

YEARLY PLANNING DISCUSSION TEMPLATE

General Questions

Program Name PARALEGAL Academic Year 2023-2024

1. Has your program mission or primary function changed in the last year?

No. There has been no change in program mission or primary function in the last year.

2. Were there any noteworthy changes to the program over the past year? (e.g., new courses, degrees, certificates, articulation agreements)

There have been no new courses, degrees, or certificates over the past year. However, noteworthy changes pertaining to increasing student success and course modality is described herein.

3. Is your two-year program map in place and were there any challenges maintaining the planned schedule?

There have been no changes to our program map and no challenges associated with maintaining the planned schedule. The paralegal program has one degree and one certificate. The certificate qualifies the graduate to use the title "paralegal." The degree offers additional coursework to increase skills.

4. Were there any staffing changes?

There were no staffing changes. The program is taught by Associate Faculty members who have been paralegal instructors at Allan Hancock for many years.

5. What were your program successes in your area of focus last year?

Two of the paralegal associate faculty members participated in the AHC Online Teaching and Learning Workspace (Cohort D 40) during Fall 2023 semester. Using skills learned in that program, faculty utilized a new "module" format pursuant to lessons learned in the course.

The paralegal program began offering online classes for the first time in Fall 2023 (except during COVID when Zoom was utilized campuswide). The online courses met enrollment standards. It is hoped that the online courses will cast a wider net to attract more students and help students enter the paralegal profession.

One of the goals of the paralegal program is improving student writing skills. As such, instructors have used case studies, article reviews, discussion boards, and essay assignments to give students the opportunity to enhance their writing skills. This is an ongoing process and resources are updated each semester.

Also, the paralegal program is working to improve student ability to follow instructions. This is based on feedback from the business advisory team (which includes the paralegal program). The department has a student learning outcome related to the ability to follow instructions. The will measure student success regarding this student learning outcome.

Learning Outcomes Assessment

- a. Please summarize key results from this year's assessment.

In the 2023-2024 academic year, there was an 80.9% success rate for PLGL 101 and 93% for PLGL 109, for the PLO "recall core paralegal issues, theories, and applications." Both of these courses had a higher success rate than the college. In addition, future plans include using SPOL to measure the student outcome related to "producing a work-based learning project" and the outcome related to "following instructions." These two learning outcomes will be measured by analyzing student performance on discussion board assignments.

- b. Please summarize your reflections, analysis, and interpretation of the learning outcome assessment and data.

The department was very pleased with the results of the learning outcome measured. Said data showed a high level of success in the recall of significant paralegal issues, theories, and applications." The department will continue to measure this learning outcome in other courses. Also, the department will use SPOL to measure additional learning outcomes.

- c. Please summarize recommendations and/or accolades that were made within the program/department.

Accolades: Faculty received approval to offer paralegal courses online. Faculty designed an online course delivery to supplement the on campus option. Lessons learned from the Distance Learning training course were utilized.

Success rate and retention were good. The paralegal retention is 82% retention (vs. college 72%) and 89% success rate (vs. college 87%) See Attachment 4.

The business department produced a Talking Syllabus for use across disciplines.

Additionally, faculty is continuing efforts to improve student writing skills and ability to follow instruction. These two improvement areas were identified by both faculty members and the business advisory team. Continuous improvement of curriculum and referrals to appropriate support services will be maintained.

The department produced an original research report regarding student success factors at AHC, as described herein.

Recommendations: Enrollment in the paralegal program has decreased, as discussed herein. The new online format should be helpful by attracting additional students. In previous years, all courses were onsite.

Further, a marketing program should be developed. Also, marketing the program at the Lompoc Valley Center may be beneficial to residents because the paralegal certificate qualifies students for relatively fast transition into the legal profession with good wages. Historically, some Lompoc students have had financial challenges.

- d. Please review and attach any *changes* to planning documentation, including PLO rubrics, associations, and cycles planning.

There are no associated changes related to planning documentation. All current methods are effective at the present time.

Distance Education (DE) Modality Course Design Peer Review Update (Please attach documentation extracted from the *Rubric for Assessing Regular and Substantive Interaction in Distance Education Courses*)

- a. Which courses were reviewed for regular and substantive interactions (RSI)?

Two paralegal faculty completed the distance education modality course thereby qualifying each of them as a peer mentor. Further, 2 full-time business faculty, and one entrepreneurship faculty completed the course. As such, DE peer review will be forthcoming in the next academic year.

What were some key findings regarding RSI?

N/A at this time

- b. What is the plan for improvement?

NA at this time

We will conduct a peer review in 2024-2025 academic year.

CTE two-year review of labor market data and pre-requisite review

Does the program meet documented labor market demand?

According to the Occupational Outlook Handbook, employment of paralegals and legal assistants is expected to grow 4 percent from 2022-2032, about as fast as the average for all occupations. About 38,000 openings for paralegals and legal assistants is projected each year, on average, over the decade. Employment for

SOC Code 21-2011 show 354,300 employment in 2022 and projected employment in 2032 is 369,100. See Attachment 1.

The median annual wage for paralegals and legal assistants, May 2023 is \$60,970. See Attachment 1

The Occupational Outlook in Santa Barbara County in 2018-2028 shows a growth of 6.7% for paralegals and legal assistants. The median wage for paralegals and legal assistants for 2023 in Santa Barbara County is \$31.32 per hour or \$65,146. See Attachment 1.

- a. How does the program address needs that are not met by similar programs?

The Paralegal Program offers an A.S degree and Certificate. These programs help students prepare to enter into the legal profession. Important qualities include communication skills, detail orientation, interpersonal skills, organizational skills, and research skills. See Attachment 1

- b. Does the employment, completion, and success data of students indicate program effectiveness and vitality? Please, explain.

There was a decrease in enrollment, headcount, and FTES in 2022-2023, following years of fairly stable performance. In 2022-2023, enrollment was 117 students vs. 181 the prior year. Headcount was 56 vs. 77 the prior year. FTES was 11.1 vs. 17.7 in the prior year. See Attachment 2

Enrollment and headcount by paralegal course is presented in Attachment 2. The feeder course, PLGL 101 needs to show higher enrollment to feed into the rest of the course offerings.

This decrease is significant and department faculty must meet and confer to discuss strategies. Marketing this program, developing a suitable mix of onsite and online courses, and restarting the program at Lompoc Valley Center may be options to consider. Also, the Promise Program is providing an infusion of high school students transferring to AHC and this may provide growth opportunities.

In 2022-2023 there were 7 unduplicated AS degrees vs. 8 in the prior year. There were 4 certificates compared to 9 the prior year. The number of certificates has been variable since 2018-2019 academic year. See Attachment 3. Faculty members should meet and confer regarding this issue.

Paralegal students are primarily females. This has been relatively stable. Students are primarily Hispanic (67% in 2022-2023.) White students represent 43%. Students are primarily 35-54 years old. See Attachment 3.

Overall, the success rate in the paralegal program exceeds the AHC rate, 82% success for the program vs. 72% for the college. All courses are above the college rate (72%) except PLGL 107 (60%) See Attachment 4

Retention in the paralegal program exceeds the AHC rate, 89% vs. 87% all courses are close to or above the college rate except PLGL 107. See Attachment 4.

In Fall 2022 to Spring 2023 all courses were offered onsite, a total of 4 in Fall 2022 and in Spring 2023. Starting Fall 2023, 2 courses were offered onsite and 2 online. See heatmap in separate cover, Area of Focus Innovative Scheduling.

- c. Has the program met the Title 5 requirements to review course prerequisites, and advisories within the prescribed cycle of every 2 year for CTE programs and every 5 years for all others?

There are no prerequisites except advisories.

The CTE (Perkins IV) report for Code 1402 Paralegal for 2020-2021, the program has met all core requirements, except core 3 persistence (70.59% vs. goal of 91%). The state was also below goal, coming in at 85%. The department will meet and confer to discuss strategies to improve persistence. Attachment 5

- d. Have recommendations from the previous report been addressed?

The 2022-2023 annual review called for ongoing discussion about student success. Presently, the Business Department faculty, in partnership with a counseling department member, is actively involved in monthly meetings to discuss student success.

The 2023-2024 Business Department Success Team project resulted in measuring and monitoring the Six Student Success Factors identified by the Research and Planning Group for California Community Colleges (RP Group). Results indicated the highest scores indicated students feel “directed,”(86%) “focused,”(90%) “nurtured” (85%) and “valued” (77%). The areas for improvement involved students feeling “engaged,” (68%) and “connected” (64%). The final written report was submitted to the Business Department Dean.

The 2022-2023 annual review also identified the need to continue working on ways to improve student writing ability. Currently, faculty continue their endeavor to increase student writing skills through course assignments, feedback, and referral to appropriate student support services. Also, detailed instructions are being utilized to help students understand what is required for writing

assignments. As mentioned herein, faculty are also working on finding ways to help students learn how to follow instructions.

Use the tables below to fill in NEW resources and planning initiatives that do not apply directly to core topics. *This section is only used if there are new planning initiatives and resources requested.*

None requested at this time.

Attachment 1



OCCUPATIONAL OUTLOOK HANDBOOK

[OOH HOME](#) | [OCCUPATION FINDER](#) | [OOH FAQ](#) | [HOW TO FIND A JOB](#) | [A-Z INDEX](#) | [OOH SITE MAP](#)

Paralegals and Legal Assistants

[PRINTER-FRIENDLY](#)

Summary

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Summary



The median annual wage for paralegals and legal assistants was \$60,970 in May 2023.

[Job Outlook](#)

Employment of paralegals and legal assistants is projected to grow 4 percent from 2022 to 2032, about as fast as the average for all occupations.

About 38,000 openings for paralegals and legal assistants are projected each year, on average, over the decade. Many of those openings are expected to result from the need to replace workers who transfer to different occupations or exit the labor force, such as to retire.

[State & Area Data](#)

Explore resources for employment and wages by state and area for paralegals and legal assistants.

[Similar Occupations](#)

Compare the job duties, education, job growth, and pay of paralegals and legal assistants with similar occupations.

[More Information, Including Links to O*NET](#)

Learn more about paralegals and legal assistants by visiting additional resources, including O*NET, a source on key characteristics of workers and occupations.

