

**CENTRAL NEW MEXICO COMMUNITY COLLEGE
ASSESSMENT CYCLE PLAN**

Due to SAAC by October 15 following new program approval or at the end of the prior cycle plan

Cycle Plan Years and Contact Information:			
<u>2015-2019</u>	<u>Renee Barela-Gutierrez</u>	<u>rbarelagutierr@cnm.edu</u>	<u>505-224-3854</u>
Cycle Years	Contact Person	Email	Phone Number

Subject of the Assessment:		
Program: <u>Paralegal</u> <input checked="" type="checkbox"/> Certificate <input type="checkbox"/> AA <input type="checkbox"/> AS <input checked="" type="checkbox"/> AAS	Gen Ed Area: _____ Applicable to: <input type="checkbox"/> AA/AS <input type="checkbox"/> AAS	Discipline Area: _____

Plan Description:
Assess the learning outcomes in the courses which measure the program outcomes; assess two or three classes; two or three program learning outcomes per reporting period.

Critical Thinking and Life Skills/Teamwork Development within Programs:
a) Please describe how Critical Thinking assessment is embedded within your program assessment. b) Please describe how Life Skills/Teamwork assessment is embedded within your program assessment.
a) Evaluation tools measure ability and to what extent the student is able to understand the fundamental concepts of the course.
b) Practical projects, hypotheticals and practice situations are used to emphasize the importance of teamwork and practical skills.

Student Learning Outcomes:	When Measured:	Where Measured:	How Measured:
1. Understand the various functions and roles of a paralegal in a variety of legal specialty areas	Fall 2015 Spring 2016 Fall 2016 Spring 2017	1. PL 1110 Intro to Paralegal Studies 2. PL 2095 Cooperative Education 3. PL 2098 Internship	1. Course Exam - Internal Direct 2. Assessment Exam (SAAT) - Internal Direct; Employer Evaluation (Form 6) External Indirect 3. Assessment Exam (SAAT) - Internal Direct; Employer Evaluation (Form 6) External Indirect
2. Have knowledge of substantive and procedural law and the legal system	Fall 2015 Spring 2016 Fall 2016 Spring 2017	PL1130 Torts PL2120 Civil Litigation PL2130 Criminal Litigation PL 2095 Cooperative Education PL 2098 Internship	1. Course Exam – Internal Direct 1. Trial Notebook – Internal Direct 1. Course Exam – Internal Direct 1. Assessment Exam (SAAT) - Internal Direct 2. Employer Evaluation (Form 6) – External Direct 1. Assessment Exam (SAAT) - Internal Direct 2. Employer Evaluation (Form 6) – External Direct
3. Have knowledge of the ethical responsibilities affecting paralegals and attorneys with emphasis on the prohibitions against unauthorized practice of law	Fall 2017 Spring 2018 Fall 2019 Spring 2019	PL 1120 Law and Ethics PL 2095 Cooperative Education	1. Course Exam – Internal Direct 1. Assessment Exam (SAAT) - Internal Direct 2. Employer Evaluation (Form 6) – External Direct

		PL 2098 Internship	<ol style="list-style-type: none"> 1. Assessment Exam (SAAT) - Internal Direct 2. Employer Evaluation (Form 6) – External Direct
4. Master effective communication skills: oral, interpersonal, and written	<p>Fall 2017 Spring 2018 Fall 2019</p> <p>Spring 2019</p>	<p>PL2160 Law Office Management</p> <p>PL 2095 Cooperative Education</p> <p>PL 2098 Internship</p>	<ol style="list-style-type: none"> 1. Course Exam – Internal Direct 1. Assessment Exam (SAAT) - Internal Direct 2. Employer Evaluation (Form 6) – External Direct 1. Assessment Exam (SAAT) - Internal Direct 2. Employer Evaluation (Form 6) – External Direct
5. Demonstrate proficiency in using technology, including legal research skills	<p>Fall 2017 Spring 2018 Fall 2019</p> <p>Spring 2019</p>	<p>PL 2230 Computerized Legal Research</p> <p>PL 2095 Cooperative Education</p> <p>PL 2098 Internship</p>	<ol style="list-style-type: none"> 1. Course Project – Internal Direct 1. Assessment Exam (SAAT) - Internal Direct 2. Employer Evaluation (Form 6) – External Direct 1. Assessment Exam (SAAT) - Internal Direct 2. Employer Evaluation (Form 6) – External Direct