Conduct Further Assessment

SKY LEGL 245 : Legal Operations

Understanding Role & Responsibilities - Demonstrate an understanding of the paraprofessional's role and responsibilities in the modern law office.

Assessment Methods	Result	Actions
		Follow-Up: Course will be reassessed in 2014. (07/23/2013)

Understanding Role & Responsibilities - Demonstrate an understanding of the paraprofessional's role and responsibilities in the modern law office.

Course Outcome Status: Active

Assessment Methods	Result	Actions
Exam - Students will: (1) answer open ended exam question(s), and/or (2) complete an open ended self-reflection, and/or (3) self-assess via a series of likert scale questions, and/or (4) answer T/F and/or multiple choice questions demonstrating their knowledge of the paralegal roles and responsibilities in the modern law office. Success Criterion: Examining students will average 75% or better on the examination and/or will self report a better than average understanding of the paraprofessional's role and responsibilities in the modern law office.	Reporting Cycle: 2016- 2017 Result Type: Criterion met Per student responses to open ended self reflection and Likert scale questions, all students completing the course experienced growth in their level of knowledge of and understanding of the paraprofessional's role and responsibilities in the modern law office. (01/10/2017) Who discussed the assessment, results and/or action plans? When? Where (e.g., dept. meeting)?: Jesse W. Raskin and Maria Gaudio. The discussion approved of the use of open ended self reflection and Likert scale questions for this assessment.	
	Reporting Cycle: 2013 - 2014 Result Type: Criterion met Examining students averaged better than 75% on an examination designed to asses whether students could demonstrate an understanding of the paraprofessional's role and responsibilities in the modern law office. (06/15/2014)	
	Reporting Cycle: 2012 - 2013 Result Type: Criterion met Criterion met--Students averaged better than 75% on the examination (06/23/2013)	Action: Further assessment needed to determine consistency of results. (06/23/2013) Action Plan Category: Conduct Further Assessment Follow-Up: Course will be reassessed in 2014. (07/23/2013)

SKY LEGL 245 : Legal Operations

Understanding Role & Responsibilities - Demonstrate an understanding of the paraprofessional's role and responsibilities in the modern law office.

Assessment Methods	Result	Actions

Understanding Role & Responsibilities - Demonstrate an understanding of the paraprofessional's role and responsibilities in the modern law office.

Course Outcome Status: Active

Assessment Methods	Result	Actions
Exam - Students will: (1) answer open ended exam question(s), and/or (2) complete an open ended self-reflection, and/or (3) self-assess via a series of likert scale questions, and/or (4) answer T/F and/or multiple choice questions demonstrating their knowledge of the paralegal roles and responsibilities in the modern law office. Success Criterion: Examining students will average 75% or better on the examination and/or will self report a better than average understanding of the paraprofessional's role and responsibilities in the modern law office.	Reporting Cycle: 2016- 2017 Result Type: Criterion met Per student responses to open ended self reflection and Likert scale questions, all students completing the course experienced growth in their level of knowledge of and understanding of the paraprofessional's role and responsibilities in the modern law office. (01/10/2017) Who discussed the assessment, results and/or action plans? When? Where (e.g., dept. meeting)?: Jesse W. Raskin and Maria Gaudio. The discussion approved of the use of open ended self reflection and Likert scale questions for this assessment.	
	Reporting Cycle: 2013 - 2014 Result Type: Criterion met Examining students averaged better than 75% on an examination designed to asses whether students could demonstrate an understanding of the paraprofessional's role and responsibilities in the modern law office. (06/15/2014)	
	Reporting Cycle: 2012 - 2013 Result Type: Criterion met Criterion met--Students averaged better than 75% on the examination (06/23/2013)	Action: Further assessment needed to determine consistency of results. (06/23/2013) Action Plan Category: Conduct Further Assessment Follow-Up: Course will be reassessed in 2014. (07/23/2013)

Legal Research - Conduct effective legal research by identifying, locating, and evaluating relevant resources.

Course Outcome Status: Active

Assessment Methods	Result	Actions
<p>Exam - Students will complete a research assignment in the law library. The assignment will require students to identify, locate, and evaluate relevant legal resources.</p> <p>Success Criterion: Examining students will achieve a score of 70% or higher on the exam.</p> <p>Schedule: Spring 2013, Spring 2016, Spring 2019...</p>	<p>Reporting Cycle: 2012 - 2013</p> <p>Result Type: Criterion met</p> <p>Criterion met-- All examining students achieved a score of 70% or higher on the exam. (06/23/2013)</p>	<p>Action: Further assessment needed to determine consistency of results. (07/23/2013)</p>
<p>Exam - Students will complete a legal research assigning online or at the law library.</p>	<p>Reporting Cycle: 2016- 2017</p> <p>Result Type: Criterion not met</p> <p>Of 32 students, 22 (68%) successfully completed the exam. (01/10/2017)</p> <p>Who discussed the assessment, results and/or action plans? When? Where (e.g., dept. meeting)?: Jesse Raskin and Maria Gaudio discussed the results at an assessments meeting. Based on the data, of the 10 students who did not meet the success criterion, 6 were well below the standard of competency despite having shown skill development earlier in the course. This suggests that the students may have needed additional scaffolding for development at a level more challenging than the learning activities but less challenging than the assessment. Perhaps with more activities targeting the Zone of Proximal Development unique to each student, the success rate could have gone up. Yet, it is also worth noting that these six students did</p>	

SKY LEGL 250 : Legal Research and Writing

Legal Research - Conduct effective legal research by identifying, locating, and evaluating relevant resources.

<i>Assessment Methods</i>	<i>Result</i>	<i>Actions</i>
	not turn in all assignments despite being given every opportunity to do so, up until the day of the final. Thus, the students may not have taken every available opportunity to develop competency.	

Legal Research - Conduct effective legal research by identifying, locating, and evaluating relevant resources.

Course Outcome Status: Active

<i>Assessment Methods</i>	<i>Result</i>	<i>Actions</i>
Exam - Students will complete a research assignment in the law library. The assignment will require students to identify, locate, and evaluate relevant legal resources. Success Criterion: Examining students will achieve a score of 70% or higher on the exam. Schedule: Spring 2013, Spring 2016, Spring 2019...	Reporting Cycle: 2012 - 2013 Result Type: Criterion met Criterion met-- All examining students achieved a score of 70% or higher on the exam. (06/23/2013)	Action: Further assessment needed to determine consistency of results. (07/23/2013)
Exam - Students will complete a legal research assigning online or at the law library.	Reporting Cycle: 2016- 2017 Result Type: Criterion not met Of 32 students, 22 (68%) successfully completed the exam. (01/10/2017) Who discussed the assessment, results and/or action plans? When? Where (e.g., dept. meeting)?: Jesse Raskin and Maria Gaudio discussed the results at an assessments meeting. Based on the data, of the	

SKY LEGL 250 : Legal Research and Writing

Legal Research - Conduct effective legal research by identifying, locating, and evaluating relevant resources.

