



PROGRAM REVIEW

A PROCESS FOR
SELF-EVALUATION
AND
CONTINUOUS IMPROVEMENT

LEGAL STUDIES
DEPARTMENT

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DESCRIPTION OF PROGRAM REVIEW

Bergen Community College strives to be a dynamic learning community that supports collaboration, diversity, and student success through quality programs and enthusiastic teaching, learning, and serving. The program review process is designed to ensure excellent educational programs that address student and community needs. It will be helpful to focus on where the program is now from a variety of perspectives, where do we want the program to be, and how and when does the program reach that point.

The purpose for program review is to:

- Provide quality programs through peer review and self-evaluation
- Encourage systematic collection and review of student learning assessments and effectiveness measures
- Ensure that the program meets its stated mission and addresses the strategic directions of the college
- Recognize and celebrate achievements and successes
- Identify and address concerns and difficulties
- Address and fulfill accreditation requirements

Elements of the process include:

- Faculty leadership
- Flexibility in defining areas to be assessed
- Support provided by Office of Institutional Research
- Recommendations based on quantitative and qualitative data
- A continuous improvement cycle whereby the recommendations and action plan for one cycle are addressed in the next cycle
- Sharing and communication of the program review summary and action plan with others at the college

A program review team should consist of an appropriate combination of the following members:

- A Team Chair, typically the department chair or a faculty member appointed by the Divisional Dean in consultation with the Vice President of Academic Affairs
- The program director/coordinator, if applicable
- Designated faculty and staff from the area, appointed by the Team Chair in consultation with the Divisional Dean
- Adjunct faculty and/or part-time staff as appropriate, appointed by the Team Chair in consultation with the Divisional Dean
- Staff from other areas as appropriate, appointed by the Team Chair in consultation with the Divisional Dean
- A faculty member from another division, as appropriate, chosen by the Team Chair in consultation with the Divisional Dean
- The Divisional Dean

- External Reviewer selected by the Divisional Dean based on recommendations from the Team Chair
- Vice President of Institutional Effectiveness, ex officio
- Vice President of Academic Affairs, ex officio

Examples of programs are:

- A group of courses that result in a certificate or degree (e.g. A.S., A.A., A.F.A., A.A.S., CERT, C.O.A.)
- Transfer programs, as well as sequences of courses taken for transfer to the university (e.g. EBS or Developmental Math sequence, business transfer courses)
- Individual courses or a sequence of courses or combinations of courses (e.g. communication courses, college math sequence, performing arts program)
- Special programs (Honors, Service Learning, Library, Counseling)
- Others

The process will involve the following steps:

- Identify the Team Chair and team members for program review
- Hold a team meeting to review purpose, process and end product
- Collect qualitative and quantitative data and other pertinent documents
- Review the data, reflecting on the purposes for program review
- Complete the program review report and submit it to the Vice President of Academic Affairs, who can accept it or request an interim report if the information provided is incomplete or unclear
- Present summary of program review data and conclusions at a public forum

Timeframes for program review will be:

- Every five years for most programs
- More often for programs where specific issues have been identified and where interim reporting may be necessary

A suggested timeline for a specific program’s review is provided below. The Team Chair may modify the number of meetings according to the needs of the program.

Identify programs to review for the next academic year
 and identify team chairs by September
 Orientation for team chairs..... October 17, 2013
 First team meeting to focus on process by 2nd week in November
 Second team meeting to review standard data sets by 2nd week in December
 Third team meeting to review data from other sources
 and determine if more data is needed by 2nd week in February
 Fourth team meeting to formulate recommendations and
 begin writing results by 2nd week in March
 Fifth team meeting to prepare draft by 2nd week in April
 Final report completed by 4th week in May
 Presentation to division in Fall 2014 Semester

Presentation at a public forum in Fall 2014 Semester

Bergen Community College

PROGRAM: LEGAL STUDIES PROGRAMS

**PROGRAM REVIEW TEAM: PROF. LAWRENCE A. JOEL, ASST. PROF. LOUIS CIRRILLA and
ASST. PROF. LISA MAYER**

DATE OF THIS REPORT: JULY, 2014

PERIOD OF YEARS BEING REVIEWED: 2008-2013

OVERVIEW

This self-evaluation report is intended to supplement and be read in conjunction with the self-evaluation report of the Bergen Community College Report and Exhibits submitted to the American Bar Association for Re-Approval of the Legal Studies Programs. The Legal Studies Programs at Bergen Community College were re-approved without conditions by the ABA House of Delegates in August, 2013 for a period of seven years. For the purposes of this report and for the benefit of the American Bar Association specific compliance rules have been reference in accordance with the ABA Approval Guidelines.

