Welcome. Dear Chabot Community Member,

Welcome to Fall 2023 Program and Area Review! PAR is on a three-year cycle (Fall 2021 is the comprehensive review and planning year; Fall 2022 and Fall 2023 are annual update years). This is the second "Update Year" in which you will need to reflect on aspects of your own PAR submissions and the overarching campus trends from the Fall 2021 Comprehensive PAR and Fall 2022 Update PAR Years. Please collaborate with your dean/manager to receive feedback before entering your PAR responses here (and for resource requests, enter into **Cognito**).

Thanks,
The Program and Area Review Committee

*Please remember that Qualtrics is not a collaboration tool and partial responses can get lost. You should only enter your PAR into Qualtrics once you have finished the steps of collaborating with your program/area teammates and/or your Dean/manager and have a final draft.

Is your PAR ready to submit as a final draft?

- ◉ Yes
- ○ No

Q2. Background Information

Q3. Name of Your Program/Discipline/Area/Service, Division, and Organization Unit

Name of Program, Discipline, Area or Service	Paralegal Studies ⌄
Division	Applied Technology and Business ⌄
Organizational Unit	Academic Services ⌄

Q4. If you selected "Not Listed" in the previous question, please enter your Program/Discipline/Area/Service name here

This question was not displayed to the respondent.

Q5. Name(s) of the person or people who contributed to this review:

Cheryl Mackey

Q6. Which PAR Template (word template) did you fill out?

*Please check this <u>list</u> to make sure that you filled out the correct template.

- ◉ Academic Programs
- ○ Student/Admin Services/Office of the President

Q7. Campus-Wide Issues

Q38. **Reflections on Annual Priority Progress in Academic Year 2022-23**

Context: The Planning and Resource Allocation Committee (PRAC) establishes **Annual Planning Priorities** based on collegewide trends in PAR responses, experiences from grant and categorical fund managers, and issues raised in PRAC. In brief, the planning priorities for 2022-2023 were to:
1) Develop support networks to link students to Pathway Success Team members and services;
2) Expand Chabot's connection to the external community to expand students' access to basic needs support and work-based learning opportunities and careers; and
3) Improve student interfaces (e.g., marketing, website redesign, virtual ways for students to access services).

Question: What progress did you see in any of these annual planning priorities?

> PLGL worked with the Pathway to Success Team to create up-to-date program mapping for its degrees, certificates and courses. PLGL faculty attended program mapping work sessions, including at LPC, and updated the PLGL website to include program mapping and connect to the College program mapping website. Promoted and marketed the completed program mapping to students in classes and on social media sites. Community partnerships have been created with a number of entities, including Best Buy Legal Department, the San Francisco Paralegal Association, and the California Black Lawyers Association. These partnerships include guest speaker presentations and panels, internships (including the Alameda County Public Defender's Office and San Francisco City Attorney's Office), PLGL has focused on multiple marketing modalities over the last few years, including running social media sites such as a Department Instagram account (with almost 800 followers) and Facebook, where we promote internships, job openings, workshops, events, etc. We have also hosted more than a dozen virtual work-based learning opportunities, career panels etc. PLGL has also trained with Wing to manage the Department's Website to keep it current, posting open classes, events, etc. Faculty also regularly complete professional development opportunities, such as the AI workshop offered by COOL and Accessibility seminars.

Q39. **Question:** If you could advise college decision makers how to make better or more efficient progress on any of these annual planning priorities, what would you say?

> Please provide appropriate staffing (new FT faculty, CAH, F-hour) to help support the goals laid out. In order to support this career education program, along with the networks created and newly expanded opportunities, the College needs to provide the requisite staffing support to maintain them or they are not sustainable. Especially because there is currently one FT ADMJ Faculty/Academy Coordinating supporting this program - there are no FT assigned faculty.