<i>Assessment Methods</i>	<i>Result</i>	<i>Actions</i>
	10 students who did not meet the success criterion, 6 were well below the standard of competency despite having shown skill development earlier in the course. This suggests that the students may have needed additional scaffolding for development at a level more challenging than the learning activities but less challenging than the assessment. Perhaps with more activities targeting the Zone of Proximal Development unique to each student, the success rate could have gone up. Yet, it is also worth noting that these six students did not turn in all assignments despite being given every opportunity to do so, up until the day of the final. Thus, the students may not have taken every available opportunity to develop competency.	

Legal Writing - Effectively communicate in writing a critical analysis of a legal problem.

Course Outcome Status: Active

<i>Assessment Methods</i>	<i>Result</i>	<i>Actions</i>
Essay - Students will provide an open ended response to a prompt(s) regarding a legal problem. Success Criterion: At least 70% of	Reporting Cycle: 2012 - 2013 Result Type: Criterion met Criterion met-- More than 70% of examining students provided an "adequate," "good," or "excellent" response to the prompt, per the relevant rubric.	Action: Further assessment needed. (07/23/2013) Action Plan Category: Conduct Further Assessment

SKY LEGL 250 : Legal Research and Writing

Legal Writing - Effectively communicate in writing a critical analysis of a legal problem.

Assessment Methods	Result	Actions
examining students will provide an "adequate," "good," or "excellent" response to the prompt, per the relevant rubric.	(06/23/2013)	
Other - Online Discussion	Reporting Cycle: 2016- 2017 Result Type: Inconclusive 21 of 28 (75%) students who completed the assignment achieved proficiency. However, 6 students did not complete the assessment, which complicates the results. (01/10/2017) Who discussed the assessment, results and/or action plans? When? Where (e.g., dept. meeting)? : Jesse W. Raskin and Maria Gaudio discussed the results. Per discussion, the assessment activity was approved for use again.	

Legal Writing - Effectively communicate in writing a critical analysis of a legal problem.

Course Outcome Status: Active

Assessment Methods	Result	Actions
Essay - Students will provide an open ended response to a prompt(s) regarding a legal problem. Success Criterion: At least 70% of examining students will provide an "adequate," "good," or "excellent" response to the prompt, per the relevant rubric.	Reporting Cycle: 2012 - 2013 Result Type: Criterion met Criterion met-- More than 70% of examining students provided an "adequate," "good," or "excellent" response to the prompt, per the relevant rubric. (06/23/2013)	Action: Further assessment needed. (07/23/2013) Action Plan Category: Conduct Further Assessment
Other - Online Discussion	Reporting Cycle: 2016- 2017 Result Type: Inconclusive	

SKY LEGL 250 : Legal Research and Writing

Legal Writing - Effectively communicate in writing a critical analysis of a legal problem.

Assessment Methods	Result	Actions
	<p>21 of 28 (75%) students who completed the assignment achieved proficiency. However, 6 students did not complete the assessment, which complicates the results. (01/10/2017)</p> <p>Who discussed the assessment, results and/or action plans? When? Where (e.g., dept. meeting)?: Jesse W. Raskin and Maria Gaudio discussed the results. Per discussion, the assessment activity was approved for use again.</p>	

SKY LEGL 252 : Civil and Administrative Process

SLO 1 - Chart or outline the civil litigation process, from the initial stages of client intake and interview through resolution of a matter by settlement or judicial decision.

Course Outcome Status: Active

Assessment Methods	Result	Actions
<p>Exam - Students will chart key tasks of the civil litigation process. The chart will require students to order the task temporally.</p> <p>Success Criterion: At least 70% of examining students will score at least 70% on the assignment.</p> <p>Schedule: Fall 2012, Fall 2015, Fall 2018, Fall 2021...</p>	<p>Reporting Cycle: 2016- 2017</p> <p>Result Type: Criterion met</p> <p>15 of 17 students scored at least 70% on the assignment. (01/10/2017)</p> <p>Who discussed the assessment, results and/or action plans? When? Where (e.g., dept. meeting)?: Jesse Raskin and Maria Gaudio.</p> <p>Assessment is valid and valuable for its purpose.</p>	
	<p>Reporting Cycle: 2013 - 2014</p> <p>Result Type: Criterion met</p> <p>Over 70% of students scored over 70% on the Civil Litigation Timeline assignment. (01/24/2014)</p>	<p>Action: Question: Are students retaining this information? How to evaluate this one year later? (04/02/2014)</p>

SKY LEGL 252 : Civil and Administrative Process

SLO 1 - Chart or outline the civil litigation process, from the initial stages of client intake and interview through resolution of a matter by settlement or judicial decision.

Assessment Methods	Result	Actions
		Action Plan Category: Other
	Reporting Cycle: 2012 - 2013 Result Type: Criterion met Criterion met-- More than 70% of the students scored at 70% on the exam. (01/24/2013) Related Documents: Civil Litigation Chart	Action: Further assessment needed to determine validity of results. (01/24/2013) Action Plan Category: Conduct Further Assessment

SLO 1 - Chart or outline the civil litigation process, from the initial stages of client intake and interview through resolution of a matter by settlement or judicial decision.

Course Outcome Status: Active

Assessment Methods	Result	Actions
Exam - Students will chart key tasks of the civil litigation process. The chart will require students to order the task temporally. Success Criterion: At least 70% of examining students will score at least 70% on the assignment. Schedule: Fall 2012, Fall 2015, Fall 2018, Fall 2021...	Reporting Cycle: 2016- 2017 Result Type: Criterion met 15 of 17 students scored at least 70% on the assignment. (01/10/2017) Who discussed the assessment, results and/or action plans? When? Where (e.g., dept. meeting)?: Jesse Raskin and Maria Gaudio. Assessment is valid and valuable for its purpose.	
	Reporting Cycle: 2013 - 2014 Result Type: Criterion met Over 70% of students scored over 70% on the Civil Litigation Timeline assignment. (01/24/2014)	Action: Question: Are students retaining this information? How to evaluate this one year later? (04/02/2014) Action Plan Category: Other
	Reporting Cycle: 2012 - 2013	Action: Further assessment needed

SKY LEGL 252 : Civil and Administrative Process

SLO 1 - Chart or outline the civil litigation process, from the initial stages of client intake and interview through resolution of a matter by settlement or judicial decision.

Assessment Methods	Result	Actions
	Result Type: Criterion met Criterion met-- More than 70% of the students scored at 70% on the exam. (01/24/2013) Related Documents: Civil Litigation Chart	to determine validity of results. (01/24/2013) Action Plan Category: Conduct Further Assessment

SLO 1 - Chart or outline the civil litigation process, from the initial stages of client intake and interview through resolution of a matter by settlement or judicial decision.