What Paralegals and Legal Assistants Do



Paralegals and legal assistants may conduct legal research.

Paralegals and legal assistants support [lawyers](#) by performing a variety of tasks, such as maintaining and organizing files, conducting legal research, and drafting documents.

Duties

Paralegals and legal assistants typically do the following:

- Investigate and gather the facts of a case
- Research laws, regulations, and legal articles that are relevant to a case
- Gather, organize, and maintain legal documents
- Draft correspondence and legal documents, such as confirmation letters and contracts
- Obtain affidavits and other formal statements that may be used as evidence in court
- Help lawyers during trials with tasks such as handling exhibits, taking notes, or reviewing trial transcripts
- File exhibits, briefs, appeals, and other legal documents with the appropriate court, government agency, or opposing counsel
- Call clients, witnesses, lawyers, and others to schedule interviews, meetings, and depositions

Paralegals and legal assistants help lawyers prepare for hearings, trials, and other proceedings. For example, they may conduct legal research, write reports and other documents, and file materials related to trials or cases.

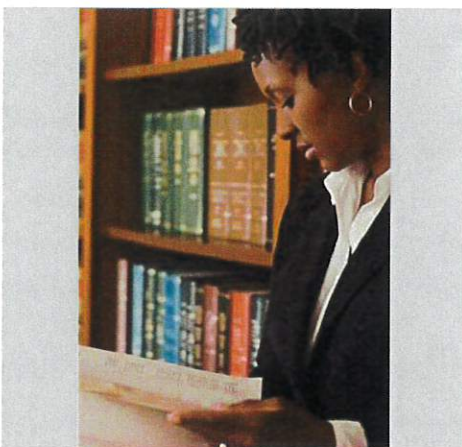
Specific duties for paralegals and legal assistants may vary depending on the area, such as bankruptcy or intellectual property, or type of law in which they work. For example, in litigation, paralegals and legal assistants may help lawyers to prepare for trial, such as by researching case law and drafting documents, and to coordinate trial logistics, including by transporting exhibits to the courtroom and setting up equipment.

Paralegals' and legal assistants' roles also may vary based on the size of the firm that employs them. In small firms, for example, they may work on all aspects of a case from beginning to end. In larger firms, they may work on a particular phase of a case, such as helping to prepare witnesses for deposition or trial.

<- Summary

Work Environment ->

Work Environment



Most paralegals and legal assistants work in law offices.

Paralegals and legal assistants held about 354,300 jobs in 2022. The largest employers of paralegals and legal assistants were as follows:

Legal services	74%
Local government, excluding education and hospitals	5
Federal government, excluding postal service	5
Finance and insurance	4
State government, excluding education and hospitals	3

Paralegals and legal assistants often work on teams with [attorneys](#) and other legal support staff.

The [Occupational Employment and Wage Statistics](#) (OEWS) program produces employment and wage estimates annually for over 800 occupations. These estimates are available for the nation as a whole, for individual states, and for metropolitan and nonmetropolitan areas. The link(s) below go to OEWS data maps for employment and wages by state and area.

[Paralegals and legal assistants](#)

Projections Central

Occupational employment projections are developed for all states by Labor Market Information (LMI) or individual state Employment Projections offices. All state projections data are available at www.projectionscentral.org. Information on this site allows projected employment growth for an occupation to be compared among states or to be compared within one state. In addition, states may produce projections for areas; there are links to each state's websites where these data may be retrieved.

CareerOneStop

CareerOneStop includes hundreds of [occupational profiles](#) with data available by state and metro area. There are links in the left-hand side menu to compare occupational employment by state and occupational wages by local area or metro area. There is also a [salary info tool](#) to search for wages by zip code.

[<- Job Outlook](#)

[Similar Occupations ->](#)

Similar Occupations

This table shows a list of occupations with job duties that are similar to those of paralegals and legal assistants.

[Arbitrators, Mediators, and Conciliators](#)

Job Duties:

Arbitrators, mediators, and conciliators facilitate negotiation and dialogue between disputing parties to help resolve conflicts outside of the court system.

Entry-Level Education:

Bachelor's degree

2023 Median Pay:

\$71,540

[Claims Adjusters, Appraisers, Examiners, and Investigators](#)

Job Duties:

Claims adjusters, appraisers, examiners, and investigators evaluate insurance claims.

Entry-Level Education:

[See How to Become One](#)

2023 Median Pay:

\$75,020

[Judges and Hearing Officers](#)

Job Duties:

Judges and hearing officers oversee legal matters in court or administrative proceedings.

Entry-Level Education:

Doctoral or professional degree

2023 Median Pay:

\$132,950

[Lawyers](#)

Job Duties:

Lawyers advise and represent clients on legal proceedings or transactions.

Entry-Level Education:

Doctoral or professional degree

2023 Median Pay:

\$145,760

[Secretaries and Administrative Assistants](#)

Job Duties:

Secretaries and administrative assistants do routine clerical and organizational tasks.

Entry-Level Education:

High school diploma or equivalent

2023 Median Pay:

\$46,010

[<- State & Area Data](#)

[More Info ->](#)

Contacts for More Information

For more information about paralegals and legal assistants, visit

[Association for Legal Support Professionals](#)

[National Association of Legal Assistants](#)

[National Federation of Paralegal Associations](#)

For a list of American Bar Association approved paralegal education programs, visit

[American Bar Association](#) 

O*NET

[Paralegals and Legal Assistants](#) 

[<- Similar Occupations](#)

SUGGESTED CITATION:

Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook*, Paralegals and Legal Assistants, at <https://www.bls.gov/ooh/legal/paralegals-and-legal-assistants.htm> (visited April 22, 2024).

Last Modified Date: Monday, April 22, 2024

U.S. BUREAU OF LABOR STATISTICS Office of Occupational Statistics and Employment Projections PSB Suite 2135 2 Massachusetts Avenue NE Washington, DC 20212-0001

Telephone: 1-202-691-5700 www.bls.gov/ooh [Contact OOH](#)

Total, all occupations

\$48,060

Note: All Occupations includes all occupations in the U.S. Economy.
Source: U.S. Bureau of Labor Statistics, Occupational Employment and Wage Statistics

The median annual wage for paralegals and legal assistants was \$60,970 in May 2023. The median wage is the wage at which half the workers in an occupation earned more than that amount and half earned less. The lowest 10 percent earned less than \$39,710, and the highest 10 percent earned more than \$98,830.

In May 2023, the median annual wages for paralegals and legal assistants in the top industries in which they worked were as follows:

Finance and insurance	\$77,630
Federal government, excluding postal service	74,380
Local government, excluding education and hospitals	61,240
Legal services	59,660
State government, excluding education and hospitals	51,420

Most paralegals and legal assistants work full time.

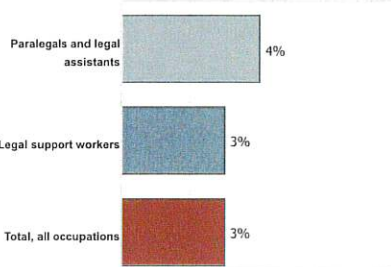
[-< How to Become One](#)

[Job Outlook ->](#)

Job Outlook

Paralegals and Legal Assistants

Percent change in employment, projected 2022-32



Note: All Occupations includes all occupations in the U.S. Economy.
Source: U.S. Bureau of Labor Statistics, Employment Projections program

Employment of paralegals and legal assistants is projected to grow 4 percent from 2022 to 2032, about as fast as the average for all occupations.

About 38,000 openings for paralegals and legal assistants are projected each year, on average, over the decade. Many of those openings are expected to result from the need to replace workers who transfer to different occupations or exit the labor force, such as to retire.

Employment

Law firms will continue to be the largest employer of paralegals and legal assistants, as these workers are needed to help prepare and organize legal documents. However, many large corporations are increasing their in-house legal departments to cut costs. This should lead to an increase in the demand for legal workers in a variety of settings.

Employment projections data for paralegals and legal assistants, 2022-32

Paralegals and legal assistants

SOC Code:

23-2011

Employment, 2022:

354,300

Projected Employment, 2032:

369,100

Change, 2022-32 (Percent):

4

Change, 2022-32 (Numeric):

14,800

Employment By Industry:

[Get data](#)

SOURCE: U.S. Bureau of Labor Statistics, Employment Projections program

[-< Pay](#)

[State & Area Data ->](#)

State & Area Data

Occupational Employment and Wage Statistics (OEWS)

Paralegals and legal assistants work primarily in offices. Occasional travel may be required, such as to accompany attorneys to depositions or trials.

Their work may be stressful because it can be fast paced, and they may be required to work on multiple projects simultaneously under tight deadlines.

Work Schedules

Most paralegals and legal assistants work full time.

[← What They Do](#)

[How to Become One →](#)

How to Become a Paralegal or Legal Assistant



Many paralegals and legal assistants have an associate's degree or a certificate in paralegal studies.

Paralegals and legal assistants typically need an associate's degree or certificate in paralegal studies to enter the occupation. Some employers prefer to hire candidates who have a bachelor's degree; others may consider candidates who have a high school diploma and experience.

Education

Prospective paralegals have several paths to enter the occupation. A common path is for candidates to earn an associate's degree in paralegal studies from a postsecondary institution.

Some employers prefer or require candidates to have a bachelor's [degree](#). Many of these candidates major in a subject such as [social science](#) or [business](#) and earn a certificate in paralegal studies.

Programs in paralegal studies, which are offered at various education levels, are accredited by the [American Bar Association](#) [®]. These programs usually include courses in legal research, legal writing, and an introduction to law and the legal system. They also include courses in specific areas, such as criminal, family, or contract law.

Employers sometimes hire candidates who have no legal experience or legal education and train them on the job.

Licenses, Certifications, and Registrations

Although not required, some employers prefer or require candidates to have completed a paralegal certification program. Certification typically requires passage of an examination. To sit for the exam, candidates must meet eligibility requirements for educational attainment and work experience. Maintaining certification typically requires completion of a specified number of hours of continuing education.

Important Qualities

Communication skills. Paralegals and legal assistants must be able to effectively document and present their research and related information to [attorneys](#).

Detail oriented. Paralegals and legal assistants need to be precise in gathering, organizing, and filing documents and other information related to a case.

