

## PROGRAM REVIEW STATUS REPORT

### PROGRAM: PARALEGAL PROGRAM

Date last updated: April 23, 2014

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AREAS FOR IMPROVEMENT, IMPROVEMENT ACTIVITIES, AND RESOURCE REQUESTS		STATUS OF ACTIVITIES AND REQUESTS	
DATE RECORDED	AREAS, ACTIVITIES, AND REQUESTS	DATE OF STATUS REPORT	STATUS
January 2010	Insufficient accessibility of paralegal program courses, especially in the evening. This includes number of courses, when the courses are offered, and mode of instruction; Develop plan integrating hybrid, online, and Saturday classes into the schedule.	2/24/12	<p>This is still a concern and was addressed in the ABA Site Visit Report (dated 2012)</p> <p>“The Program should continue to ensure that it has a rational sequencing plan for legal specialty courses, reviewing policies that affect the offering of such courses.”</p> <p>Since the last update, the program has continued to offer hybrid courses:</p> <p>Hybrid Family Law fall 2011 Hybrid Tort Law spring 2012</p> <p>In order to attempt to increase enrollment, and therefore increase more paralegal elective courses, <u>we are going to try offering most Paralegal evening courses on the Haverhill Campus for the fall of 2012 and spring of 2013. With this initiative we will also create a schedule such that certificate students will be able to earn their certificates in one year (including summer of 2013) by taking these new offerings in Haverhill.</u></p>
		2/10/13	<p>The initiative underlined above started in the fall of 2012. While we have been able to run the courses offered, there has not been a enough of an increase in enrollment to sustain additional courses yet. We plan to continue to offer paralegal evening courses on the Haverhill Campus but we will not longer market that the certificate program can be completed in one year taking evening classes because we still cannot guarantee that a sufficient number of paralegal evening courses will be offered given the current 15 student minimum requirement for classes to run.</p>
		4/23/14	<p>This continues to be a major issue for the Program. Due to lower enrollment in the</p>

				<p>Program as well as across the college, we have had to reduce the number of course offerings. It is difficult, especially for Certificate students who currently take 9 law classes, to complete the Program in a year unless they take classes at other colleges. This is becoming increasingly popular for students to do and results in fewer students enrolling in courses at NECC. The Program has also been forced to do more course substitutions than ever before because courses are not available at the college when the students need them.</p> <p>We continue to offer hybrid courses to be more flexible for some students.</p>
January 2010	<p>Legal collection is becoming inadequate and out of date.</p> <p>Fenton Judicial Center, the state law library in Lawrence, is no longer open in the evening.</p>	<p>Work with Dean and Director of Library Services to find additional funding sources to purchase books and to pay to open Fenton at least one evening per week.</p>	<p><b>2/10/13</b></p>	<p>In June of 2011 the American Bar Association changed its guidelines with respect to library requirements and as a result, <b>we are now fully compliant.</b> The new guidelines allow more sources to be available only in electronic format.</p> <p>In addition, the Program recently had a Site Visit for its reapproval and the team found the NECC library collection “met all of the library requirements under the Guidelines.”</p> <p>The program will continue to monitor the library collection to assure that the library requirements continue to be met.</p> <p><b>No further action is necessary. We are now fully compliant.</b></p>
January 2010	<p>Lack of computers and technology for student use, specifically with law specific software.</p>	<p>Investigate computer and software needs. Make written recommendation.</p> <p>Work with Dean to budget for recommended items.</p>	<p><b>2/10/13</b></p> <p><b>2/10/13</b></p> <p><b>4/23/2014</b></p>	<p>The Computer Applications in Law textbooks now provides demo software for students to use for practice purposes.</p> <p>Resume software was installed on the student computer in paralegal office area.</p> <p>The Program is looking into purchasing “Core Grammar for Lawyers” software for Legal Research students to purchase. There is money in our budget for some software purchases this year.</p> <p>The Program was able to purchase the Core Grammar for Lawyers software. Two groups of Legal Research &amp; Writing II students have completed the software tutorials. The Program also recently purchased the next generation of Westlaw</p>

				for students. WestlawNext will provide students with state of art access to legal materials.
January 2010	Advising and other admissions activities during summer and January break; Work with Dean of division to find funding for staff associate and program coordinator for summer and January break work.	2/10/13		Funding has been available during the summer and January break for the last several years for advising purposes for both the coordinator and the staff associate.
		<b>4/23/14</b>		Funding continues to be available for advising and other admissions activities in January and during the summer.
January 2010	Low minority enrollment; Collaborate with the Director of Enrollment Services and continue outreach efforts.	2/10/13		We are still in the process of determining whether there has been any growth in our minority enrollment over the past few years.
		<b>4/23/14</b>		The Program appears to be making progress attracting and graduating more Latina students to the Program. Data should be available in 2015.
January 2010	Reconfiguration of Paralegal Office area; With some reconfiguration of the current space, space could be made for computer terminals for student and faculty use.	2/10/13		The Program received a redeployed computer and has set it up in the student advising area for students to use for advising, practice with legal software, and job search activities. Additional reconfiguration of the office area may be necessary in the future but is on hold for now because of the lack of electrical outlets and space in the faculty area in Lawrence.
		<b>4/23/14</b>		This item is on hold because offices for the Program staff will be moving to a smaller area on the other side of the Atrium sometime in 2014 to make room for the expansion of the Tutoring Center. There will be no space for the student area in this new space.