MISSION STATEMENT

BERGEN COMMUNITY COLLEGE LEGAL STUDIES DEPARTMENT

The Bergen Community College Legal Studies Program's mission is to provide legal education to all students interested in legal studies and produce professional, practical, and ethical legal professionals, with a commitment to the legal and local community. The programs are designed to provide students with the knowledge, skills and attitudes they need to become competent professional legal professionals working with and under the supervision of lawyers while adhering to the Rules of Professional Responsibility. The training provided to these motivated students includes a dedication to the following: continuing professional and intellectual education, adaptable and updated technical skills, an understanding of the law, the legal and paralegal professions, and the legal process, competence in legal research and writing, problem analysis, and critical thinking, awareness of ethical, moral, and social issues that contain legal implications, knowledge and promotion of the standards of conduct expected of the legal profession, advancement of the paralegal profession, including the economical, ethical, and efficient delivery of high-quality legal services, the law and the welfare of the community—legal, local, national and worldwide. The credit programs prepare graduates to perform a significant role in the delivery of legal services. The department values personal fulfillment and professional development that results from lifelong learning. Classes, workshops, seminars, and student clubs are developed and offered that respond to the needs of prospective, current, and graduate students, as well as to practicing legal professionals, the legal community, and other interested individuals.

PROGRAM GOALS

The following specific program goals and objectives are published in the college catalog and program brochure, on the college website and program bulletin board.

1. To provide students with a balanced and varied knowledge in a range of substantive legal fields and practical skills that are necessary to enter the work force as a paralegal or legal nurse consultant.

2. To train students in the application of practical skills including the techniques of legal research, practice and procedure, investigation, interviewing, drafting of documents, motions and pleadings and other practical skills needed for an array of potential positions in the public, private and corporate law sectors.
3. To promote the appreciation of and adherence to ethical practice and professional responsibility as a paralegal and legal nurse consultant.
4. To prepare students to understand the legal environment and work under the supervision of lawyers in the private and public sector.
5. To provide students with a general education that includes exposure to several major areas (Humanities, Mathematics, Social Science and Natural Science) and develops communication, quantitative and analytical skills and knowledge to advance their intellectual and personal growth.
6. To provide a program that responds to the needs of the legal community and promotes the economical and efficient delivery of legal services through paralegals and legal nurse consultants working under the supervision of attorneys.
7. 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.

SUMMARY OF SIGNIFICANT DEVELOPMENTS SINCE LAST PROGRAM REVIEW

The ABA Site Team chaired by Ellen M. O'Donnell, J.D. visited Bergen Community College on November 7 – 8, 2005. The following narrative represents the conclusions and recommendations of the American Bar Association Site Visit Report Regarding Application for Reapproval. Responsive Action is indicated after each recommendation.

CONCLUSIONS AND RECOMMENDATIONS

Bergen Community College has sound Paralegal Studies and Legal Nurse Consultant Programs. Under the dedicated and capable leadership of Lawrence Joel, the programs have the support of students, faculty, advisory board, and administration, and are well respected in the legal community. **The site team recommends reapproval of the programs and makes the following recommendations to further strengthen the Paralegal and Legal Nurse Consultant Programs:**

1. The program has well-defined goals; however, they must be published in the Paralegal and Legal Nurse Consultant brochures and on the program website. (G-201A, G-501A.) (The Program Director provided the team with a letter stating that the goals will be included on the website and in the next printing of the brochures.)

Response: The Bergen Community College Paralegal & Legal Nurse Consultant Programs have integrated Program Goal(s) with all program brochures. Furthermore, the Program Goals are now published on the program website and in the Bergen Community College Catalog as well as posted on the Paralegal and Legal Nurse Consultant bulletin board.

2. The Program should consider revising either the composition of the advisory board and/or meeting schedule to improve attendance at advisory board meetings. (G-203)

Response: The composition of the advisory board has been revised and alternate times for meetings have been tried to improve the attendance at advisory board meetings.