Interpersonal skills. Paralegals and legal assistants spend most of their time with clients and colleagues. They must be able to develop relationships and work well as part of a team.

Organizational skills. Paralegals and legal assistants may be responsible for many cases at one time. They must be able to keep track of documents and adapt quickly to changing deadlines.

Research skills. Paralegals and legal assistants need to gather facts of a case and study relevant laws in order to help attorneys prepare for it.

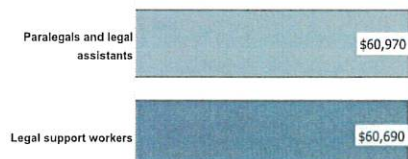
[← Work Environment](#)

[Pay →](#)

Pay

Paralegals and Legal Assistants

Median annual wages, May 2023



Occupation Profile

Industries Employing

[Change Occupation](#)

Paralegals and Legal Assistants*
(SOC Code : 23-2011)
in Santa Barbara County

Assist lawyers by researching legal precedent, investigating facts, or preparing legal documents. Conduct research to support a legal proceeding, to formulate a defense, or to initiate legal action.

Employers are usually looking for candidates with a Associate degree .

Santa Barbara County is part of the Santa Maria-Santa Barbara MSA, which includes Santa Barbara and Santa Maria-Santa Barb counties.

Occupational Wages [\[Top\]](#)

Area	Year Period	Hourly Mean	Hourly by Percentile		
			25th	Median	75th
Santa Maria-Santa Barbara MSA	2023 1st Qtr	\$31.49	\$21.38	\$31.32	\$37.71

Data for Santa Barbara County are not available. Data for Santa Maria-Santa Barbara MSA has been substituted.

[View Wages for All Areas](#) [About Wages](#)

Occupational Projections of Employment (also called "Outlook" or "Demand") [\[Top\]](#)

Area	Estimated Year-Projected Year	Employment		Employment Change		Total Job Openings
		Estimated	Projected	Number	Percent	
		Year	Year			
Santa Barbara County	2018 - 2028	300	320	20	6.7	340

[View Projections for All Areas](#) [About Projections](#)

Job Openings from JobCentral National Labor Exchange [\[Top\]](#)

Enter a Zip Code [Find a Zip code in Santa Barbara County](#)

Within 25  miles of Zip Code.

[Search Jobs](#)

Industries Employing This Occupation (click on Industry Title to View Employers List) [\[Top\]](#)

Industry Title	Number of Employers in Santa Barbara County	Percent of Total Employment for Occupation in State of California
Legal Services Management of Companies and Enterpri Employment Services	507	67.4%
	65	2.2%
	49	1.2%

[About Staffing Patterns](#)

Training Programs (click on title for more information) [\[Top\]](#)
 Program Title
[Legal Assistant/Paralegal](#)

[About Training & Apprenticeships](#)

About This Occupation (from O*NET - The Occupation Information Network) [\[Top\]](#)

Top Tasks (Specific duties and responsibilities of this job.)

Prepare affidavits or other documents, such as legal correspondence, and organize and maintain documents in paper or electronic filing system.

Prepare for trial by performing tasks such as organizing exhibits.

Prepare legal documents, including briefs, pleadings, appeals, wills, contracts, and real estate closing statements.

Meet with clients and other professionals to discuss details of case.

File pleadings with court clerk.

Gather and analyze research data, such as statutes, decisions, and legal articles, codes, and documents.

Call upon witnesses to testify at hearing.

Investigate facts and law of cases and search pertinent sources, such as public records, to determine causes of action and to prepare cases.

Direct and coordinate law office activity, including delivery of subpoenas.

Keep and monitor legal volumes to ensure that law library is up-to-date.

[More Tasks for Paralegals and Legal Assistants](#)

Top Skills used in this Job

Reading Comprehension - Understanding written sentences and paragraphs in work related documents.

Active Listening - Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

Speaking - Talking to others to convey information effectively.

Writing - Communicating effectively in writing as appropriate for the needs of the audience.

Critical Thinking - Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

Time Management - Managing one`s own time and the time of others.

Judgment and Decision Making - Considering the relative costs and benefits of potential actions to choose the most appropriate one.

Active Learning - Understanding the implications of new information for both current and future problem-solving and decision-making.

Coordination - Adjusting actions in relation to others` actions.

Monitoring - Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.

[More Skills for Paralegals and Legal Assistants](#)

Top Abilities (Attributes of the person that influence performance in this job.)

Oral Comprehension - The ability to listen to and understand information and ideas presented through spoken words and sentences.

Written Comprehension - The ability to read and understand information and ideas presented in writing.

Oral Expression - The ability to communicate information and ideas in speaking so others will understand.

Written Expression - The ability to communicate information and ideas in writing so others will understand.

[More Abilities for Paralegals and Legal Assistants](#)

Top Work Values (Aspects of this job that create satisfaction.)

Relationships - Occupations that satisfy this work value allow employees to provide service to others and work with co-workers in a friendly non-competitive environment.

Support - Occupations that satisfy this work value offer supportive management that stands behind employees.

[More WorkValues for Paralegals and Legal Assistants](#)

Top Interests (The types of activities someone in this job would like.)

Conventional - Conventional occupations frequently involve following set procedures and routines. These occupations can include working with data and details more than with ideas. Usually there is a clear line of authority to follow.

Investigative - Investigative occupations frequently involve working with ideas, and require an extensive amount of thinking. These occupations can involve searching for facts and figuring out problems mentally.

[More Interests for Paralegals and Legal Assistants](#)

Alternate Titles

Legal Investigators; Judicial Assistants; Probate Paralegals; Real Estate Paralegals; Law Clerks; Court Clerks; and Attorney Assistants

Related Links

[LMI for Job Seekers](#)

[Local Area Profile](#)

[Compare Occupations](#)

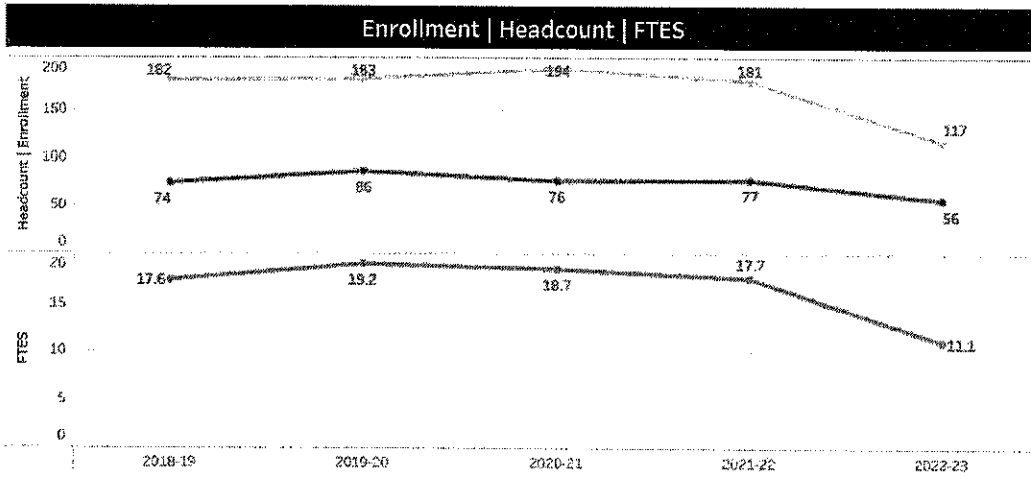
[O*Net - The Occupation Information Network](#)

- > [Ask EDD](#)
- > [Forms and Publications](#)
- > [Office Locator](#)
- > [Online Services](#)
- > [Labor Market Information](#)
- > [Información general en español](#)

[View Disclaimer](#)

Attachment 2

Program Review: Enrollment & Headcount



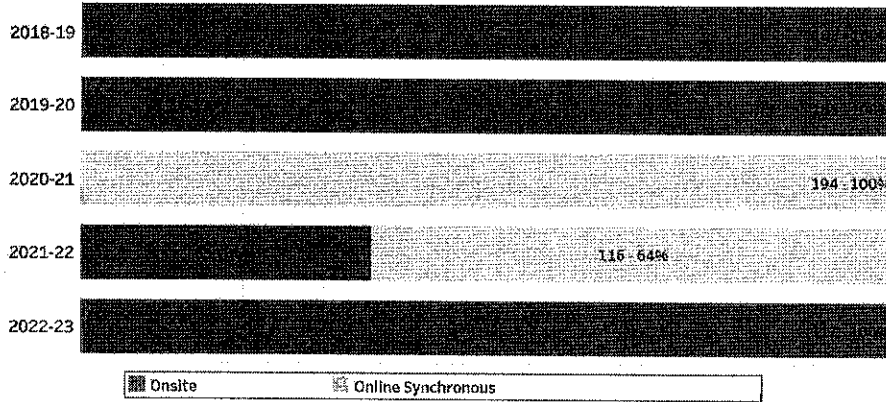
Years or Terms
Academic Year

CR/NC
(All)