Course Outcome Status: Active

Assessment Methods	Result	Actions
Exam - Students will chart key tasks of the civil litigation process. The chart will require students to order the task temporally. Success Criterion: At least 70% of examining students will score at least 70% on the assignment. Schedule: Fall 2012, Fall 2015, Fall 2018, Fall 2021...	Reporting Cycle: 2016- 2017 Result Type: Criterion met 15 of 17 students scored at least 70% on the assignment. (01/10/2017) Who discussed the assessment, results and/or action plans? When? Where (e.g., dept. meeting)?: Jesse Raskin and Maria Gaudio. Assessment is valid and valuable for its purpose.	
	Reporting Cycle: 2013 - 2014 Result Type: Criterion met Over 70% of students scored over 70% on the Civil Litigation Timeline assignment. (01/24/2014)	Action: Question: Are students retaining this information? How to evaluate this one year later? (04/02/2014) Action Plan Category: Other
	Reporting Cycle: 2012 - 2013 Result Type: Criterion met Criterion met-- More than 70% of the students scored at 70% on the exam. (01/24/2013) Related Documents:	Action: Further assessment needed to determine validity of results. (01/24/2013) Action Plan Category: Conduct

SKY LEGL 252 : Civil and Administrative Process

SLO 1 - Chart or outline the civil litigation process, from the initial stages of client intake and interview through resolution of a matter by settlement or judicial decision.

Assessment Methods	Result	Actions
	Civil Litigation Chart	Further Assessment

SLO 2 - Identify, describe, explain, or analyze distinct elements of civil litigation such as: investigation, pre-trial pleadings and motions, discovery, trial, appeal, dispositive motions and alternative forms of dispute resolution.

Course Outcome Status: Active

Assessment Methods	Result	Actions
Exam - Students will chart key tasks of the civil litigation process. The chart will require students to define the tasks. Success Criterion: At least 70% of the students will score at least 70% on the exam. Schedule: Fall 2012, Fall 2015, Fall 2018, Fall 2021...	Reporting Cycle: 2016- 2017 Result Type: Criterion met 15 of 17 (88%) of student successfully scored 70% or higher on the exam. (01/10/2017) Who discussed the assessment, results and/or action plans? When? Where (e.g., dept. meeting)?: Jesse Raskin and Maria Gaudio discussed the results and decided they were valid and valuable for the purposes. The two also decided that they should consider other means of assessing this SLO in the future.	
	Reporting Cycle: 2013 - 2014 Result Type: Criterion met Over 70% of the students scored at least 70% on the exam and demonstrated the ability to define key civil litigation terms. (01/24/2014)	
	Reporting Cycle: 2011 - 2012 Result Type: Criterion met Criterion met-- More than 70% of the students scored at 70% on the exam. (01/24/2013)	Action: Further assessment necessary to determine if future students will achieve comparable results. (01/24/2013)

SKY LEGL 252 : Civil and Administrative Process

SLO 2 - Identify, describe, explain, or analyze distinct elements of civil litigation such as: investigation, pre-trial pleadings and motions, discovery, trial, appeal, dispositive motions and alternative forms of dispute resolution.

SLO 2 - Identify, describe, explain, or analyze distinct elements of civil litigation such as: investigation, pre-trial pleadings and motions, discovery, trial, appeal, dispositive motions and alternative forms of dispute resolution.

Course Outcome Status: Active

<i>Assessment Methods</i>	<i>Result</i>	<i>Actions</i>
Exam - Students will chart key tasks of the civil litigation process. The chart will require students to define the tasks. Success Criterion: At least 70% of the students will score at least 70% on the exam. Schedule: Fall 2012, Fall 2015, Fall 2018, Fall 2021...	Reporting Cycle: 2016- 2017 Result Type: Criterion met 15 of 17 (88%) of student successfully scored 70% or higher on the exam. (01/10/2017) Who discussed the assessment, results and/or action plans? When? Where (e.g., dept. meeting)?: Jesse Raskin and Maria Gaudio discussed the results and decided they were valid and valuable for the purposes. The two also decided that they should consider other means of assessing this SLO in the future.	
	Reporting Cycle: 2013 - 2014 Result Type: Criterion met Over 70% of the students scored at least 70% on the exam and demonstrated the ability to define key civil litigation terms. (01/24/2014)	
	Reporting Cycle: 2011 - 2012 Result Type: Criterion met Criterion met-- More than 70% of the students scored at 70% on the exam. (01/24/2013)	Action: Further assessment necessary to determine if future students will achieve comparable results. (01/24/2013)

SLO 2 - Identify, describe, explain, or analyze distinct elements of civil litigation such as: investigation, pre-trial pleadings and motions, discovery, trial, appeal, dispositive motions and alternative forms of dispute resolution.

Course Outcome Status: Active

SKY LEGL 252 : Civil and Administrative Process

SLO 2 - Identify, describe, explain, or analyze distinct elements of civil litigation such as: investigation, pre-trial pleadings and motions, discovery, trial, appeal, dispositive motions and alternative forms of dispute resolution.

Assessment Methods	Result	Actions
Exam - Students will chart key tasks of the civil litigation process. The chart will require students to define the tasks. Success Criterion: At least 70% of the students will score at least 70% on the exam. Schedule: Fall 2012, Fall 2015, Fall 2018, Fall 2021...	Reporting Cycle: 2016- 2017 Result Type: Criterion met 15 of 17 (88%) of student successfully scored 70% or higher on the exam. (01/10/2017) Who discussed the assessment, results and/or action plans? When? Where (e.g., dept. meeting)?: Jesse Raskin and Maria Gaudio discussed the results and decided they were valid and valuable for the purposes. The two also decided that they should consider other means of assessing this SLO in the future.	
	Reporting Cycle: 2013 - 2014 Result Type: Criterion met Over 70% of the students scored at least 70% on the exam and demonstrated the ability to define key civil litigation terms. (01/24/2014)	
	Reporting Cycle: 2011 - 2012 Result Type: Criterion met Criterion met-- More than 70% of the students scored at 70% on the exam. (01/24/2013)	Action: Further assessment necessary to determine if future students will achieve comparable results. (01/24/2013)

SKY LEGL 275 : Constitutional Law, Civil Rights and Civil Liberties

Supreme Court - Describe the Supreme Court's role as guardian and interpreter of the Constitution and its responsibility for ensuring the promise of equal protection under the law.

Course Outcome Status: Active
Start Date: 12/16/2014

Assessment Methods	Result	Actions
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SKY LEGL 275 : Constitutional Law, Civil Rights and Civil Liberties

Supreme Court - Describe the Supreme Court's role as guardian and interpreter of the Constitution and its responsibility for ensuring the promise of equal protection under the law.

Assessment Methods	Result	Actions
Directly related to Course Outcome Other - Capstone assignment/project, essay, exam, and/or presentation. Success Criterion: On the assessment, three-quarters (75%) of participating students demonstrate the ability to describe the Supreme Court's role as guardian and interpreter of the Constitution and its responsibility for ensuring the promise of equal protection under the law.	Reporting Cycle: 2014 - 2015 Result Type: Criterion met More than 70% of assessed students were able to accurately describe the Supreme Court's role as guardian and interpreter of the Constitution and its responsibility for ensuring the promise of equal protection under the law. (02/02/2015) Who discussed the assessment, results and/or action plans? When? Where (e.g., dept. meeting)?: Department meeting in Spring 2015.	Action: Students will be reassessed in the new next three-year cycle to determine if results are consistent. (02/19/2017) Action Plan Category: Conduct further assessment

Impact of Supreme Court Decisions - Identify and analyze specific instances where Supreme Court decisions have resulted in new or changing interpretations of individual civil rights and liberties in the United States.

