



Paralegal Program Review Conducted 2007-08

Academic program review is central to the college's overall planning and assessment process. All academic programs are reviewed annually. Programs include academic units that offer certificates and degrees (i.e. nursing).

The accelerated academic program review process is designed to provide each program area with timely information to assess the strength and weaknesses of program areas. Follow-up reports are made only if an area is determined to be below the college's acceptable threshold.

Areas in Compliance:

FTSE Trend
Average Class Size
Retention

Areas out of Compliance:

No areas out of compliance

Follow-up Status:

No follow-up report required

Threshold Criteria Definition

Accelerated Program Review Thresholds and Required Actions

FTSE:

- A positive fiscal five year trend **requires no action**;
- Flat or negative fiscal five year trends

Pearson r of 0 to $-.59$ **no action is required**

Pearson r of $-.60$ to -1.00 **follow-up action plan to improve FTSE must be submitted to the Verde Valley Campus Executive Dean.**

Annual Program Summary:

- Average class size is 12 or higher then **no action is required**;
- Average class size below 12 for the most recent academic year **requires follow-up action plan to address increasing average class size must be submitted to the Verde Valley Campus Executive Dean.**

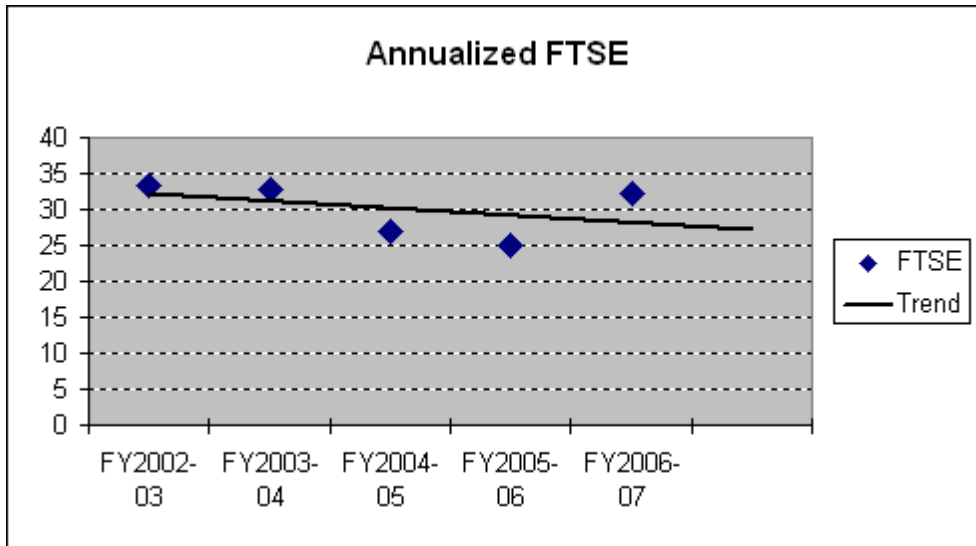
Enrollment and Retention Summary:

- Retention figures of 80% or higher for the most recent fall and spring semesters **require no follow-up action**
- Retention figures between 75% and 79% indicated that the program area is below the college average of 80% and efforts to increase retention should be explored; however, **no formal follow-up action is required**
- Retention figures below 75% **require the submission of an action plan to increase retention be submitted to the Verde Valley Campus Executive Dean**

Paralegal Accelerated Program Review Academic Year 2007-08

Paralegal FTSE

Term	FY2002-03	FY2003-04	FY2004-05	FY2005-06	FY2006-07
Fall	29	28	21	19	30
Spring	27	28	22	22	29
Summer	5	5	5	4	2
Short	0	0	0	0	1
OEOE	0	0	0	0	0
Annualized	33	33	27	25	32



Average Growth Rate per Year

-1.01

Pearson Coefficient (r)

-0.41

Paralegal Annual Summary

Academic Year	2002-03	2003-04	2004-05	2005-06	2006-07
Number of Sections	27	23	21	24	26
Average Enrollment	13.0	14.8	14.5	11.5	13.4
Percent Capacity	58%	60%	55%	41%	49%
Total Registrations	350	341	304	276	349

Open Entry and Independent Study courses excluded.

Based on Census Day (Final day for Summer).

Slave courses merged with Master course.

COURSE ATTRITION SUMMARY
Paralegal PROGRAM

TERM	COUNT	CREDITS	ENROLL	DROPPED	WITHDREW	CURRENT
FALL 2002	15 Courses Total	43	210	45	46	119
SPRING 2003	24 Courses Total	63	190	22	32	136
FALL 2003	15 Courses Total	44	190	30	51	109
SPRING 2004	19 Courses Total	48	206	25	41	140
FALL 2004	17 Courses Total	45	183	34	50	99
SPRING 2005	19 Courses Total	47	164	18	21	125
FALL 2005	19 Courses Total	49	184	52	34	98
SPRING 2006	19 Courses Total	49	189	39	21	129
FALL 2006	20 Courses Total	51	238	59	23	156
SPRING 2007	22 Courses Total	55	226	40	26	160

FALL 2002	Retention	72%
SPRING 2003	Retention	81%
FALL 2003	Retention	68%
SPRING 2004	Retention	77%
FALL 2004	Retention	66%
SPRING 2005	Retention	86%
FALL 2005	Retention	74%
SPRING 2006	Retention	86%
FALL 2006	Retention	87%
SPRING 2007	Retention	86%

Retention is calculated as: $\text{Current Headcount} / (\text{Enrolled} - \text{Dropped})$

Mazmanian, Diane

From: ruth_harrison@yc.edu
Sent: Thursday, May 01, 2008 11:54 AM
To: sean@yc.edu; alexandra_helm@yc.edu; tom_schumacher@yc.edu; tom_hughes@yc.edu; diane_mazmanian@yc.edu; ruth_harrison@yc.edu
Subject: Yavapai College » An Online Form Has Been Submitted

Form Name	Accelerated Academic Program Review (Verde)
FTSE Met?	Yes
Pearson Coefficient	---
Average Class Enrollment Met?	Yes
Average Class Size	---
Retention Threshold Met?	Yes
Retention Percentage	---
Assessment Regularly Conducted?	Yes
Curriculum Reviewed This Year?	Yes
Curriculum Compliant with Standards?	Yes
Advisory Meetings Held?	Yes
Recommendations (Optional)	The Advisory Committee, Faculty and OPI are working with the Paralegal Program Director to develop a new Paralegal Program pamphlet and new marketing/recruitment strategies to work toward increasing the Program's annual enrollment (FTSE and class size). In addition, faculty will be participating in a Summer Retreat to conduct its annual review of curriculum/course outlines and work on the 2008/09 Outcomes Assessment Plan as well as discussing and developing departmental retention strategies.
Department or Program Name	Paralegal Program
Electronically Signed By	mharriso (Maryann Harrison)
Email Address	ruth_harrison@yc.edu
vtext	"Yavapai"

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