Subject

- PLGL
 - POLS
 - PROD
 - PSY
 - RE
 - READ
 - REC
 - RN
 - RVT
 - SOC
 - SPAN
 - SPCH
 - STEM
 - THEA
- Cancel Apply

Enrollment by Modality



Program Review: Enrollment & Headcount

5-Year Enrollment by Course



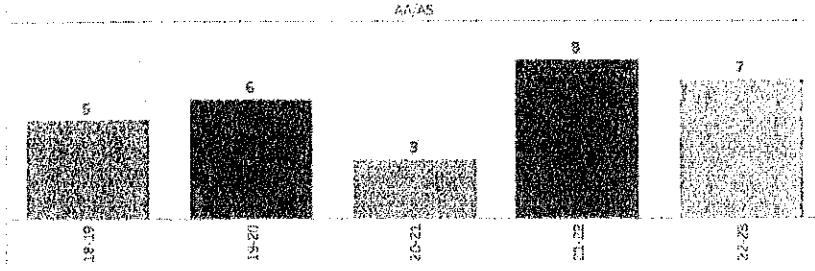
5-Year Aggregate Enrollment Data		2018-19	2019-20	2020-21	2021-22	2022-23	Enrollment OR Headcount
PLGL101	108	22	24	27	13	12	Enrollment
PLGL105	101	24	17	23	23	14	Years or Terms
PLGL106	92		35	25	19	12	Academic Year
PLGL104	91	24	20	20	12	15	CR/NC
PLGL102	84	20	19	17	17	11	(All)
PLGL103	83		30	21	14	18	Subject
PLGL111	81	29	21	12	19		PLGL
PLGL107	80	22		24	19	15	<input type="checkbox"/> MT
PLGL109	75	22	16	15	22		<input type="checkbox"/> MUS
PLGL108	23				23		<input type="checkbox"/> NESL
PLGL112	20					20	<input type="checkbox"/> NURS
PLGL110	19						<input type="checkbox"/> OLDR
							<input type="checkbox"/> PARN
							<input type="checkbox"/> PD
							<input type="checkbox"/> PE
							<input type="checkbox"/> PEIA
							<input type="checkbox"/> PHIL
							<input type="checkbox"/> PHSC
							<input type="checkbox"/> PHTO
							<input type="checkbox"/> PHYS
							<input checked="" type="checkbox"/> PLGL
							<input type="checkbox"/> POLS
							<input type="checkbox"/> PROD
							<input type="checkbox"/> PSY
							<input type="checkbox"/> RE
							<input type="checkbox"/> READ
							<input type="checkbox"/> REC
							<input type="checkbox"/> RN
							<input type="checkbox"/> RVT
							<input type="checkbox"/> SOC
							<input type="checkbox"/> SPAN
							<input type="checkbox"/> SPCH
							<input type="checkbox"/> STEM
							<input type="checkbox"/> THEA
							Cancel Apply

Attachment 3

Program Review: Awards

[AWARD CROSSWALK.PDF](#)

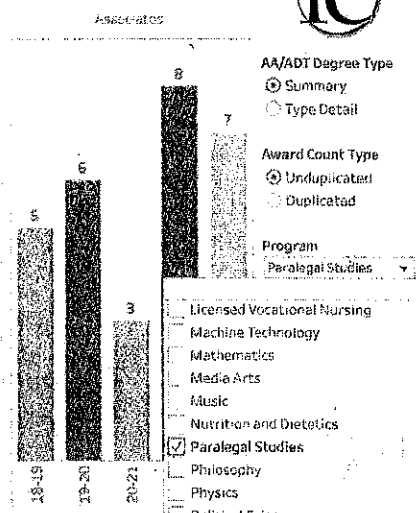
Program: Paralegal Studies | Degree Summary - Unduplicated



Degree Description Detail

	18-19	19-20	20-21	21-22	22-23
AS Paralegal Studies	5	6	3	8	7
Grand Total	5	6	3	8	7

Degrees Total



AA/ADT Degree Type

- Summary
- Type Detail

Award Count Type

- Unduplicated
- Duplicated

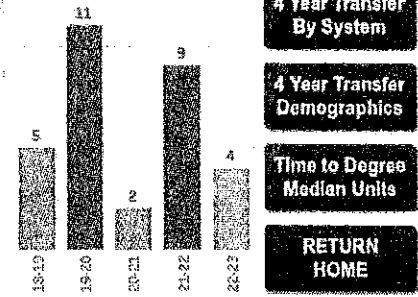
Program
Paralegal Studies

- Licensed Vocational Nursing
- Machine Technology
- Mathematics
- Media Arts
- Music
- Nutrition and Dietetics
- Paralegal Studies
- Philosophy
- Physics
- Political Science
- Psychology
- Recreation Management
- Registered Nursing

Program: Paralegal Studies | Certificate Description Detail - Unduplicated

	18-19	19-20	20-21	21-22	22-23
C2 Certificate 18-30 semester unit Paralegal Studies	5	11	2	9	2
C5 Cert 16 to <30 units Paralegal Studies					2
Grand Total	5	11	2	9	4

Certificate

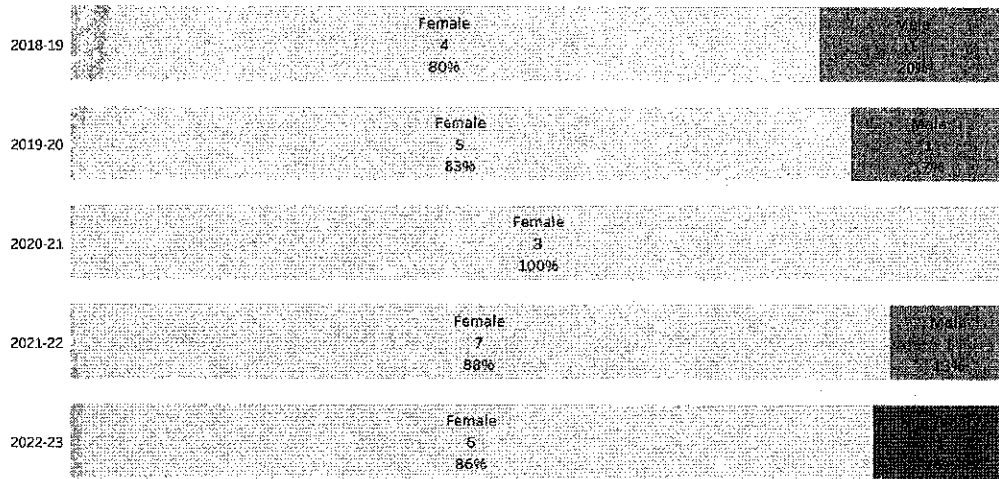


- [4 Year Transfer By System](#)
- [4 Year Transfer Demographic](#)
- [Time to Degree Median Units](#)
- [RETURN HOME](#)

Program Review: Awards

AWARD_CROSSWALK.PDF

Degree Unduplicated - Gender



Award Count Type

- Unduplicated
- Duplicated

Demographic

- Gender
- Ethnicity
- Age Group

Awards

- ALL
- Degree
- Certificate

Program

Paralegal Studies

	2018-19		2019-20		2020-21		2021-22		2022-23	
	Award Count	% Total	Award Count	% Total	Award Count	% Total	Award Count	% Total	Award Count	% Total
Female	4,000	80%	5,000	83%	3,000	100%	7,000	88%	6,000	86%
Male	1,000	20%	1,000	17%			1,000	13%	1,000	14%
Non-Binary										
Grand Total	5,000	100%	6,000	100%	3,000	100%	8,000	100%	7,000	100%

Degrees & Certificates

4 Year Transfer By System

4 Year Transfer Demographics

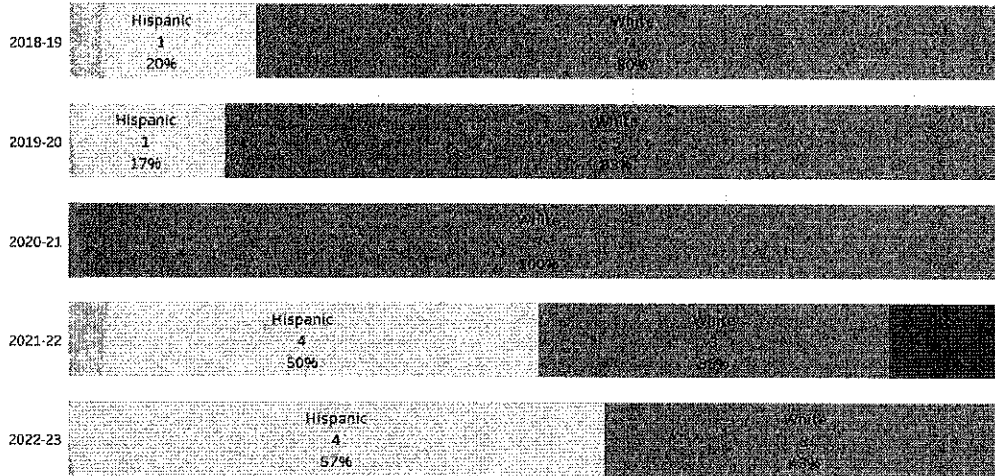
Time to Degree Median Units

RETURN HOME

Program Review: Awards

AWARD_CROSSWALK.PDF

Degree Unduplicated - Ethnicity



Award Count Type
 Unduplicated
 Duplicated

Demographic
 Gender
 Ethnicity
 Age Group

Awards
 ALL
 Degree
 Certificate

Program
 Paralegal Studies ▾

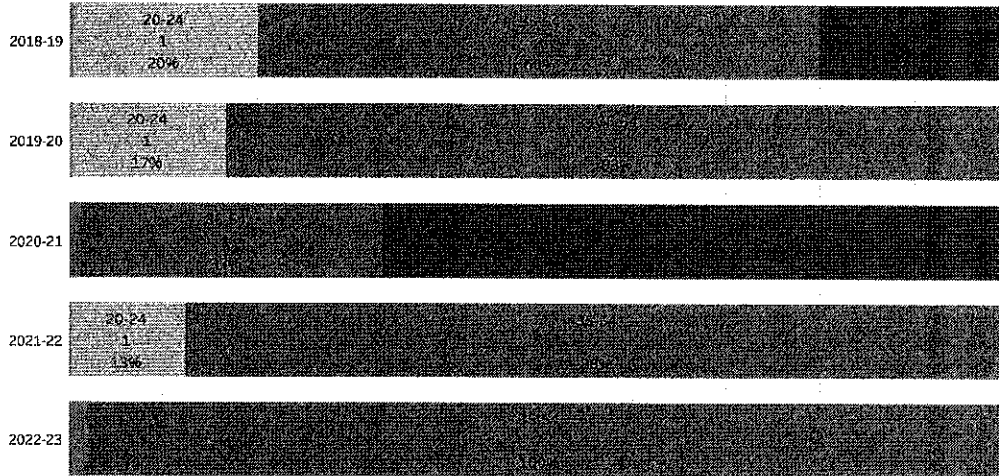
	2018-19		2019-20		2020-21		2021-22		2022-23	
	Award Count	% Total	Award Count	% Total	Award Count	% Total	Award Count	% Total	Award Count	% Total
Black							1,000	13%		
Hispanic	1,000	20%	1,000	17%			4,500	50%	4,000	57%
White	4,000	80%	5,000	83%	3,000	100%	3,000	36%	3,000	43%
Grand Total	5,000	100%	6,000	100%	3,000	100%	8,000	100%	7,000	100%