Course Outcome Status: Active
Start Date: 12/16/2014

Assessment Methods	Result	Actions
Directly related to Course Outcome	Reporting Cycle: 2014 - 2015 Result Type: Criterion met	

SKY LEGL 275 : Constitutional Law, Civil Rights and Civil Liberties

Impact of Supreme Court Decisions - Identify and analyze specific instances where Supreme Court decisions have resulted in new or changing interpretations of individual civil rights and liberties in the United States.

Assessment Methods	Result	Actions
<p>Directly related to Course Outcome</p> <p>Other - Presentation, long form essay, short form essay, group project and/or capstone assignment. Success Criterion: On the assessment, three-quarters (75%) of participating students demonstrate the ability to identify and analyze specific instances where Supreme Court decisions have resulted in new or changing interpretations of individual civil rights and liberties in the United States.</p>	<p>More than 70% of assessed students were able to identify and analyze specific instances where Supreme Court decisions have resulted in new or changing interpretations of individual civil rights and liberties in the United States. (02/02/2015)</p> <p>Who discussed the assessment, results and/or action plans? When? Where (e.g., dept. meeting)?: Assessment, results, and possible action plans discussed spring 2015 department meeting.</p>	
<p>Other - Capstone assignment/project, essay, exam, and/or presentation. Success Criterion: On the assessment, three-quarters (75%) of participating students demonstrate the ability to identify and analyze specific instances where Supreme Court decisions have resulted in new or changing interpretations of individual civil rights and liberties in</p>		

SKY LEGL 275 : Constitutional Law, Civil Rights and Civil Liberties

Impact of Supreme Court Decisions - Identify and analyze specific instances where Supreme Court decisions have resulted in new or changing interpretations of individual civil rights and liberties in the United States.

the United States.

SKY LEGL 290 : Community Legal Services Clinic

Strategies - Develop and implement strategies to provide legal services for clients.

Course Outcome Status: Active

Start Date: 12/16/2014

Assessment Methods	Result	Actions
<p>Directly related to Course Outcome</p> <p>Capstone assignment/project, essay, exam, and/or presentation.</p> <p>Success Criterion: On the assessment, three-quarters (75%) of participating students demonstrate the ability to develop and implement strategies to provide legal services for clients.</p>	<p>Reporting Cycle: 2014 - 2015</p> <p>Result Type: Criterion met</p> <p>During the assessment, all participating students successfully interviewed clinic clients, identified the clients' legal needs, and developed a plan together with their attorney supervisor on how the clinic can help the clients. (06/15/2015)</p>	

SKY LEGL 304 : Concepts of Criminal Law

SLO #3: Analyze and assess CJS system effectiveness in accomplishing its goals. - Apply knowledge to analyze and assess the criminal justice system's effectiveness in controlling crime by keeping the peace, maintaining order, preventing crime, protecting life and property, and apprehending and punishing law violators.

Course Outcome Status: Active

Start Date: 01/01/2008

End Date: 12/31/2008

SKY LEGL 304 : Concepts of Criminal Law

SLO #3: Analyze and assess CJS system effectiveness in accomplishing its goals. - Apply knowledge to analyze and assess the criminal justice system's effectiveness in controlling crime by keeping the peace, maintaining order, preventing crime, protecting life and property, and apprehending and punishing law violators.

Assessment Methods	Result	Actions
Pre and post testing - 20-Question T-F pre-test and post-test using Scantron machine. Success Criterion: 70% of students to score 10% higher on post-test.		
Essay - Major essay assignment using 3-point analytic essay rubric. Success Criterion: 70% of students to score a C+ or better on essay.		
Survey - 10-Question self-reflective exit survey using 5-point Likert scale. Success Criterion: 70% of students to report "1" or "2" rating on survey.		

SLO #3: Analyze and assess CJS system effectiveness in accomplishing its goals. - Apply knowledge to analyze and assess the criminal justice system's effectiveness in controlling crime by keeping the peace, maintaining order, preventing crime, protecting life and property, and apprehending and punishing law violators.

Course Outcome Status: Active

Start Date: 01/01/2008

End Date: 12/31/2008

Assessment Methods	Result	Actions
Pre and post testing - 20-Question T-F pre-test and post-test using Scantron machine. Success Criterion: 70% of students to score 10% higher on post-test.		
Essay - Major essay assignment using 3-point analytic essay rubric. Success Criterion: 70% of students		

SKY LEGL 304 : Concepts of Criminal Law

SLO #3: Analyze and assess CJS system effectiveness in accomplishing its goals. - Apply knowledge to analyze and assess the criminal justice system's effectiveness in controlling crime by keeping the peace, maintaining order, preventing crime, protecting life and property, and apprehending and punishing law violators.

<i>Assessment Methods</i>	<i>Result</i>	<i>Actions</i>
to score a C+ or better on essay.		
Survey - 10-Question self-reflective exit survey using 5-point Likert scale. Success Criterion: 70% of students to report "1" or "2" rating on survey.		

SLO #3: Analyze and assess CJS system effectiveness in accomplishing its goals. - Apply knowledge to analyze and assess the criminal justice system's effectiveness in controlling crime by keeping the peace, maintaining order, preventing crime, protecting life and property, and apprehending and punishing law violators.

Course Outcome Status: Active

Start Date: 01/01/2008

End Date: 12/31/2008

<i>Assessment Methods</i>	<i>Result</i>	<i>Actions</i>
Pre and post testing - 20-Question T-F pre-test and post-test using Scantron machine. Success Criterion: 70% of students to score 10% higher on post-test.		
Essay - Major essay assignment using 3-point analytic essay rubric. Success Criterion: 70% of students to score a C+ or better on essay.		
Survey - 10-Question self-reflective exit survey using 5-point Likert scale. Success Criterion: 70% of students to report "1" or "2" rating on survey.		

SKY LEGL 306 : Legal Aspects of Evidence

SKY LEGL 306 : Legal Aspects of Evidence

SLO #2: Compare and contrast legal issues of civil and criminal evidence. : - Compare and contrast important legal issues concerning legal aspects of civil and criminal evidence, such as direct and circumstantial evidence, best and secondary evidence, types of testimony, types of physical evidence, and varying degrees of standards of proof.

Course Outcome Status: Active

Start Date: 01/01/2009

End Date: 12/31/2009

Assessment Methods	Result	Actions
Pre and post testing - 20-Question T-F Pre-test and Post-test using scantron machine. Success Criterion: 70% of students to score 10% higher on post test.		
Essay - Major Essay Assignment Using 3-point analytic essay rubric. Success Criterion: 70% of students to score a C+ or better on essay.		
Survey - 10-Question Self Reflective exit survey using 5-point Likert scale. Success Criterion: 70% of Students to report a "1" or "2" rating on survey.		

