

BERGEN COMMUNITY COLLEGE

Assessment Report for (Department and/or Program):

Paralegal and Legal Nurse Consulting Programs / Legal

Academic Chair:Prof. Lawrence A. Joel

Assessment Period:2011-2013

Submitted by:Prof. Lawrence A. Joel

1. Intended Outcome (Goal):

- A. Legal Research and Writing - Students will be able to apply the professional practical skills in their technique of legal research as it pertains to legal memoranda and/or legal brief drafting
- B. Computer Applications to the Law and Legal Research - To ensure that students have up-to-date skills in law office technology including the use of computers for word processors and computer assisted legal and non-legal research.

Note: These departmental/program intended outcomes are intended to be in compliance with ABA guidelines and corresponds with the program goals as stated and published by the BCC Paralegal & Legal Nurse Consultant Programs.

2. General Education Requirement(s) to which the intended outcome relates:

Intended Outcome A:

Communication – Written and Oral Communication – Students will communicate effectively in both speech and writing.

Technology - Technological Competency and Information Literacy – Students will use computer systems or other appropriate forms of technology to achieve educational and personal goals.

Ethical Reasoning and Action – Students will understand ethical issues and situations.

Intended Outcome B:

Communication – Written and Oral Communication – Students will communicate effectively in both speech and writing.

Technology - Technological Competency and Information Literacy – Students will use computer systems or other appropriate forms of technology to achieve educational and personal goals.

Ethical Reasoning and Action – Students will understand ethical issues and situations.

3. Section(s) of the Strategic Plan to which the intended outcomes relate:

Intended Outcome A:

Goal 1 – We will improve student engagement and student success

1.1 Take steps to increase student retention and student progression through academic programs.

Goal 2 – We will promote a fully engaged and empowered faculty, staff and administration who are firmly committed to the success of our students and to fully realizing the College’s mission.

2.2 Build community, and improve two-way communication on campus through the development of interdepartmental and cross-disciplinary collaborative projects, electronic discussion boards, and dialogues processes.

Goal 3 – We will expand and improve our key programs and processes.

3.1 Renew academic programs and develop new credit and non-credit programs and classes to meet career and workforce needs, the demands of the new economy, and changing demographics.

Intended Outcome B:

Goal 1 – We will improve student engagement and student success

Goal 2 – We will promote a fully engaged and empowered faculty, staff and administration who are firmly committed to the success of our students and to fully realizing the College’s mission.

Goal 3 – We will expand and improve our key programs and processes.

4. Means of assessment, sources of data, and desired result:

Intended Outcome A

i. Projects – Legal research projects to include the requirement of: (a) drafting of legal memoranda; and/or (b) legal briefs.

ii. Faculty will use an agreed upon rubric for each project. A required course in the middle of the Programs shall be selected for such assessment - ie. Paralegalism and Legal Procedures which is required for the Paralegal and Legal Nurse Consultant Programs. This course also is required after basic legal research and writing skills and ethics instruction and during and/or after computer assisted legal research skills are obtained. The assessment rubric for the relevant assignments will be graded on the basis of 100 percentage points. The goal is to have 75 percent of all students achieve at least 70 percentage points or higher according to the rubric grading criteria.

See attached rubric.

Intended Outcome B

i. Certification in Computer Assisted Legal Research Subscription Service: Students will take Westlaw online certification examinations during class lab period and achieve a passing score (70% or above) to obtain Westlaw Paralegal Proficiency in varied areas of legal research.

ii. Projects: Legal research projects to include the requirement of: (a) legal and factual research on the internet and use of word processing programs. Faculty will use an agreed upon rubric for each project. A required course in the middle of the Programs shall be selected for such assessment - ie. Computer Assisted Legal Research which is required for the Paralegal and Legal Nurse Consultant Programs. This course also is required after basic legal research and writing skills and ethics instruction. The assessment rubric for the relevant assignments will be graded on the basis of 100 percentage points. The goal is to have 75 percent of all students achieve at least 70 percentage points or higher according to the rubric grading criteria.

See attached rubric.

5. Summary of Results:

6. Recommendations for improvement:

Bergen Community College
Paralegal Studies & Legal Nurse Consultant Programs
Computers and the Law/Computer Assisted Legal Research Rubric (Grading and Analysis)

	OUTSTANDING	PROFICIENT	AVERAGE	BELOW AVERAGE
TECHNICAL (15%)	<ul style="list-style-type: none"> • Clear navigation • Providing of all data in electronic form verifying all resources and research • Contents are free from grammatical, spelling errors • Converted to CD or emailed as PDF 	<ul style="list-style-type: none"> • Clear navigation • Providing of some data in electronic form verifying of some resources and research • Few grammatical, spelling errors • Converted to CD or PDF 	<ul style="list-style-type: none"> • Difficult to navigate • Providing of limited data in electronic form verifying limited resources and research • Numerous grammatical, spelling errors • Converted to CD or PDF 	<ul style="list-style-type: none"> • Un-navigable • No data in electronic form verifying no resources and research • Numerous grammatical, spelling errors • No conversion to CD or PDF
REQUIRED ITEMS (25%)	All required items are included with a significant number of additions	All required items are included with a few additions	All required items are included	A significant number of items are missing
ORGANIZATION (30%)	Well organized. Student has demonstrated a unique and/or imaginative approach to designing and organizing the portfolio.	Well organized. Student has demonstrated significant effort to personalize the material.	Organized. Student has shown some evidence of personalization of the material.	Not organized. Student has made little or no effort to personalize the material, but relied primarily on cutting and pasting.
CONCEPTS (30%)	Items clearly demonstrate that the learning goals have been achieved. Student has a significant understanding of the concepts taught in this course.	Items clearly demonstrate that most of the learning goals have been achieved. The student has a general understanding of the concepts taught in this course.	Items demonstrate that some of the learning goals have been achieved. Student has gained some understanding of the concepts taught in the course.	Items do not demonstrate that learning goals have been achieved. Student has limited understanding of the concepts taught in this course.