- [Degrees & Certificates](#)
- [4 Year Transfer By System](#)
- [4 Year Transfer Demographics](#)
- [Time to Degree Median Units](#)
- [RETURN HOME](#)

Program Review: Awards

AWARD_CROSSWALK.PDF

Degree Unduplicated - Age Group



Award Count Type
 Unduplicated
 Duplicated

Demographic
 Gender
 Ethnicity
 Age Group

Awards
 All
 Degree
 Certificate

Program ▼
 Paralegal Studies

	2018-19		2019-20		2020-21		2021-22		2022-23	
	Award Count	% Total	Award Count	% Total	Award Count	% Total	Award Count	% Total	Award Count	% Total
20-24	1,000	20%	1,000	17%	1,000	33%	1,000	13%	0	0%
35-54	3,000	60%	5,000	83%	1,000	33%	7,000	88%	7,000	100%
55+	1,000	20%	0	0%	2,000	67%	0	0%	0	0%
Grand Total	5,000	100%	6,000	100%	3,000	100%	8,000	100%	7,000	100%

- [Degrees & Certificates](#)
- [4 Year Transfer By System](#)
- [4 Year Transfer Demographics](#)
- [Time to Degree Median Units](#)
- [RETURN HOME](#)

Attachment 4

Program Review: Success, Retention, Persistence

Success & Retention Success % Retention %



		2018-19		2019-20		2020-21		2021-22		2022-23	
AHC	ALL	73%	88%	72%	82%	78%	88%	71%	86%	72%	87%
Grand Total		81%	87%	90%	92%	80%	92%	80%	92%	82%	89%
PLGL101	ALL	82%	82%	96%	98%	78%	95%	65%	92%	93%	83%
PLGL102	ALL	65%	76%	84%	95%	76%	94%	82%	88%	79%	82%
PLGL103	ALL			93%	93%	90%	90%	64%	79%	78%	89%
PLGL104	ALL	63%	83%	80%	90%	65%	85%	50%	82%	87%	93%
PLGL105	ALL	92%	96%	76%	76%	74%	87%	83%	96%	79%	93%
PLGL106	ALL			84%	84%	92%	100%	85%	95%	92%	92%
PLGL107	ALL	88%	86%			92%	92%	74%	93%	60%	73%
PLGL108	ALL							87%	96%		
PLGL109	ALL	55%	55%	94%	94%	87%	87%	88%	100%		
PLGL110	ALL	84%	84%								
PLGL111	ALL	93%	93%	95%	95%	100%	100%	84%	89%		
PLGL112	ALL									100%	100%
TOTAL	ALL	81%	87%	90%	92%	80%	92%	80%	92%	82%	89%

Years or Terms
 Academic Year

Subject
 PLGL

- MATH
- MB
- MMAC
- MT
- MUS
- NURS
- PD
- PE
- PEIA
- PHIL
- PHSC
- PHTD
- PHYS
- PLGL
- POLS
- PROO
- PSY
- RE
- PEAD
- REC
- RN
- RVT
- SOC
- SPAN
- SPCH
- STEM
- THEA

Cancel Apply

Persistence By Major

RETURN HOME

Attachment 5



California Community Colleges Chancellor's Office
Management Information Systems Division
Career Technical Education (CTE) (Perkins IV)

Negotiation Reports Core Indicator Reports Documentation Contact Us

You are here : Core Indicator Reports/Summary Core Indicators by TOP Code

Summary Core Indicators by TOP Code - Parameter Selection Area

Select Report Type
 Select District/College
 Select Fiscal Year
 Select TOP Code

Summary Core Indicators by TOP Code - Report

1 of 1 Find | Next



PERKINS IV Core Indicators of Performance by 4-digit Vocational TOP Code
Summary Detail Report for 2020-2021 Fiscal Year Planning

ALLAN HANCOCK COLLEGE

1402 Paralegal

	Core 1 Skill Attainment			Core 2 Completions			Core 3 Persistence		
	Percent	Count	Total	Percent	Count	Total	Percent	Count	Total
Program Area Total	95.00	19	20	92.31	12	13	70.59	12	17
Female	94.12	16	17	91.67	11	12	64.29	9	14
Male	100.00	3	3	100.00	1	1	100.00	3	3
Non-traditional	100.00	3	3	100.00	1	1	100.00	3	3
Displaced Homemaker	100.00	2	2	100.00	1	1	50.00	1	2
Economically Disadvantaged	94.44	17	18	91.67	11	12	68.75	11	16
Limited English Proficiency		0	0		0	0		0	0
Single Parent	100.00	8	8	80.00	4	5	50.00	4	8
Students with Disabilities	0.00	0	1	100.00	1	1		0	0
Technical Preparation		0	0		0	0		0	0
District	95.00	19	20	92.31	12	13	70.59	12	17
State	92.61	28,081	30,321	89.14	11,773	13,208	84.25	24,906	29,561

	Core 4 Employment			Core 5a NT Participation			Core 5b NT Completion		
	Percent	Count	Total	Percent	Count	Total	Percent	Count	Total
Program Area Total	83.33	10	12	15.00	3	20	8.33	1	12
Female	81.82	9	11	0.00	0	17	0.00	0	11
Male	100.00	1	1	100.00	3	3	100.00	1	1
Non-traditional	100.00	1	1	15.00	3	20	8.33	1	12
Displaced Homemaker	100.00	1	1	0.00	0	2	0.00	0	1
Economically Disadvantaged	81.82	9	11	16.67	3	18	9.09	1	11
Limited English Proficiency		0	0		0	0		0	0
Single Parent	100.00	5	5	0.00	0	8	0.00	0	4
Students with Disabilities	0.00	0	1	0.00	0	1	0.00	0	1
Technical Preparation		0	0		0	0		0	0
District	83.33	10	12	15.00	3	20	8.33	1	12
State	76.88	7,084	9,214	23.07	8,612	37,334	23.06	3,854	16,711

The DR notation indicates privacy requirements - EDD requires that counts less than six not be displayed.

Performance Rate Less Than Goal is Shaded

Core 1 - Skill Attainment, GPA 2.0 & Above: 88.42% Performance Goal - (2017- 2018)
 Core 2 - Completions, Certificates, Degrees and Transfer Ready: 89.00% Performance Goal - (2017- 2018)
 Core 3 - Persistence in Higher Education: 91.00% Performance Goal - (2017- 2018)
 Core 4 - Employment: 73.23% Performance Goal - (2017- 2018)
 Core 5 - Training Leading to Non-traditional Employment: Greater than 19.93% Participation & 23.97% Completion - (2017- 2018)

Area of Focus
INNOVATIVE SCHEDULING

Innovative Scheduling embraces mapping, scheduling, and student outcomes. This focus includes a review of modalities, times, days, and sequence of courses. It supports areas of interest. It is based on student success, retention, and completion/graduation data. Sample activities include the following:

Possible topics:

- Review scheduling matrices – program map alignment, successes, and challenges.
 - Collaborate with guided pathways success teams to assess scheduling conflicts and bottlenecks within and across disciplines that impact student completion.
 - Assess mix of teaching modalities – mornings-afternoons-evenings; weekends; face-to-face, hybrid, and distance learning. NOTE: Hybrid is the combined use of various teaching modalities.
 - Address scheduling conflicts or dependencies across disciplines or general education areas.
 - Student access – cultivate majors, support cohorts and interdisciplinary connections.
 - Review units and time to course and program completion.
-
- **What data were analyzed and what were the main conclusions?**
- Reviewed enrollment patterns and degrees and certificates earned in the Paralegal discipline.

Goal #1: Determine trends in enrollment and degrees in the paralegal discipline and analyze the data to come up with suggestions on how to increase enrollment, degrees, and certificates.

Enrollment Patterns and Degrees and Certificates Awarded

For the Paralegal discipline, Heat Maps were analyzed. See Attachment 1.

The Heatmap shows in Fall 2022 to Spring 2023 all courses were offered onsite, a total of 4 in Fall 2022 and in 3 in Spring 2023. One of the Spring 2023 courses, Ethics, was offered in a Saturday format.

Starting Fall 2023, 2 courses were offered onsite and 2 online. In Spring 2024, courses were offered both onsite and online.

The current Fall 2024 schedule reflects that all classes are offered online to attempt to increase enrollment. Faculty should meet and confer about offering the most effective mix of offerings.

There was a decrease in enrollment, headcount, and FTES in 2022-2023, following years of fairly stable performance. In 2022-2023, enrollment was 117 students vs. 181 the prior year. Headcount was 56 vs. 77 the prior year. FTES was 11.1 vs. 17.7 in the prior year. See Attachment 2

Enrollment and headcount by paralegal course is presented in Attachment 3. The feeder course, PLGL 101 needs to show higher enrollment to feed into the rest of the course offerings.

This decrease is significant and department faculty must meet and confer to discuss strategies. Marketing this program, developing a suitable mix of onsite and online courses, and restarting the program at Lompoc Valley Center may be options to consider. Also, the Promise Program is providing an infusion of high school students transferring to AHC and this may provide growth opportunities.

In 2022-2023 there were 7 unduplicated AS degrees vs. 8 in the prior year. There were 4 certificates compared to 9 the prior year. The number of certificates has been variable since 2018-2019 academic year. See Attachment 4. Faculty members should meet and confer regarding this issue.

Paralegal students are primarily females. This has been relatively stable. Students are primarily Hispanic (67% in 2022-2023.) White students represent 43%. Students are primarily 35-54 years old.

Overall, the success rate in the paralegal program exceeds the AHC rate, 82% success for the program vs. 72% for the college. All courses are above the college rate (72%) except PLGL 107 (60%)

Retention in the paralegal program exceeds the AHC rate, 89% vs. 87% all courses are close to or above the college rate except PLGL 107. See Attachment 5.

Completed Adjustments to Schedule

- Developed an online course delivery to supplement onsite offerings.
- Offered Paralegal Ethics class on Saturdays, two day 8-hour format.

BUSINESS PROGRAM ANALYSIS

Note that each discipline in the Business Department produced an individual analysis of innovative scheduling.