SLO #2: Compare and contrast legal issues of civil and criminal evidence. : - Compare and contrast important legal issues concerning legal aspects of civil and criminal evidence, such as direct and circumstantial evidence, best and secondary evidence, types of testimony, types of physical evidence, and varying degrees of standards of proof.

Course Outcome Status: Active

Start Date: 01/01/2009

End Date: 12/31/2009

Assessment Methods	Result	Actions
Pre and post testing - 20-Question T-F Pre-test and Post-test using scantron machine. Success Criterion: 70% of students		

SKY LEGL 306 : Legal Aspects of Evidence

SLO #2: Compare and contrast legal issues of civil and criminal evidence. : - Compare and contrast important legal issues concerning legal aspects of civil and criminal evidence, such as direct and circumstantial evidence, best and secondary evidence, types of testimony, types of physical evidence, and varying degrees of standards of proof.

<i>Assessment Methods</i>	<i>Result</i>	<i>Actions</i>
to score 10% higher on post test.		
Essay - Major Essay Assignment Using 3-point analytic essay rubric. Success Criterion: 70% of students to score a C+ or better on essay.		
Survey - 10-Question Self Reflective exit survey using 5-point Likert scale. Success Criterion: 70% of Students to report a "1" or "2" rating on survey.		

SLO #2: Compare and contrast legal issues of civil and criminal evidence. : - Compare and contrast important legal issues concerning legal aspects of civil and criminal evidence, such as direct and circumstantial evidence, best and secondary evidence, types of testimony, types of physical evidence, and varying degrees of standards of proof.

Course Outcome Status: Active

Start Date: 01/01/2009

End Date: 12/31/2009

<i>Assessment Methods</i>	<i>Result</i>	<i>Actions</i>
Pre and post testing - 20-Question T-F Pre-test and Post-test using scantron machine. Success Criterion: 70% of students to score 10% higher on post test.		
Essay - Major Essay Assignment Using 3-point analytic essay rubric. Success Criterion: 70% of students to score a C+ or better on essay.		
Survey - 10-Question Self Reflective		

SKY LEGL 306 : Legal Aspects of Evidence

SLO #2: Compare and contrast legal issues of civil and criminal evidence. : - Compare and contrast important legal issues concerning legal aspects of civil and criminal evidence, such as direct and circumstantial evidence, best and secondary evidence, types of testimony, types of physical evidence, and varying degrees of standards of proof.

<i>Assessment Methods</i>	<i>Result</i>	<i>Actions</i>
exit survey using 5-point Likert scale. Success Criterion: 70% of Students to report a "1" or "2" rating on survey.		

SKY LEGL 320 : Criminal Investigation

SLO #2 Reconstruct a crime by employing critical thinking/reasoning skills. - Reconstruct crime by employing critical thinking, reasoning, and investigative skills and techniques, including determining how, when and why a crime was committed, the type of crime, and who committed it.

Course Outcome Status: Active

Start Date: 01/18/2010

End Date: 05/27/2010

<i>Assessment Methods</i>	<i>Result</i>	<i>Actions</i>
Pre and post testing - 20-Question T-F pre-test and post-test using Scantron machine. Success Criterion: 70% of students to score 10% higher on post-test.		
Essay - Major essay assignment using 3-point analytic essay rubric. Success Criterion: 70% of students to score a C+ or better on essay.		
Survey - 10-Question self-reflective exit survey using 5-point Likert scale. Success Criterion: 70% of students to report "1" or "2" rating on survey.		

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SKY LEGL 320 : Criminal Investigation

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Course Outcome Status: Active

Start Date: 01/18/2010

End Date: 05/27/2010

Assessment Methods	Result	Actions
Pre and post testing - 20-Question T-F pre-test and post-test using Scantron machine. Success Criterion: 70% of students to score 10% higher on post-test.		
Essay - Major essay assignment using 3-point analytic essay rubric. Success Criterion: 70% of students to score a C+ or better on essay.		
Survey - 10-Question self-reflective exit survey using 5-point Likert scale. Success Criterion: 70% of students to report "1" or "2" rating on survey.		

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Course Outcome Status: Active

Start Date: 01/18/2010

End Date: 05/27/2010

Assessment Methods	Result	Actions
Pre and post testing - 20-Question T-F pre-test and post-test using Scantron machine. Success Criterion: 70% of students to score 10% higher on post-test.		
Essay - Major essay assignment using 3-point analytic essay rubric.		

SKY LEGL 320 : Criminal Investigation

SLO #2 Reconstruct a crime by employing critical thinking/reasoning skills. - Reconstruct crime by employing critical thinking, reasoning, and investigative skills and techniques, including determining how, when and why a crime was committed, the type of crime, and who committed it.

<i>Assessment Methods</i>	<i>Result</i>	<i>Actions</i>
Success Criterion: 70% of students to score a C+ or better on essay.		
Survey - 10-Question self-reflective exit survey using 5-point Likert scale. Success Criterion: 70% of students to report "1" or "2" rating on survey.		

SLO #3 Apply effective interview and interrogation skills to obtain information. - Apply effective interview and interrogation skills, and intuitive investigation skills, to obtain valuable information from crime victims, witnesses, informants, and suspects, to solve crimes.

Course Outcome Status: Active

Start Date: 01/18/2010

End Date: 05/27/2010

<i>Assessment Methods</i>	<i>Result</i>	<i>Actions</i>
Pre and post testing - 20-Question T-F pre-test and post-test using Scantron machine. Success Criterion: 70% of students to score 10% higher on post-test.		
Essay - Major essay assignment using 3-point analytic essay rubric. Success Criterion: 70% of students to score a C+ or better on essay.		
Survey - 10-Question self-reflective exit survey using 5-point Likert scale. Success Criterion: 70% of students to report "1" or "2" rating on survey.		

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SKY LEGL 320 : Criminal Investigation

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Course Outcome Status: Active

Start Date: 01/18/2010

End Date: 05/27/2010

Assessment Methods	Result	Actions
Pre and post testing - 20-Question T-F pre-test and post-test using Scantron machine. Success Criterion: 70% of students to score 10% higher on post-test.		
Essay - Major essay assignment using 3-point analytic essay rubric. Success Criterion: 70% of students to score a C+ or better on essay.		
Survey - 10-Question self-reflective exit survey using 5-point Likert scale. Success Criterion: 70% of students to report "1" or "2" rating on survey.		

SLO #3 Apply effective interview and interrogation skills to obtain information. - Apply effective interview and interrogation skills, and intuitive investigation skills, to obtain valuable information from crime victims, witnesses, informants, and suspects, to solve crimes.

Course Outcome Status: Active

Start Date: 01/18/2010

End Date: 05/27/2010

Assessment Methods	Result	Actions
Pre and post testing - 20-Question T-F pre-test and post-test using Scantron machine. Success Criterion: 70% of students to score 10% higher on post-test.		
Essay - Major essay assignment using 3-point analytic essay rubric.		

SKY LEGL 320 : Criminal Investigation

SLO #3 Apply effective interview and interrogation skills to obtain information. - Apply effective interview and interrogation skills, and intuitive investigation skills, to obtain valuable information from crime victims, witnesses, informants, and suspects, to solve crimes.