3. The College should review its resource allocation to ensure that the program director has adequate time and support to accomplish the leadership functions required in the Guidelines.(G-201, G-402A)

Response: The College has assisted the Program Director in resource allocation to ensure the Director has adequate time and support to accomplish the leadership functions required in the Guidelines. The College has provided administrative assignment compensation to the Director for the preparation of this Reapproval Report. This action has been ratified and approved by the President of the College, Dean and Academic Vice President which are the direct supervisors of the program Director. Furthermore, the College is providing secretarial support through the School of Business, Social Science and Public Service and each individual department of the College provides specific support within the department's area of expertise (ie. library, counseling, registration, special services, transfer services, cooperative education and career placement, etc.). the Student Services Office provides financial support and assistance for student club activities.

4. The College should continue to support full-time and part-time faculty in their professional development as teachers, including attendance at paralegal education conferences. (G-205 B, G-401F)

Response: The College has provided the funding for faculty members to participate in professional development conferences such as Aafpe and functions of the New Jersey (NJSBA) State Bar Association and Legal Assistants of New Jersey (LAANJ). The College has also established a full-time position of Faculty Development Coordinator. All members of the Paralegal and Legal Nurse Consultant Faculty are encouraged to participate in the Faculty Development Series at the College. Furthermore, the College has established an extensive Faculty Development Program based upon technology. The Center for Instructional Technology (CIT) provides extensive faculty development opportunities and private instruction of which legal program staff members have participated.

The Paralegal and Legal Nurse Consultant Programs have also been provided with support by the varied College offices in providing faculty development meetings and seminars twice a year before or after each legal studies faculty meeting.

5. The institution should continue to provide the financial and promotional support for the Legal Nurse Consultant Program, which according to the faculty and advisory board, addresses a need in the community. The program should review the requirements for the Legal Nurse Consultant Program, the scheduling, and methods of delivery of courses to ensure that the students can graduate in a reasonable length of time. (G-205A)

Response: The Program and Institution coordinated a Legal Nurse Consultant Program Open House in January, 2007. Advertisement was funded by the BCC Office of Public Relations. Program issues have been discussed extensively at advisory board meetings. Program Director has met with Dean and Academic Vice President to address specific needs of the Legal Nurse Consultant Program. Research, survey and investigation was conducted to determine the feasibility of a Legal Nurse Consultant Certificate Program. The College Administration fully supported and facilitated the program modification from an AAS degree to a certificate program. The College Public Relations Department supports the program through press releases, brochures, website exposure (including banner ads) and open houses.

6. The faculty, students, and graduates indicated that the legal specialty courses included practical paralegal assignments that develop job competencies; however, the assignments need to be described more fully in the syllabi. (G-301 B3)

Response: Syllabi have been modified to more fully describe practical paralegal assignments.

7. The program must have a more organized plan for evaluation and review. Assessment of graduates, employers, students, and the legal community must be ongoing. Although, the College assesses each of these areas, the timing and organization of the data needs improvement. The survey instruments should be revised to elicit more useful information. Follow-up should be done to increase the response rate and all results should be tallied and available. (G-301E)

Response: Assessment and review is now being conducted on a systematic basis by the program Director and Office of Research and Planning. Furthermore, the Paralegal and Legal Nurse Consultant Programs are participating in a College-wide annual assessment plan which is overseen by College assessment liaisons. Program goals are established, assessment means created, data collected, evaluated and reported. Modifications to courses and/or programs are made in accordance with the assessment findings. Survey instruments have been revised and follow-up measures have been taken to ensure greater response rate.

8. The program must have written summaries analyzing the assessment results and the program director must share the results with faculty, advisory board, administration, and others as appropriate for the improvement of the program.
(G-301 F)

Response: The Program has coordinated written summaries in institutionalized assessment requirements analyzing the assessment results and these results have been shared with the faculty, advisory board, administration and others as appropriate for the improvement of the program.

9. *Fundamentals of Law* does not qualify as a legal specialty course under the Guidelines because it does not emphasize practical paralegal skills. (G-302 I)

Response: *Fundamentals of Law* has been modified to integrate and emphasize practical legal skills.

10. The program must have a limit on the number of legal specialty credits that can be earned through transfer. (G-302 I) (The Program Director provided the site team with that policy.)