Scheduling (Core Topic)
Paralegal Discipline Review
Business Department Review

Nonetheless, for purposes here, an analysis of the Business Department as a whole is presented below. The Business Program, includes all disciplines including Accounting, Business, CBOT, CBIS, Entrepreneurship, Paralegal and Real Estate

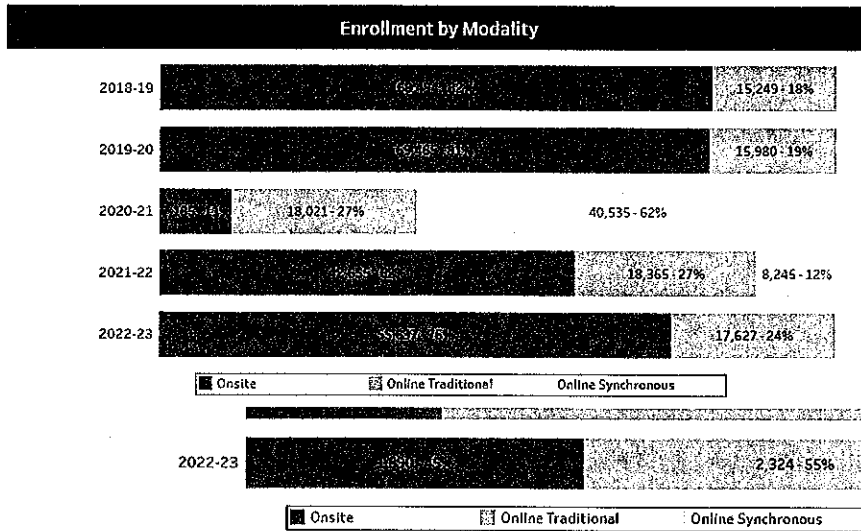
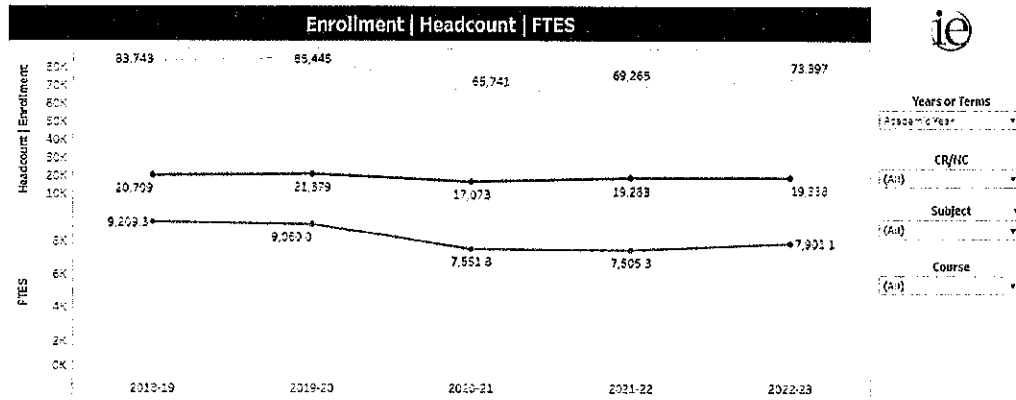
Goal: For the Business Program, **All disciplines:** Review enrollment patterns and degrees and certificates earned and determine trends in enrollment and degrees and analyze the data to come up with suggestions on how to increase enrollment, degrees, and certificates.

Here, all disciplines are combined and the findings are as follows:

Enrollment Patterns

In Business (all disciplines) enrollment, headcount and FTES are steady and saw a slight increase over the five-year period 2018- 2023. In 2018-19 Business Enrollment (all disciplines) was 4,141 and increased to 4,214 in 2022-23. For Hancock, the total enrollment in 2018-2019 was 63,319 and then decreased to 57,380. The Business department's (all disciplines) enrollment numbers have increased by about 2% while during the same period Hancock's credit enrollment decreased about 9%. Comparing Business courses online modality for the same period, it has remained relatively the same, 54% in 2018-2019 and 55% for 2022-2023. Business (all disciplines) had 2,075 headcount/students and Business contributed 362 FTES in 2022-23. See chart below.

PROGRAM REVIEW: ENROLLMENT & HEADCOUNT



ie

Years or Terms
 Academic Year

CR/NC
 (A-)

Subject
 (A-)

Course
 (A-)

Enrollment & HC
 By Course

Headcount
 Demographics

Fill Rate &
 Efficiency

RETURN
 HOME

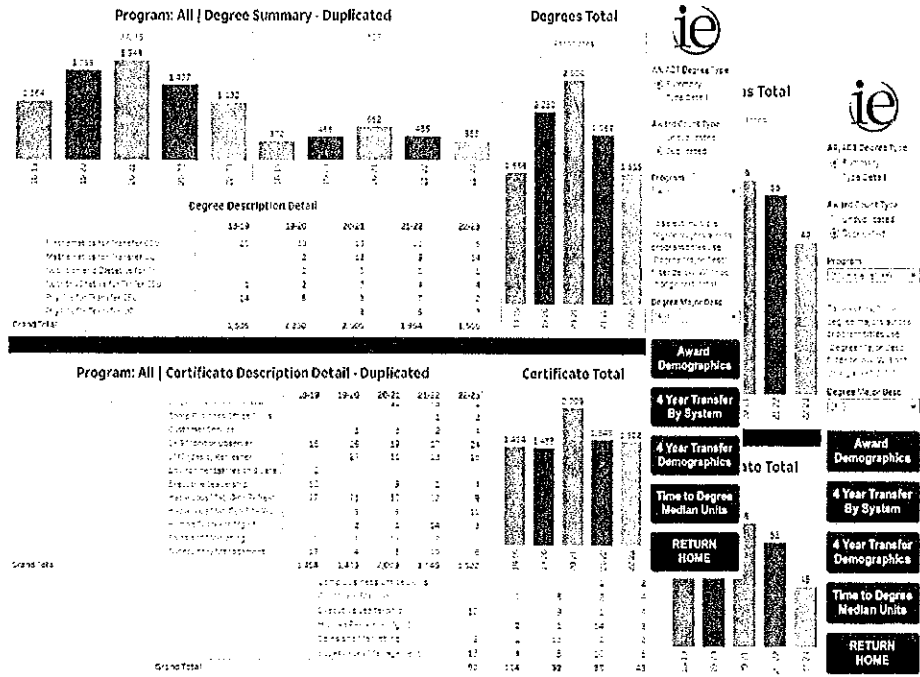
Awards, Degrees and Certificates

Data shows that Degrees and Certificates have been down over the last five years for Business, all disciplines, mirroring the college performance. The number varies by individual discipline and is analyzed in each discipline’s individual annual review. See individual discipline-specific annual reviews. See chart below.

Scheduling (Core Topic)
Paralegal Discipline Review
Business Department Review

PROGRAM REVIEW: AWARDS

AWARD-CROSSWALK.PDF

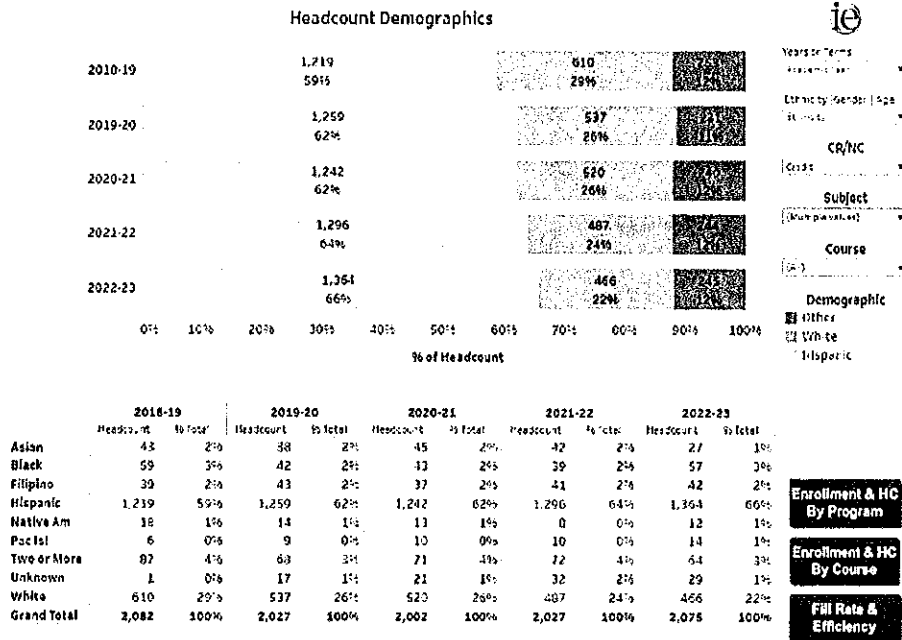


Based on the data analysis and looking through a lens of equity, what do you perceive as challenges with student success or access in your area of focus?

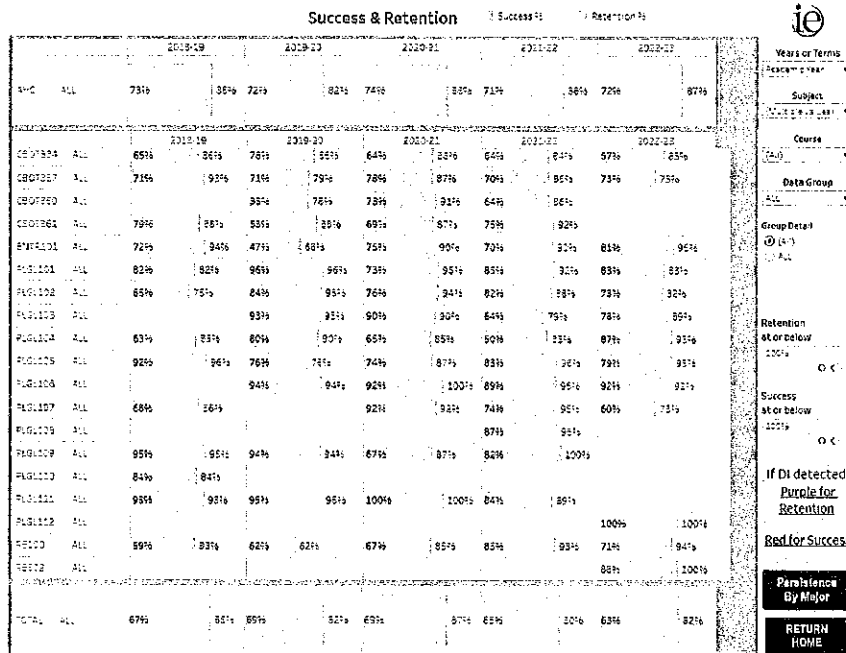
- The ethnicity of the Business student has increased in the category of Hispanic students from 59% to 66% over the last five years and White students decreased from 29% to 22% during the same period. During this same time, student success and retention did decrease. See chart below.