Q8. **Context:** For 2023-24, PRAC put forward <u>seven recommendations</u> for consideration based on their analysis of the <u>Fall 2022 Program and Area Synthesis Statement</u> and the <u>Mission Critical Priorities</u> in the Ed Master Plan, experiences from grant and categorical fund managers, and the 2022-23 President's College Planning Initiatives.

Question: How important do you believe it is to address the following issues to support Chabot in carrying out our mission? Please drag the response options and order them from most important (1) to least important (7).

Build an accountability structure for recommendations that have college-wide scope to ensure continuous improvement

Dedicate resources for implementation impending mandates, such as Cal-GETC, AB705/1705, etc.	**1** **2**
Improve student access from application to registration	**3**
Scale successful practices from grants, categorical endeavors, and learning communities	**4**
Improve fluency with business and HR processes	**5**
Access and implement post-pandemic college policies and procedures to respond to the needs of students and employees	**6**
Affirm and improve program and area review resource requests to reduce inappropriate or duplicate resource requests	**7**

Q9. **Question:** If you believe there is an important issue to address to carry out the college mission that is NOT mentioned in the previous list, please describe below (optional).

Rank #1 - Address the lack of staffing - how can we accomplish mission items without staff to do it?

Q10. **Reflections on Goals Established in Fall 2021 PAR**

Q11. **Context:** In Fall 2021 PAR (the last comprehensive PAR year), after reflecting on data, you established program/area goals to support continuous program improvement and/or the college mission. This [spreadsheet](#) lists the goals that you first established in Fall 2021 and updated or confirmed in Fall 2022.

Question: Keeping in mind, you only have one year left in this PAR cycle to accomplish these goals, please take a look at your goals to determine:

○ All goals are still relevant and nothing needs to be changed or added.

◉ All goals are still relevant, but I would like to add an additional goal. (Please fill in your new goal, so we can update the spreadsheet.)

Leverage the program partnerships and create an internship program using Business 95/96 to offer students credit

○ Some goals are relevant and some need to be changed. (Please explain below, so we can update your goals in the spreadsheet.)

○ None of our goals are still relevant. We need to update all of them. (Please provide us with your new goals, so we can update your goals in the spreadsheet.)

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Q12. **Context:** You established goals in Fall 2021 and presumably are well underway in working on these goals. You will be asked to report on the outcomes of these goals in the first year (Fall 2024) of the next comprehensive PAR cycle (PARs submitted in Fall 2024-Fall 2026).

Question: What are the statuses of your program's/area's goals right now?

○ All goals are achieved.

● Some goals are achieved and some are in progress.

○ All goals are in progress.

○ Some goals are in progress and some are not started.

○ No goals are started because... (please explain in text box below).

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Q13. **Context:** To assess how well you are doing with respect to meeting your program's/area's goals, you included and/or updated **expected goal outputs and outcomes** in your Fall 2021 and Fall 2022 PARs.

"Outputs" are direct short-term results like # of students served, workshops held, etc. Longer-term goals might also have expected *outcomes*. "Outcomes" are longer-term results, like course success rates or degrees earned. Goals are often measured by whether "outputs" or "outcomes" are achieved. The Office of Research, Planning and Institutional Effectiveness (ORPIE) posts a variety of data for programs/areas to assess goal "outcomes": enrollments and success rates, enrollment management, success rates of online vs hybrid vs face-face-classes, degree and certificate awards, and more. To request additional data for goal assessment, please fill out a research request form by Friday September 22, 2023. ORPIE will process requests in the order received. ORPIE will let you know whether they have the requested data and/or how your program/area could collect your own.

Question: So far, what is going well regarding completing your program's/area's goals? Please include reflections on achievement of outputs or outcomes.

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│ Students are getting jobs! Increased the number of certificates earned: in     │
│ 2021-2022, students earned 11 certificates. In 2022-2023, students earned 12   │
│ certificates. We are also serving a higher percentage of African American      │
│ students compared to the College at-large: Fall 2022 College - 9% PLGL - 11%   │
│ Spring 2023 College 9% PLGL 13% More than a dozen workshops/guest speakers were │
│ offered to students both face-to-face and virtually, including                 │
│ areas on job searching, resumes, career opportunities, and professionals in    │
│ the field.                                                                      │
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Q37. **Question:** What are some challenges regarding completing your program's/area's goals? Please include reflections on challenges with producing outputs or outcomes so far.

