

**Cerritos College
Instructional Program Review**

Instructional Program Review Goal Establishment Form (Appendix C)

Ref	GOALS	ACTION TO BE TAKEN	COMPLETION DATE	PERSON ASSIGNED
	Mid-range goals (next 3 years)			
S-1	Maintain American Bar Association approval for our Program	1. Maintain data for all required ABA reports 2. Prepare Interim Reports for the ABA	1. Jan. 2019 2. Jan. 2019	1. Program Director 2. Program Director
S-2	Investigate additional Paralegal elective courses and make additions as necessary	Compare classes offered through other Paralegal Programs	Aug. 2018	Program Director
S-1 S-4 W-1 W-4	Provide current legal software and appropriate hardware for the Paralegal Lab	1. Review current software and hardware 2. Verify popular legal software used in law offices and related locales	1. Jan. 2018 2. Aug. 2018	1. Program Director; Instructors who teach legal software and who oversee lab 2. Program Director; Instructors who teach legal software and who oversee lab
S-1 W-4	Maintain American Bar Association currency in professional training and development	Attend both the Pacific Regional and National conference conducted by the American Association for	October 18-21, 2018	Program Director, all Full-Time Instructors, and all Adjuncts as funds permit

		Paralegal Education		
S-1 S-3 O-1 W-2	Evaluate SLOs to ensure our Program is stressing appropriate content and adequately preparing students		May 2018	Program Director and all Instructors
W-5	Determine if lack of English skills is hindering students seeking an A.A. degree in Paralegal	Conduct Survey of Paralegal A.A. students and success in English skills	Dec. 2017	Program Director
S-1 S-4 W-4	Retain a full-time instructor to teach all software classes and oversee paralegal lab	Wait for announcement from B/H/SS Dean and Prepare narrative rationale	Jan. 2018	Program Director
	Long Term Goals			
S-1 O-1 W-2 W-5	Insure and maintain quality of the Paralegal Program	Review of Student, Graduate, and Employer Surveys	Spring 2022 [last approval report submitted Spring 2015]	Program Director
O-2	Participate in State Pilot Program to offer a 4-year Bachelors of Science Degree in Paralegal Studies	Communicate with Chancellor's Office	Unknown as depends on State Legislature extending statute to a new submission period	Program Director