Scheduling (Core Topic)
Paralegal Discipline Review
Business Department Review

PROGRAM REVIEW: ENROLLMENT & HEADCOUNT



PROGRAM REVIEW: SUCCESS, RETENTION, PERSISTENCE



The Business Success team conducted a Student Success Factor survey December 2023 and Spring 2024. The survey found over 85% of our Business students feel Directed, Focused and Nurtured. 77% feel Valued and over 64% feel Connected and Engaged. This data is one indication that scheduling is meeting student needs. Further measuring and monitoring student success factors will continue to be the focus of the Business Success Team. The Student Success Factor Survey is presented in the Business Discipline Annual Review. It is not replicated here.

What are your plans for change or innovation?

- Increase awareness of Degrees and Certificates
 - ✓ Advertise Student Educational Plans, in person and online.
 - ✓ Develop flyers and marketing tools to promote our courses and degree and certificate programs
- Continue to use data to schedule courses
 - ✓ Look at Heatmap data for scheduling
 - ✓ Review Guided pathway on website to ensure the course sequence is correct
 - ✓ Check the required courses for certificates and degrees to ensure students do not have scheduling conflicts to complete their degree and certificate
- Monitor the change in ethnicity and discuss any relevant implications.
- Student success factors will continue to be the focus of the Business Success Team.
- In CBOT & CBIS, 8 week courses are scheduled to enable students to complete degrees and certificates more quickly.
- In the BUS discipline there are Saturday courses offered in person to give students more options for short term courses.
- In the BUS discipline additional 8 am classes have been offered in person.
- In BUS discipline the starting time of classes at LVC has shifted to 6:45 pm to allow working adults the opportunity to get to campus.
- In BUS (all disciplines) the sequence of courses allows students to start a program in Fall and Spring.

How will you measure the results of your plans to determine if they are successful?

- Degrees and certificates can be calculated based on the number of certificates and degrees award using Allan Hancock data
- Number of Student Education plans can be measured through Counseling office
- Flyers, emails and other methods of advertising can be produced
- Course sequence on the website for guided pathways degrees and certificates will be up to date and monitored regularly
- Student Success and Retention can be evaluated by data from Hancock College

Validation for Program Planning Process: If you have chosen to do the Validation this year, please explain your process and the findings.

Scheduling (Core Topic)
Paralegal Discipline Review
Business Department Review

1. *Who have you identified to validate your findings? (Could include Guided Pathway Success Teams, Advisory Committee Members, related faculty, industry partners or higher education partners)*
 - The Business Success Team has validated the findings
 - Data taken from Hancock College Heatmaps, Enrollment, Headcount, FTEF and Ethnicity Reports has been evaluated.
 - Advisory team meetings are held each year for every discipline in Business and give input on the classes offered and the needs of the community
2. *Are there specific recommendations regarding the core topic responses from the validation team?*
 - Advisory teams are in support of advertising degrees and certificates and validate the courses offerings and recommend new courses and changes based on business community needs.
 - The BUS discipline advisory team validated the new degree in Professional Studies and reviewed the proposed Bachelor's Program in Professional Studies.
 - The business discipline advisory team recommended measuring and monitoring writing skills and the ability to follow instructions.

Based on the narratives for the prompts above, what are some program planning initiatives and resources needed for the upcoming years? Use the tables below to fill in **NEW** resources and planning initiatives. ***This section is only used if there are new planning initiatives and resources requested that pertain to the Core Topic only.***

There are no new planning initiatives or resources requested.

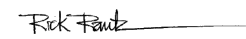
Program Review Signature Page:


Marie comstock (May 31, 2024 11:05 PDT)

Program Review Lead

May 31, 2024

Date



Program Dean

May 31, 2024

Date



Vice President, Academic Affairs

Jun 6, 2024

Date

Attachment 1

Heatmap Course

Section Heat Map (data as of 8/20/23)

grouped by hour of section begin time

Click cell in heatmap to see data for the chosen time slot. Click course in detail to see data for course.

Term Fall 2022|Campus All|Department All|Discipline Paralegal Studies|
Course Attribute All | Part of Term All

- 1. Term
- 2. Campus
- 3. Building
- 4. Room
- 5. Department
- 6. Discipline
- 7. Course Attribute
- 8. Part of Term

BeginTime	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
6am							
7am							
8am							
9am							
10am							
11am							
12pm							
1pm							
2pm							
3pm							
4pm							
5pm							
6pm	1	1	1	1	0	0	0
7pm							
8pm							
9pm							
ONLINE							

Day All|Time 6pm

Status_	Department_	Discipline_	course	CRN	Campus Desc	BldgRoom	Part of Term Desc	BeginTime_	Days Comb	Census Enroll	FTES_
Credit	Business	Paralegal Studies	PLGL101	21774	Santa Maria	K20	Full Term	630pm	T	12	1.28
			PLGL102	21775	Santa Maria	K20	Full Term	630pm	W	11	1.18
			PLGL104	21776	Santa Maria	K26	Full Term	630pm	M	15	1.60
			PLGL112	21777	Santa Maria	K21	Full Term	630pm	R	20	2.14

Non Online Sections

4

Online Sections

Course Includes Day

Heatmap Course

Section Heat Map (data as of 8/20/23)

grouped by hour of section begin time

Click cell in heatmap to see data for the chosen time slot. Click course in detail to see data for course.

Term Spring 2023 | Campus All | Department All | Discipline Paralegal Studies |
Course Attribute All | Part of Term All

- 1. Term
- 2. Campus
- 3. Building
- 4. Room
- 5. Department
- 6. Discipline
- 7. Course Attribute
- 8. Part of Term

BeginTime	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
6am							
7am							
8am	0	0	0	0	0	1	0
9am							
10am							
11am							
12pm							
1pm	0	0	0	0	0	1	0
2pm							
3pm							
4pm							
5pm							
6pm	1	0	1	0	0	0	0
7pm							
8pm							
9pm							
ONLINE							

Day All | Time All

Status_	Department_	Discipline_	course	CRN	Campus Desc	BldgRoom	Part of Term Desc	BeginTime_	Days Comb	Census Enroll	FTES_
Credit	Business	Paralegal Studies	PLGL103	41301	Santa Maria	K21	Full Term	630pm	W	18	1.92
			PLGL105	40412	Santa Maria	K21	Full Term	630pm	M	14	1.50
			PLGL107	41302	Santa Maria	K22	Other	830am	S	15	0.21
								100pm	S	15	0.21

Non Online Sections
3
Online Sections

Course Includes Day

Heatmap Course

Section Heat Map (data as of 8/20/23)

grouped by hour of section begin time

Click cell in heatmap to see data for the chosen time slot. Click course in detail to see data for course.

Term Fall 2023|Campus All|Department All|Discipline Paralegal Studies|
Course Attribute All | Part of Term All

BeginTime	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
6am							
7am							
8am							
9am							
10am							
11am							
12pm							
1pm							
2pm							
3pm							
4pm							
5pm							
6pm	1	0	1	0	0	0	0
7pm							
8pm							
9pm							
ONLINE	0	0	0	0	0	0	0

- 1. Term
Fall 2023
- 2. Campus
(All)
- 3. Buidling
(All)
- 4. Room
(All)
- 5. Department
Business
- 6. Discipline
Paralegal Studies
- 7. Course Attribute
(All)
- 8. Part of Term
Full Term

Day All|Time All

Status_	Department_	Discipline_	course	CRN	Campus Desc	BldgRoom	Part of Term Desc	BeginTime_	Days Comb	Census Enroll	FTES_
Credit	Business	Paralegal Studies	PLGL101	21147	Online	Null	Full Term	ONLINE	Null	28	2.72
			PLGL102	21148	Santa Maria	K20	Full Term	630pm	W	16	1.71
			PLGL104	21149	Santa Maria	K26	Full Term	630pm	M	13	1.39
			PLGL109	21427	Online	Null	Full Term	ONLINE	Null	14	1.36

- Non Online Sections
2
- Online Sections
2
- Course Includes Day
All

Heatmap Course

Section Heat Map (data as of 8/20/23)

grouped by hour of section begin time

Click cell in heatmap to see data for the chosen time slot. Click course in detail to see data for course.

Term Spring 2024 | Campus All | Department All | Discipline Paralegal Studies |
Course Attribute All | Part of Term All

- 1. Term
- 2. Campus
- 3. Building
- 4. Room
- 5. Department
- 6. Discipline
- 7. Course Attribute
- 8. Part of Term

BeginTime	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
6am							
7am							
8am	0	0	0	0	0	1	0
9am							
10am							
11am							
12pm							
1pm	0	0	0	0	0	1	0
2pm							
3pm							
4pm							
5pm							
6pm	1	0	1	0	0	0	0
7pm							
8pm							
9pm							
ONLINE							

Day All | Time All

Status_	Department_	Discipline_	course	CRN	Campus Desc	BldgRoom	Part of Term Desc	BeginTime_	Days Comb	Census Enroll	FTES_
Credit	Business	Paralegal Studies	PLGL103	40901	Santa Maria	K21	Full Term	630pm	W	0	0
			PLGL105	40369	Santa Maria	K21	Full Term	630pm	M	0	0
			PLGL107	40902	Santa Maria	K22	Other	830am	S	0	
								100pm	S	0	