Challenges are student success rates, especially since our program is completely virtual. Upon polling students, they face challenges such as working full-time jobs, attempting to complete assignments on cell phones, lack of reliable internet at home, housing insecurities, and more. They are referred to campus and community resources, offered flexibility with assignments and more. However, we can and want to do more to help with basic needs and open to any and all suggestions. Additionally, we have several community partners and employers offering positions/internships to students (many paid), however, we need help with organization/ coordination, and getting the word out to students.

Q14. **Student Learning Outcomes (SLOs) and Program Learning Outcomes (PLOs)**

Q41. **Context:** Assessment for SLOs and PLOs happens at varying times of year on a five-year cycle. SLO and PLO assessments are submitted in CurricUNET/META. Please take a look at the SLO Completion Report* and the PLO Completion Report* to answer the questions below. If you have any questions about how to find your prior assessments, please email the co-chairs of Outcomes and Assessment Committee Julie Coan (jcoan@chabotcollege.edu) and Safiyyah Forbes (sforbes@chabotcollege.edu), or the curriculum specialist Meray Aghyarian (maghyarian@Chabotcollege.edu).

Q15. **Question:** Is the assessment for all SLOs in your program up to date?

○ Yes

○ Almost. We just need to assess SLOs in 1-3 courses. (Please fill in courses due for SLO assessments and the date you plan to complete those.)

◉ No. We have to assess SLOs in 4 or more courses. (Please fill in courses in need of SLO assessments and the date you plan to complete those.)

PLGL 31 & 33 in Fall 2023/ PLGL 32, 34 & 36 Spring 2024

Q16. **Question:** Has your program completed a PLO assessment in the last five years?

◉ Yes

○

No. Please explain why and include when you will complete the updated PLO assessment.

[text box]

Q17. **Context:** Chabot strives to continually improve how we serve students and the community (assessment and continuous improvement are also requirements for accreditation). In your SLO assessments in CurricUNET/META, you are asked: "Based on assessment results, what actions might your discipline take to improve student learning?" Similarly, in the prior PLO assessments you were asked to describe "recommended changes/actions," and in the updated PLO assessments you are asked, "What are you planning to start doing, stop doing or change in order to continuously improve your program?" In the comprehensive PAR year (not this update year), you will be asked to report back on how your actions to improve SLOs and PLOs impacted student learning. In this update year, we are simply reminding you that your actions and plans to improve student learning, based on SLO/PLO assessment results, should be underway.

If you want to see how you responded to these SLO/PLO continuous improvement questions:
 • Go to the SLO Completion Report and the PLO Completion Report.
 • Look up your program by division, subject, and program name. There will be a hyperlinked "x" in the column for the year in which you submitted your SLO/PLO assessments.
 • Click on the "x" and you can look up what you submitted as plans for SLO and PLO continual improvements (i.e., your responses to the questions on actions to improve student learning and continuously improve your program).

If you have any questions about how to find your prior assessments, please email the curriculum specialist Meray Aghyarian (maghyarian@chabotcollege.edu).

Question: Please check one of the following boxes to describe how your discipline is doing with regards to plans/actions for improving student learning based on SLO/PLO assessment data.

○ Great! We have made significant progress in implementing our plans to improve student learning and our program.

◉ Good. We have started some actions, but we still have work to do.

○ Not so good. We haven't started yet. Please fill in your plans to address below. (Example fictitious response: "Based on our SLO assessment in Fall 2021, we decided we wanted to build lessons specifically geared towards boosting students' scientific writing skills. But with Covid-19 hitting and having to constantly pivot with online and face-to-face modalities, we just haven't had time to work on the lesson plan. In our discipline meeting this December, we will invite all full-time faculty, part-time faculty and our Dean and we will put together a team to work on the lesson plan.")

