

De Anza College
Program Review – Annual Update Form

1. Briefly describe how your area has used the feedback from the Comprehensive Program Review provided by RAPP members (if unsure, request the feedback form from your dean/manager).

The feedback has been highly influential as we refine our enrollment strategies and seek to strengthen the department's overall engagement. We are actively working to reconnect with faculty, ensuring their involvement in shaping course offerings and student support initiatives. Additionally, we are analyzing key areas for growth, including expanding program accessibility, exploring interdisciplinary collaborations, and enhancing outreach efforts to better serve diverse student populations. By integrating these insights, we aim to develop a more strategic and sustainable approach to enrollment management while fostering a dynamic and responsive academic environment.

2. Describe any changes or updates that have occurred since you last submitted program review (comprehensive program review [submissions](#))

All Courses are fully hybrid on Canvas with synchronous Zoom lectures weekly.

3. Provide a summary of the progress you have made on the goals identified in your last program review (as included in the comprehensive program review).

All courses meet American Bar Approved requirements for paralegal certificates while also being flexible for working professionals.

4. If your goals are changing, use this space to provide rationale, or background information, for any new goals and resource requests that you'll be submitting that were not included in your last program review.

Additional goals our program is working on is to have more specialty classes available to students such as probate law, corporate, intellectual property, etc. versus general classes like legal analysis and legal writing.

5. Describe the impact to date of previously requested resources (personnel and instructional equipment) including both requests that were approved and were not approved. What impact have these resources had on your program/department/office and measures of student success or client satisfaction? What have you been able to and unable to accomplish due to resource requests that were approved or not approved?

Our students in every class can now get access to Westlaw not just in the Intro to Legal Research and Writing course. It has been beneficial in aiding students using this platform to prepare them for professional work in the field. They can put it on their resumes and stand out amongst competition. After finishing the program, they feel comfortable with this tool.

A new request I will bring moving forward is access to Adobe pdf software as many paralegals use this. I can work around the lack of Adobe with word versions and google docs, but the added software will help emulate real life work.

6. How have these resources (or lack of resources) specifically affected disproportionately impacted students/clients?

Some students only have ipads, not actual computers so I noticed they cannot always access government sites for legal research. However, DeAnza college does have computers at the library and lab to aid with this.

7. Refer back to your Comprehensive Program Review under the section titled Assessment Cycle as well as the SLO website (<https://www.deanza.edu/slo/>) for instructional programs. In the table below provide a brief summary of one learning outcome, the method of assessment used to assess the outcome, a summary of the assessment results, a reflection on the assessment results, and strategies your area has or plans to implement to improve student success and equity. If your area has not undergone an assessment cycle, please do so before completing the table below.

Table 1. Reflection on Learning Outcomes (SLO, AUO, SSLO)

Learning Outcome (SLO, AUO, SSLO)	<p>Upon completion, students will be able to</p> <ul style="list-style-type: none"> • Evaluate, critique and analyze legal and factual information • Synthesize and analyze legal and factual information through effective written and oral communication • Compare and contrast the American and California legal systems within a global legal environment • Research legally relevant facts from diverse source materials • Assess the quality of information and utilize appropriate informational resources to evaluate a legal issue
Method of Assessment of Learning Outcome (please elaborate)	In-class written assignments in the form of legal documents replicating actual work in the legal field.
Summary of Assessment Results	Students feel more confident applying for jobs and going in for interviews. They are more knowledgeable about legal terminology questions asked during these interviews and during their first entry level positions.
Reflection on Results	The drafting of legal documents as assignments replicating real life work gives students hands on experience preparing them to be comfortable once they apply and enter the work force. It puts them in a position to be competent and to be promoted faster.
Strategies Implemented or Plan to be Implemented (aka: enhancements)	Written assignments including legal briefs and pleadings put together into a portfolio where students will demonstrate the ability to read, analyze and apply legal precedents, statutes, constitution, administrative laws. Have students save a portfolio of these exercises to use as an example of their work in a job interview.

Done? Please email this form to your dean/manager.

8. Dean Manager Comments:

The Paralegal Program holds significant potential for growth and revitalization. Over the past few years, the majority of faculty have resigned, prompting us to rebuild with new cohorts of talented educators. In 2025, our primary focus will be on strengthening the curriculum and preparing for the program's re-approval by the American Bar Association. As outlined in this report, most of our course offerings have been online. While there is potential to expand these offerings, doing so will require faculty with specialized expertise in key areas of the field. As we bring in new faculty, we aim to advance conversations around closing equity gaps, addressing industry needs, enhancing training opportunities, and increasing enrollment. Additionally, the Paralegal Program benefits from a strong advisory board composed of experienced professionals in the field. Their guidance has been instrumental in helping us reignite the program's core mission and ensure it remains responsive to the evolving demands of the legal industry.