Assessment Methods	Result	Actions
Success Criterion: 70% of students to score a C+ or better on essay.		
Survey - 10-Question self-reflective exit survey using 5-point Likert scale. Success Criterion: 70% of students to report "1" or "2" rating on survey.		

SKY LEGL 354 : Civil Litigation II

Distinct Elements - Identify, describe, explain, and/or analyze distinct elements of civil litigation such as: discovery, voir dire, pre-trial motions, trial preparation, judgment, writs, and/or appeals.

Course Outcome Status: Active

Start Date: 12/16/2014

Assessment Methods	Result	Actions
Directly related to Course Outcome	Reporting Cycle: 2015- 2016 Result Type: Criterion met On the assessment, three-quarters (75%) of participating students demonstrated the ability to identify, describe, explain, and/or analyze distinct elements of civil litigation such as: discovery, voir dire, pre-trial motions, trial preparation, judgment, writs, and/or appeals. [more] (02/19/2017) Who discussed the assessment, results and/or action plans? When? Where (e.g., dept. meeting)? : Jesse Raskin and Maria Gaudio.	
Other - Capstone assignment/project, essay, exam, and/or presentation. Success Criterion: On the assessment, three-quarters (75%) of	Reporting Cycle: 2015- 2016 Result Type: Criterion met On the assessment, three-quarters (75%) of participating students demonstrated the ability to identify, describe, explain, and/or analyze distinct elements of civil litigation such as: discovery, voir dire, pre-trial motions, trial preparation, judgment, writs, and/or appeals.	

SKY LEGL 354 : Civil Litigation II

Distinct Elements - Identify, describe, explain, and/or analyze distinct elements of civil litigation such as: discovery, voir dire, pre-trial motions, trial preparation, judgment, writs, and/or appeals.

participating students demonstrate the ability to identify, describe, explain, and/or analyze distinct elements of civil litigation such as: discovery, voir dire, pre-trial motions, trial preparation, judgment, writs, and/or appeals.	(02/19/2017) Who discussed the assessment, results and/or action plans? When? Where (e.g., dept. meeting)?: Jesse Raskin and Maria Gaudio.	
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Distinct Elements - Identify, describe, explain, and/or analyze distinct elements of civil litigation such as: discovery, voir dire, pre-trial motions, trial preparation, judgment, writs, and/or appeals.

Course Outcome Status: Active

Start Date: 12/16/2014

Assessment Methods	Result	Actions
Directly related to Course Outcome	Reporting Cycle: 2015- 2016 Result Type: Criterion met On the assessment, three-quarters (75%) of participating students demonstrated the ability to identify, describe, explain, and/or analyze distinct elements of civil litigation such as: discovery, voir dire, pre-trial motions, trial preparation, judgment, writs, and/or appeals. [more] (02/19/2017) Who discussed the assessment, results and/or action plans? When? Where (e.g., dept. meeting)?: Jesse Raskin and Maria Gaudio.	
Other - Capstone assignment/project, essay, exam, and/or presentation. Success Criterion: On the assessment, three-quarters (75%) of participating students demonstrate the ability to identify, describe, explain, and/or analyze distinct	Reporting Cycle: 2015- 2016 Result Type: Criterion met On the assessment, three-quarters (75%) of participating students demonstrated the ability to identify, describe, explain, and/or analyze distinct elements of civil litigation such as: discovery, voir dire, pre-trial motions, trial preparation, judgment, writs, and/or appeals. (02/19/2017) Who discussed the assessment, results and/or action plans? When?	

SKY LEGL 354 : Civil Litigation II

Distinct Elements - Identify, describe, explain, and/or analyze distinct elements of civil litigation such as: discovery, voir dire, pre-trial motions, trial preparation, judgment, writs, and/or appeals.

elements of civil litigation such as: discovery, voir dire, pre-trial motions, trial preparation, judgment, writs, and/or appeals.	Where (e.g., dept. meeting)?: Jesse Raskin and Maria Gaudio.	
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Letters - Draft, format, review, and/or edit letters, proposed orders, writs, motions, forms and other documents regularly used in civil litigation.

Course Outcome Status: Active
Start Date: 12/16/2014

Assessment Methods	Result	Actions
Other - Capstone assignment/project, essay, exam, and/or presentation. Success Criterion: On the assessment, three-quarters (75%) of participating students demonstrate the ability to draft, format, review, and/or edit letters, proposed orders, writs, motions, forms and other documents regularly used in civil litigation.	Reporting Cycle: 2015- 2016 Result Type: Criterion met Three three-quarters (75%) of participating students demonstrated the ability to draft, format, review, and/or edit letters, proposed orders, writs, motions, forms and other documents regularly used in civil litigation. (02/19/2017) Who discussed the assessment, results and/or action plans? When? Where (e.g., dept. meeting)?: Jesse Raskin and Maria Gaudio.	

SKY LEGL 430 : Law Office Technology

Ethical Issues - Recognize ethical issues related to the use of technology in the law office.

Course Outcome Status: Active
Start Date: 12/16/2014

Assessment Methods	Result	Actions
Other - Capstone	Reporting Cycle: 2014 - 2015	Action: Additional assessment

SKY LEGL 430 : Law Office Technology

Ethical Issues - Recognize ethical issues related to the use of technology in the law office.

Assessment Methods	Result	Actions
assignment/project, essay, exam, presentation, and/or survey. Success Criterion: On the assessment, three-quarters (75%) of participating students demonstrate the ability to recognize ethical issues related to the use of technology in the law office.	Result Type: Criterion not met 11 of 16 students were able recognize ethical issues related to the use of technology in the law office. (06/15/2015)	needed to determine validity of results. (10/29/2015) Action Plan Category: Conduct Further Assessment

SKY LEGL 240 : Introduction to Law

Ethics - Demonstrate an understanding of ethical concerns in U.S. Law.

Course Outcome Status: Active

Assessment Methods	Result	Actions
<p>Directly related to Course Outcome</p> <p>Exam - Students will provide a written response to an open ended prompt(s). Success Criterion: 75% of examining students will achieve a result of a "adequate" or better per the essay rubric on the exam question(s) concerning ethics. Schedule: Fall 2012, Fall 2015, Fall 2018, Fall 2021...</p>	<p>Reporting Cycle: 2016- 2017 Result Type: Criterion met More than 70% of students assessed were able to demonstrate an accurate understanding of ethical concerns in U.S. Law. (02/19/2017) Who discussed the assessment, results and/or action plans? When? Where (e.g., dept. meeting)?: Jesse W. Raskin and Maria Gaudio: Department SLO meeting.</p> <p>Reporting Cycle: 2011 - 2012 Result Type: Criterion met Criterion met--Over 75% of the students achieved a result of "adequate" or better per the essay rubric on the exam question(s) concerning ethics. (01/24/2013) Related Documents: Midterm 240</p>	<p>Action: Further assessment needed to determine if these results are the norm. (01/24/2013) Action Plan Category: Conduct Further Assessment</p>

Ethics - Demonstrate an understanding of ethical concerns in U.S. Law.

