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Page 1: Full-Time Faculty Position Form

Q1 Please enter the following:

Department	Paralegal Studies - B&PS department
Position Title	FT PARA faculty

Q2 How will the position support or advance one or more of the goals your department/discipline identified in this year's program review? (200 words or less) (Rubric Criterion 3)

Students need the ABA degree or certificate to be competitive in the job market. Here is a sampling of some job requirements:

Litigation Paralegal
Kennedy & Souza
San Diego, CA (+1 other)
Apply on Learn4Good
8 days ago
Full-time
Litigation paralegal with an ABA paralegal certificate....

Paralegal I-19394210
County Of San Diego
San Diego, CA (+1 other)
Apply on Livecareer Jobs
Over 1 month ago
Full-time
Job Summary The County of San Diego is currently accepting applications for PARALEGAL I This is an excellent opportunity that will provide you the opportunity to learn the technical concepts of the operation of a legal office and work alongside skilled attorneys. Current vacancies are in the Public Defender's Office. This list may be used for future vacancies in other departments. Paralegals in this position must function effectively in a very busy legal office, work under a high degree of autonomy and independence, and demonstrate the ability to be a quick learner to eventually become a generalist in performing a wide variety of duties. Click here to view the complete job description, including minimum qualifications, example of duties, working conditions, etc. Education and/or Experience Completion of an American Bar Association approved...

Here is a listing from the ABA guidelines as to the duties required of the Program Director to retain ABA approval:

G-402A full-time member of the faculty or the administration of the institution must be responsible for the direction of the program.

A.The institution must ensure that the total time and effort devoted to program leadership are adequate to accomplish the following functions that relate to Guideline requirements:

- 1.Defining major program objectives;
- 2.Representing the program throughout the administrative and academic structure of the institution;
- 3.Determining the financial needs and formulating the program budget;
- 4.Attracting, selecting, and retaining qualified faculty and encouraging faculty professional development;
- 5.Advising program students;
- 6.Assuring the proper organization and operation of the advisory committee;
- 7.Maintaining liaison with the legal, paralegal, and paralegal education communities
- 8.Identifying and responding to the occupational and educational needs of the community;
- 9.Arranging and monitoring internships, if offered;
- 10.Handling career efforts or coordinating efforts with the central career office;
- 11.Evaluating the adequacy of the library/information resources;
- 12.Coordinating the educational program; and
- 13.Evaluating the overall program, including regular assessment of the extent to which a program is meeting its stated goals and objectives as required in G-301.E

.B. These functions may be divided among two or more persons as appropriate to the institutional setting and the program enrollment.

Q3 How will this position specifically support or advance one or more of the College's four strategic priorities? Acceleration Guided Student Pathways Student Validation and Engagement Organizational Health (200 words or less) (Rubric Criterion 4)

Acceleration is not part of this program. This is a CTE program with an emphasis on preparing students for the legal job market.

The program is being redesigned to create legal specialty pathways in online electives for the students. This allows them to determine the specialty area of the law in which they wish to concentrate and proceed to their degree and the job market. They will have more flexibility in applying for traditional civil litigation offices or boutique law offices. The anticipated completion of the redesign is 7/2020. The program director can then give more help to each student as they plan their legal specialty path.

PARA students do not turn to counseling or the career center for help in creating their educational plan or their career plans. They turn, primarily, to the program director. The program director has ties to the legal community, to the ABA, to the American Association for Paralegal Educators, and the San Diego Paralegal Association. A non-lawyer will not have these ties and will have a very difficult time establishing them. As the PARA program has its own GE package, Counseling and Evaluations turn to the program director for assistance in modifications of major or the transferring of courses from other institutions.

Outside accreditation says to the community that this institution is producing students with a high quality of specialty education that complements the excellent general education already supplied by the college at large. This is good for the organization as a whole.

Q4 Describe why this position is essential to your program and/or service area and how it will improve student learning and achievement. (200 words or less) (Rubric Criterion 3)

Student achievement is already near the college's success goal of 77%. The new specialty tracks and an increased emphasis on writing and communication skills should easily bring this up to the college's goal within the time frame suggested.

Southwestern College's Paralegal Program just received its ABA approval. That brings a third community college in San Diego County with a PARA program. While Southwestern is primarily focused on bi-lingual courses, it will no longer be bleeding students to Cuyamaca or Miramar.

The Employer Focus groups required by the ABA on a biannual basis show the need for students with strong communication skills and a solid legal background. We believe that our program continues on track to accomplish these employment requirements and retain enrollment.

But, breaking up the duties of this program between a FT administrator or a non-lawyer FT instructor will not accomplish these objectives. Even hiring a PT PARA instructor to do some of the duties listed above, specifically 1. and 3-13, cannot be done effectively. This will defeat student learning and achievement despite the best efforts of the PT instructors.

Q5 How has the lack of this position impacted your program and/or service area? What will be the impact to the program and/or service area if this position is not filled? (150 words or less) (Rubric Criterion 3)

This will be a replacement for the FT PARA faculty retiring in 7/2021.

It must be kept in mind that this program must give to the ABA an interim report every 3 years and a full re-approval report every 7 years followed by a visit from the ABA site team. Data is collected every semester regarding graduate employment. Employer focus groups must be held every other year. Faculty's professional development and continuing education credits must be kept tracked on a yearly basis. The Advisory Committee must meet two times a year. Program faculty must meet 2 times a year and minutes reported to the ABA. Significant program changes must be reported to the ABA as they occur. There is a student organization that requires an advisor. The director must work with the LRC regarding the legal collection. The ABA wants programs to seek articulation of its courses with four year institutions on a continuing basis. And, one individual must be tasked with keeping abreast of any changes the ABA makes as it happens.

Q6 Has there been or is there any evidence to demonstrate that there will be an increase in demand for your programs and/or services? Please discuss supporting data from recent semesters. For example, enrollment trends, waitlist pressures, or wait time for appointments and support services as they apply to this position. (150 words or less) (Rubric Criterion 2)

This is a highly specialized CTE program. Every program director in San Diego County at Miramar, Southwestern, USD and UCSD are full time hires. All have Juris Doctorates.

There is a level of credibility a JD brings. Students want instructors who know the "real" legal world. The legal community wants to know the individual who is asking them to take the program's interns or hire the graduates. The professional associations are accustomed to dealing with a PARA faculty member who can speak about the program and the college as a whole. A FT administrator does not have the legal credentials. A PT faculty member generally does not know the college as a whole and how the program fits in the institution.

All PT faculty in this program are active attorneys or judges with the exception of one retired attorney who teaches one class once a year. These faculty members have their professional lives outside of their courses. To ask one of them to step up to work permanently part time with a FT administrator or other FT non-lawyer faculty is asking a lot and may not be possible.

Enrollment continues to be on track. Classes are scheduled and students given 2 years notice of the scheduling so there are no wait lists. The FT instructor is available for appointments for students and other PARA faculty members.

Q7 Is this a new position, replacement for a retirement/upcoming retirement or replacement for internal promotion (faculty to administrator), or replacement for other circumstances? Please explain. (100 words or less) (Rubric Criterion 3)

This will be a replacement for the FT PARA faculty retiring in 7/2021.

Q8 Please confirm that you have discussed this faculty position request with the Division Dean and that you understand that Division Deans will be providing feedback to help inform the prioritization process.

Yes, I have discussed this position request with the Division Dean