[text box]

Q18. **Service Area Outcomes (SAOs)**

Q19. **Context:** At least two Service Area Outcomes (SAOs) should be assessed once every five years. Please take a look at the SAO 2022 Assessment Update Spreadsheet to answer the following.

Question: Please check the statement that best describes your program's/area's SAO assessments.

Q20. From Goals and SLO/PLO/SAO Continuous Improvement Plans to Resource Requests

Q21. **Context:** The basis for Chabot's resource allocation process is grounded in reflections on: 1) PAR goals, 2) plans for improving student learning that are grounded in SLO and PLO assessment results, and 3) SAO assessment results. Please consider what augmentations or new resources might be needed to achieve: 1) your PAR goals, 2) plans to improve student learning, and/or 3) reach SAOs.

Question: Which of your PAR goals, plans for improving student learning, and/or plans for reaching SAOs will need augmented or new resources?
**Note you will still need to enter resource requests into Cognito after submitting your PAR on Qualtrics.

> The PAR goal of a full-time faculty member needs to be augmented - there is one FT ADMJ/Academy Coordinator supporting this program. The program needs help with marketing; since the program is relatively new, most community members are not aware of it or that it can be completed in one year. We need a better onboarding process for PLGL students. We also need more outreach and to establish a structured practical internship program. Technical skills are extremely important for the paralegal position, and can only be obtained with real world experience.

Q22. **Optional: Campus-wide Reflection on Current Issues**
This optional section of the update-year PAR contains question(s) on current issues impacting our campus.

Q40. **Question:** Though slowly improving, Chabot's enrollment is far from reaching pre-COVID-pandemic levels. This impacts our funding. What are your thoughts on how we should respond? (e.g., ensuring smooth process for students from application to enrollment, mass retention campaign, mass marketing, planning for a smaller college, providing in-person/hybrid/hyflex course instruction and service delivery, other?)

> PLGL's enrollment is doing fantastic. We are in need of a FT faculty member to support this program, and FTEF to ensure that enough classes are offered so that students can successfully complete the certificate in one year. We (and counseling) are also in need of a designated Public Safety counselor to cover ADMJ, the Sheriff's Academy, Fire Technology, Fire Academy, Emergency Medical Services, Paralegal Studies Program, and the pending Paramedic Program. Our programs are complex and require someone who specializes in the various requirements/certifications/degrees. Additionally, a marketing push is needed. The College has incredible programs, however, many are unknown. For example, the community is often unaware that Chabot offers a Law Enforcement Certificate and Paralegal Studies Certificate, and they can both be completed within one year. A campus beautification project is also critical for students to physically return. When informally polled in class, students have repeatedly stated that bright colors, native California plants, seating areas, umbrellas, etc would help create an environment that they would seek out. Las Positas is far ahead of Chabot in this area.

Q43. **Question:** As you know, President Cooks assumed the role of Chabot's 10th College President on August 1, 2023. If your program/area could tell President Cooks one thing he needs to know about your program/area, what would it be?

The position of Paralegal is one of the fastest growing career paths/ fields; growth rates are at 8% and climbing. 8 classes/ 24 units allows a student to become a certified paralegal in the state of California (and every other state). We have incredible partnerships pending, including with the California Black Lawyers Association, the San Francisco Paralegal Association, and Best Buy Legal Department. Please help us staff this program (there is no FT faculty member assigned)!

Q24. Thank you for completing the annual update questions for the Fall 2023 PAR! **But WAIT!! You might not be quite done yet...**

Resource Requests: Have you completed all your resource requests? If not, go to the [Resource Requests Form](#) to add or update requests for: contracts and services, equipment; facilities; human resources; professional development, travel and conferences; supplies and software; or technology.

Location Data

Location: [(37.6864, -121.7654)](#)

Source: GeoIP Estimation