Course Outcome Status: Active

Assessment Methods	Result	Actions
<p>Directly related to Course Outcome</p>	<p>Reporting Cycle: 2016- 2017 Result Type: Criterion met More than 70% of students assessed were able to demonstrate an accurate understanding of ethical concerns in U.S. Law. (02/19/2017) Who discussed the assessment, results and/or action plans? When? Where (e.g., dept. meeting)?: Jesse W. Raskin and Maria Gaudio:</p>	

SKY LEGL 240 : Introduction to Law

Ethics - Demonstrate an understanding of ethical concerns in U.S. Law.

<i>Assessment Methods</i>	<i>Result</i>	<i>Actions</i>
Directly related to Course Outcome Exam - Students will provide a written response to an open ended prompt(s). Success Criterion: 75% of examining students will achieve a result of a "adequate" or better per the essay rubric on the exam question(s) concerning ethics. Schedule: Fall 2012, Fall 2015, Fall 2018, Fall 2021...	Department SLO meeting. Reporting Cycle: 2011 - 2012 Result Type: Criterion met Criterion met--Over 75% of the students achieved a result of "adequate" or better per the essay rubric on the exam question(s) concerning ethics. (01/24/2013) Related Documents: Midterm 240	Action: Further assessment needed to determine if these results are the norm. (01/24/2013) Action Plan Category: Conduct Further Assessment

SKY LEGL 245 : Legal Operations

Ethics - Demonstrate an understanding of ethical principals and concerns for paralegals.

Course Outcome Status: Active

Start Date: 01/14/2013

End Date: 05/17/2013

<i>Assessment Methods</i>	<i>Result</i>	<i>Actions</i>
Exam - Students will: (1) answer open ended exam question(s), and/or (2) complete an open ended self-reflection, and/or (3) self-assess via likert scale question(s), and/or (4) answer T/F and/or multiple choice questions demonstrating their knowledge of ethical concerns for paralegals Success Criterion: Examining students will average 75% or better on the examination and/or will self report a better than average	Reporting Cycle: 2016- 2017 Result Type: Criterion not met On the assignment, 13 of 19 (68%) students scored 75% or better on understanding of ethical principals and concerns for paralegals. Of the 6 who did not, 4 did not complete the assignment. (01/10/2017) Who discussed the assessment, results and/or action plans? When? Where (e.g., dept. meeting)?: Jesse W. Raskin and Maria Gaudio discussed the results and decided that given the importance of the topic, the instructor should dedicate	

SKY LEGL 245 : Legal Operations

Ethics - Demonstrate an understanding of ethical principals and concerns for paralegals.

<i>Assessment Methods</i>	<i>Result</i>	<i>Actions</i>
understanding of the paraprofessional's role and responsibilities in the modern law office.	additional instructional time before giving the assessment.	
	Reporting Cycle: 2013 - 2014 Result Type: Criterion met Examining students averaged better than 75% on an examination designed to measure whether students could demonstrate an understanding of ethical principals and concerns for paralegals. (06/15/2014)	
	Reporting Cycle: 2012 - 2013 Result Type: Criterion met Criterion met--Students average 75% or better on the examination and self-reported a better than average understanding of the paraprofessional's role and responsibilities in the modern law office. (06/23/2013)	Action: Additional assessment needed to determine consistency of results. Program will consider raising the success criteria. (06/23/2013) Action Plan Category: Conduct Further Assessment

Ethics - Demonstrate an understanding of ethical principals and concerns for paralegals.

Course Outcome Status: Active

Start Date: 01/14/2013

End Date: 05/17/2013

<i>Assessment Methods</i>	<i>Result</i>	<i>Actions</i>
Exam - Students will: (1) answer open ended exam question(s), and/or (2) complete an open ended self-reflection, and/or (3) self-assess via likert scale question(s), and/or (4) answer T/F and/or multiple choice questions demonstrating their knowledge of ethical concerns for paralegals Success Criterion: Examining students will average 75% or better on the examination and/or will self	Reporting Cycle: 2016- 2017 Result Type: Criterion not met On the assignment, 13 of 19 (68%) students scored 75% or better on understanding of ethical principals and concerns for paralegals. Of the 6 who did not, 4 did not complete the assignment. (01/10/2017) Who discussed the assessment, results and/or action plans? When? Where (e.g., dept. meeting)? : Jesse W. Raskin and Maria Gaudio discussed the results and decided that given the importance of the topic, the instructor should dedicate	

SKY LEGL 245 : Legal Operations

Ethics - Demonstrate an understanding of ethical principals and concerns for paralegals.

<i>Assessment Methods</i>	<i>Result</i>	<i>Actions</i>
report a better than average understanding of the paraprofessional's role and responsibilities in the modern law office.	additional instructional time before giving the assessment. Reporting Cycle: 2013 - 2014 Result Type: Criterion met Examining students averaged better than 75% on an examination designed to measure whether students could demonstrate an understanding of ethical principals and concerns for paralegals. (06/15/2014)	
	Reporting Cycle: 2012 - 2013 Result Type: Criterion met Criterion met--Students average 75% or better on the examination and self-reported a better than average understanding of the paraprofessional's role and responsibilities in the modern law office. (06/23/2013)	Action: Additional assessment needed to determine consistency of results. Program will consider raising the success criteria. (06/23/2013) Action Plan Category: Conduct Further Assessment

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Start Date: 01/14/2013

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<i>Assessment Methods</i>	<i>Result</i>	<i>Actions</i>
Exam - Students will: (1) answer open ended exam question(s), and/or (2) complete an open ended self-reflection, and/or (3) self-assess via likert scale question(s), and/or (4) answer T/F and/or multiple choice questions demonstrating their knowledge of ethical concerns for paralegals Success Criterion: Examining students will average 75% or better on the examination and/or will self	Reporting Cycle: 2016- 2017 Result Type: Criterion not met On the assignment, 13 of 19 (68%) students scored 75% or better on understanding of ethical principals and concerns for paralegals. Of the 6 who did not, 4 did not complete the assignment. (01/10/2017) Who discussed the assessment, results and/or action plans? When? Where (e.g., dept. meeting)?: Jesse W. Raskin and Maria Gaudio discussed the results and decided that given the importance of the topic, the instructor should dedicate	

SKY LEGL 245 : Legal Operations

Ethics - Demonstrate an understanding of ethical principals and concerns for paralegals.

<i>Assessment Methods</i>	<i>Result</i>	<i>Actions</i>
report a better than average understanding of the paraprofessional's role and responsibilities in the modern law office.	additional instructional time before giving the assessment.	
	Reporting Cycle: 2013 - 2014 Result Type: Criterion met Examining students averaged better than 75% on an examination designed to measure whether students could demonstrate an understanding of ethical principals and concerns for paralegals. (06/15/2014)	
	Reporting Cycle: 2012 - 2013 Result Type: Criterion met Criterion met--Students average 75% or better on the examination and self-reported a better than average understanding of the paraprofessional's role and responsibilities in the modern law office. (06/23/2013)	Action: Additional assessment needed to determine consistency of results. Program will consider raising the success criteria. (06/23/2013) Action Plan Category: Conduct Further Assessment

SKY LEGL 290 : Community Legal Services Clinic

Paralegal's Role - Describe the paralegal's role and responsibilities in the work place.