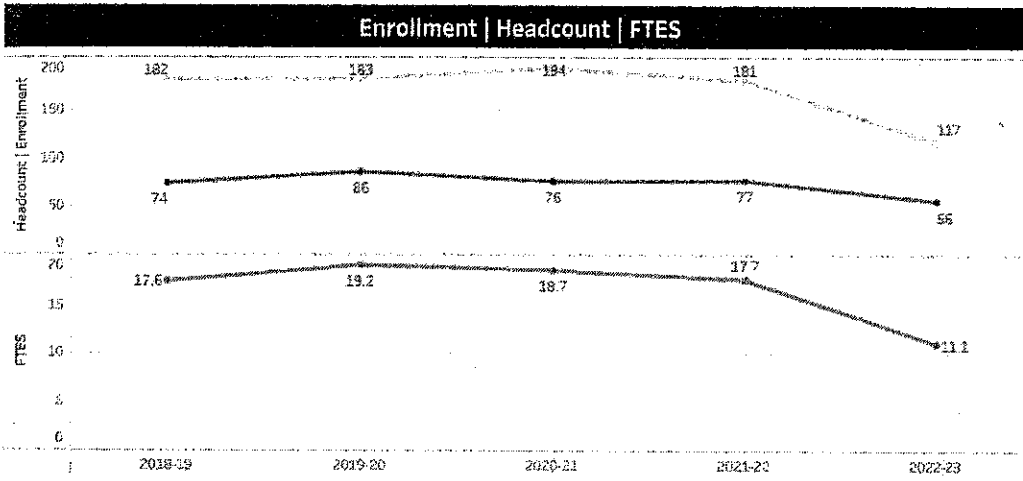
Non Online Sections
3
Online Sections

Course Includes Day

2 online

Attachment 2

Program Review: Enrollment & Headcount

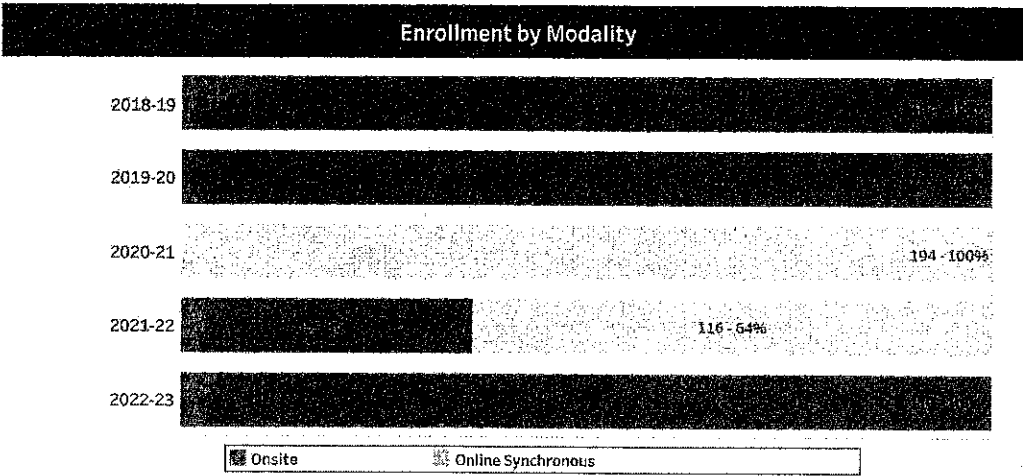


Years or Terms
Academic Year

CR/NC
(All)

Subject
PLGL

- MT
 - MUS
 - NESL
 - NURS
 - OLDR
 - PARN
 - PD
 - PE
 - PEIA
 - PHBL
 - PHSC
 - PHTO
 - PHYS
 - PLGL
 - POLS
 - PROD
 - PSY
 - RE
 - READ
 - REC
 - RN
 - RVT
 - SOC
 - SPAN
 - SPCH
 - STEM
 - THEA
- Cancel Apply



Attachment 3

Program Review: Enrollment & Headcount

5-Year Enrollment by Course



5-Year Aggregate Enrollment Data		2018-19	2019-20	2020-21	2021-22	2022-23	Enrollment OR Headcount
PLGL101	108	22	24	37	13	12	Enrollment
PLGL105	101	24	17	23	23	14	Years of Terms
PLGL106	92		36	25	19	12	Academic Year
PLGL104	91	24	20	20	12	15	CR/NC
PLGL102	84	20	19	17	17	11	(All)
PLGL103	83		30	21	14	18	Subject
PLGL111	81	29	21	12	19		PLGL
PLGL107	80	22		24	19	15	MT
PLGL109	75	22	16	15	22		MUS
PLGL108	23				23		NESL
PLGL112	20					20	NURS
PLGL110	19	19					OLDR

Enrollment OR Headcount

Enrollment

Years of Terms

Academic Year

CR/NC

(All)

Subject

PLGL

- MT
- MUS
- NESL
- NURS
- OLDR
- PARN
- PD
- PE
- PEIA
- PHIL
- PHSC
- PHTO
- PHYS
- PLGL
- POLS
- PROD
- PSY
- RE
- READ
- REC
- RN
- RVT
- SOC
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- SPCH
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- THEA

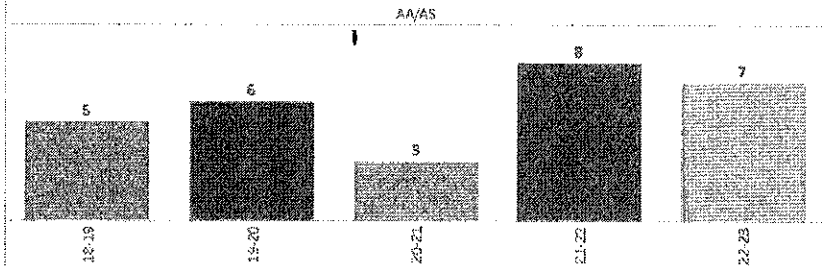
Apply

Attachment 4

Program Review: Awards

AWARD_CROSSWALK.PDF

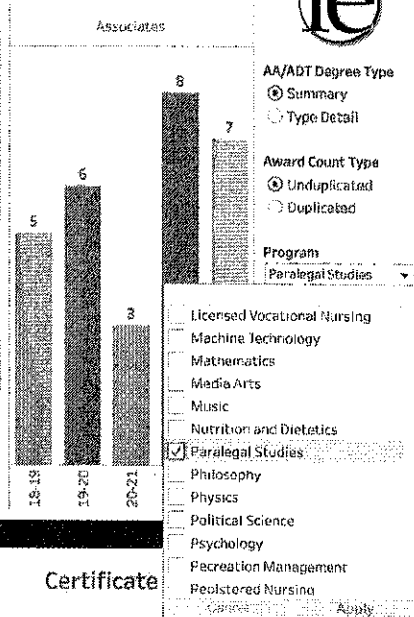
Program: Paralegal Studies | Degree Summary - Unduplicated



Degree Description Detail

AS	Paralegal Studies	18-19	19-20	20-21	21-22	22-23
AS	Paralegal Studies	5	6	3	8	7
Grand Total		5	6	3	8	7

Degrees Total



AA/ADT Degree Type

Summary

Type Detail

Award Count Type

Unduplicated

Duplicated

Program

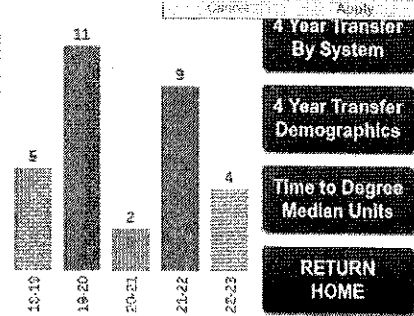
Paralegal Studies

- Licensed Vocational Nursing
- Machine Technology
- Mathematics
- Media Arts
- Music
- Nutrition and Dietetics
- Paralegal Studies
- Philosophy
- Physics
- Political Science
- Psychology
- Recreation Management
- Restored Nursing

Program: Paralegal Studies | Certificate Description Detail - Unduplicated

C2	Certificate 18-30 semester unit	Paralegal Studies	18-19	19-20	20-21	21-22	22-23
C2	Certificate 18-30 semester unit	Paralegal Studies	5	11	2	9	2
C5	Cert 18 to <30 units	Paralegal Studies					2
Grand Total			5	11	2	9	4

Certificate



4 Year Transfer By System

4 Year Transfer Demographics

Time to Degree Median Units

RETURN HOME

Attachment 5

Program Review: Success, Retention, Persistence

Success & Retention Success % Retention %



		2018-19		2019-20		2020-21		2021-22		2022-23	
AHC	ALL	73%	88%	72%	82%	74%	88%	71%	86%	72%	87%
Grand Total		81%	87%	90%	92%	80%	92%	80%	92%	82%	89%
PLGL101	ALL	82%	82%	96%	98%	73%	95%	85%	92%	83%	83%
PLGL102	ALL	65%	75%	84%	95%	76%	94%	82%	88%	75%	82%
PLGL103	ALL			93%	93%	90%	90%	64%	79%	74%	89%
PLGL104	ALL	63%	83%	80%	90%	65%	85%	56%	83%	80%	93%
PLGL105	ALL	92%	96%	76%	76%	74%	87%	83%	96%	79%	93%
PLGL106	ALL			94%	94%	92%	100%	89%	95%	82%	92%
PLGL107	ALL	68%	86%			52%	92%	74%	95%	60%	73%
PLGL108	ALL							87%	96%		
PLGL109	ALL	95%	95%	94%	94%	87%	87%	82%	100%		
PLGL110	ALL	84%	84%								
PLGL111	ALL	93%	93%	85%	95%	100%	100%	84%	88%		
PLGL112	ALL									100%	100%
TOTAL ALL		81%	87%	90%	92%	80%	92%	80%	92%	82%	89%

Years or Terms
Academic Year
Subject
PLGL

- MATH
- MB
- MMAC
- MAT
- MUS
- NURS
- PD
- PE
- PEIA
- PHIL
- PHSC
- PHOTO
- PHYS
- PLGL
- POLS
- PROG
- PSY
- RE
- READ
- REC
- RN
- RVT
- SOC
- SPAN
- SPCH
- STEM
- THEA

Cancel Apply

Persistence By Major

RETURN HOME











F23-S24 YPU and Innovative Scheduling - PLGL_5.31.24

Final Audit Report

2024-06-06

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By:	Maryfrances Marecic (mmarecic@hancockcollege.edu)
Status:	Signed
Transaction ID:	CBJCHBCAABAAMc2aXWYjMygHn2nnLTekEHn3lvtwRGT4

"F23-S24 YPU and Innovative Scheduling - PLGL_5.31.24" History

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