Course Outcome Status: Active

Start Date: 12/16/2014

<i>Assessment Methods</i>	<i>Result</i>	<i>Actions</i>
Other - Capstone assignment/project, essay, exam, and/or presentation. Success Criterion: On the assessment, three-quarters (75%) of participating students demonstrate the ability to describe the paralegal's role and responsibilities in the workplace.	Reporting Cycle: 2014 - 2015 Result Type: Criterion met During the assessment, all participating students described and detailed the roles and responsibilities of paralegals in the workplace. (10/29/2015)	

SKY LEGL 290 : Community Legal Services Clinic

Strategies - Develop and implement strategies to provide legal services for clients.

Course Outcome Status: Active

Start Date: 12/16/2014

<i>Assessment Methods</i>	<i>Result</i>	<i>Actions</i>
<p>Directly related to Course Outcome</p> <p>Capstone assignment/project, essay, exam, and/or presentation. Success Criterion: On the assessment, three-quarters (75%) of participating students demonstrate the ability to develop and implement strategies to provide legal services for clients.</p>	<p>Reporting Cycle: 2014 - 2015 Result Type: Criterion met During the assessment, all participating students successfully interviewed clinic clients, identified the clients' legal needs, and developed a plan together with their attorney supervisor on how the clinic can help the clients. (06/15/2015)</p>	

Challenges and Concerns - Identify ethical challenges as well as psychological and social concerns which arise in legal practice.

Course Outcome Status: Active

Start Date: 12/16/2014

<i>Assessment Methods</i>	<i>Result</i>	<i>Actions</i>
<p>Capstone assignment/project, essay, exam, and/or presentation. Success Criterion: On the assessment, three-quarters (75%) of participating students demonstrate the ability to identify ethical challenges as well as psychological and social concerns which arise in legal practice.</p>	<p>Reporting Cycle: 2014 - 2015 Result Type: Criterion met During the assessment, all participating students successfully interviewed clinic clients and identified clients' psychological or social concerns as well as ethical challenges related to these clients. (06/15/2015)</p>	

SKY LEGL 354 : Civil Litigation II

Letters - Draft, format, review, and/or edit letters, proposed orders, writs, motions, forms and other documents regularly used in civil litigation.

Course Outcome Status: Active

Start Date: 12/16/2014

Assessment Methods	Result	Actions
Other - Capstone assignment/project, essay, exam, and/or presentation. Success Criterion: On the assessment, three-quarters (75%) of participating students demonstrate the ability to draft, format, review, and/or edit letters, proposed orders, writs, motions, forms and other documents regularly used in civil litigation.	Reporting Cycle: 2015- 2016 Result Type: Criterion met Three three-quarters (75%) of participating students demonstrated the ability to draft, format, review, and/or edit letters, proposed orders, writs, motions, forms and other documents regularly used in civil litigation. (02/19/2017) Who discussed the assessment, results and/or action plans? When? Where (e.g., dept. meeting)?: Jesse Raskin and Maria Gaudio.	

SKY LEGL 430 : Law Office Technology

Ethical Issues - Recognize ethical issues related to the use of technology in the law office.

Course Outcome Status: Active

Start Date: 12/16/2014

Assessment Methods	Result	Actions
Other - Capstone assignment/project, essay, exam, presentation, and/or survey. Success Criterion: On the assessment, three-quarters (75%) of participating students demonstrate the ability to recognize ethical issues related to the use of technology in the law office.	Reporting Cycle: 2014 - 2015 Result Type: Criterion not met 11 of 16 students were able recognize ethical issues related to the use of technology in the law office. (06/15/2015)	Action: Additional assessment needed to determine validity of results. (10/29/2015) Action Plan Category: Conduct Further Assessment

Assessment: Department Four Column



SKY Dept - Paralegal Studies

Department Assessment Coordinator: Jesse W. Raskin

<i>PSLOs</i>	<i>Assessment Methods</i>	<i>Results</i>	<i>Actions</i>
Legal Understanding - Identify, explain, and give examples of key elements of U.S. law, legal systems, ethical considerations, and/or professional procedures. PSLO Status: Active Start Date: 10/27/2012	Instructional PSLOs -- Roll Up Course Assessment Results - Utilizing courses that are mapped to this PSLO to assess. Success Criterion: 70 % of students met the course level outcomes and therefore met the success criteria for the program level outcomes.	Reporting Cycle: 2016- 2017 Result Type: Criterion met Criterion met (03/29/2017) Who discussed the assessment, results and/or action plans? When? Where (e.g., dept. meeting)?: Jesse Raskin and Maria Segarra	Action: Complete the next comprehensive program review cycle. (03/29/2017) Action Plan Category: Conduct further assessment
Legal Skills - Effective perform legal skills such as research, use of technology, information literacy, communication, and critical thinking. PSLO Status: Active Start Date: 10/27/2012	Instructional PSLOs -- Roll Up Course Assessment Results - Utilizing courses that are mapped to this PSLO to assess. Success Criterion: 70 % of students met the course level outcomes and therefore met the success criteria for the program level outcomes.	Reporting Cycle: 2016- 2017 Result Type: Criterion met Criterion met (03/29/2017) Who discussed the assessment, results and/or action plans? When? Where (e.g., dept. meeting)?: Jesse Raskin and Maria Segarra	Action: Complete the next comprehensive program review cycle. (03/29/2017) Action Plan Category: Conduct further assessment
Legal Analysis - Critically evaluate, consider, and critique legal arguments, issues, and /or information. PSLO Status: Active Start Date: 10/27/2012	Instructional PSLOs -- Roll Up Course Assessment Results - Utilizing courses that are mapped to this PSLO to assess. Success Criterion: 70% of students met the course level outcomes and therefore met the success criteria for the program level outcomes.	Reporting Cycle: 2016- 2017 Result Type: Criterion met Criterion met (03/29/2017) Who discussed the assessment, results and/or action plans? When? Where (e.g., dept. meeting)?: Jesse Raskin and Maria Segarra	Action: Complete the next comprehensive program review cycle. (03/29/2017) Action Plan Category: Conduct further assessment
Legal Ethics - Demonstrate an understanding of and ability to adhere to ethical expectations for	Instructional PSLOs -- Roll Up Course Assessment Results - Utilizing courses that are mapped to	Reporting Cycle: 2016- 2017 Result Type: Criterion met Criterion met (03/29/2017)	Action: Complete the next comprehensive program review

<i>PSLOs</i>	<i>Assessment Methods</i>	<i>Results</i>	<i>Actions</i>
paralegals. PSLO Status: Active	this PSLO to assess. Success Criterion: 70% of students met the course level outcomes and therefore met the success criteria for the program level outcomes.	Who discussed the assessment, results and/or action plans? When? Where (e.g., dept. meeting)?: Jesse Raskin and Maria Segarra	cycle. (03/29/2017) Action Plan Category: Conduct further assessment