Response: The program has established a limit on the number of legal specialty credits that can be earned through transfer. The limit has been established at six (6) credits and this policy was furnished to the site team. The College transfer coordinator has been informed in writing of this transfer policy and all legal specialty transfer evaluations are coordinated with the assistance of the Program Director.

11. More thorough minutes should be taken at Advisory Board and faculty meetings to reflect the discussions, concerns, suggestions of those bodies. (G-401)

Response: Advisory Board and faculty meeting minutes have become more thorough to reflect the discussions, concerns and suggestions of these bodies.

12. The program must maintain accurate and substantially complete placement records within six months of graduation. The current records do not show titles of graduates. The program must improve the tracking of students continuing their education, including the school and major.(G-502D)

Response: The program has coordinated a system to monitor and coordinate records of the placement and title of graduates within six months of graduation including the tracking of students continuing their education (with school and major). The director coordinates these records with the assistance of the Office of Research and Planning and the Office of Cooperative Education and Career Placement.

13. The program should provide the students with an opportunity to voice their concerns and suggestions through regular mechanisms; the program needs to continue to address their concerns, e.g. scheduling of classes, assignment and cost of workbooks and texts, and concerns about faculty. (G-502 (b) E.

Response: The Program Director, Department Chair, Dean, Academic Vice President and President's Office provide institutional and informal mechanisms for students with the opportunity to voice their concerns. The Paralegal/Legal Nurse Consultant Council provides an electronic newsletter to the Program students which also provides suggestion and comment from the Programs and the Director. The College also provides open advisement and counseling centers for each student at the College. Professors are required to provide office hours and adjunct instructors are available on an as needed basis outside the classroom with or without the assistance of the Program Director. Personal meetings, virtual advisement and telephonic advisement and counsel is provided by the Program Director and others as is appropriate.

The following data reflects our Legal Studies Programs and the changes and/or status of the programs:

Type of Program Option <i>(i.e., BA/BS; AAS/AA/AS; MA/MS; Certificate [Specify type, such as post-baccalaureate]; Minor, etc.)</i>	Name of Program Option <i>(i.e., Paralegal Studies, Legal Studies, Nurse Paralegal, Legal Nurse Consultant, etc.)</i>	Date Students First Admitted To Option	Date Option Approved by ABA <i>(If not approved as part of your initial approval)</i>
AAS	Paralegal Studies	9/1998	
Certificate	Legal Nurse Consultant	9/2008	8/2008

Legal Nurse Consultant Certificate Option was approved by the American Bar Association Standing Committee on Paralegals in August, 2008. Appropriate Substantive Change Form for New Program Options were submitted to the American Bar Association Standing Committee on Paralegals at such time.

The Legal Nurse Consultant AAS Degree was terminated effective Spring, 2009. Appropriate notification and Cessation of Program Option forms were provided to the American Bar Association Standing Committee on Paralegals.

FOCUS ON STUDENTS

Demographics

The demographics of the students enrolled reflect the main communities in which BCC serves. There is diversity in age, religion, disability, race, ethnicity and a recent surge of enrollment of male students who traditionally comprised approximately 10% of the enrolled students. There is also a number of students who are veteran's of the US armed forces and others receiving unemployment re-training benefits. Enrollments have stayed rather consistent over the past 10 years with steady increases from year to year. The strong enrollments appear to be at or exceeding national trends for other legal studies programs.

Student Satisfaction

A student satisfaction survey is taken each year. The results are unanimously positive of the program and institution as a whole. Transfer surveys are also taken of the students. About one half of the program students are continuing their educations at other colleges or universities and the other half are entering the workforce with the training received from the BCC Legal Studies Programs.

Learning Outcomes Assessments

The Legal Studies goals and assessment plans act both within an institutional plan and independently.

The formal institutional assessment plan cycle occurs in two (2) year cycles. This plan is reevaluating this cycle and may perhaps modify the assessment cycle to a one and one-half (1 ½) year term. The goals in the formal assessment plan coincide with the programs state goals. During the assessment cycle, goals are stated, data is collected and the assessment results reviewed. Modification and/or improvement is recommended based upon the outcome. The program is evaluated based upon its performance and assessment in meeting the stated objectives/goals.

Furthermore, the Program independently collects data and coordinates surveys for program improvement. There is an organized plan for evaluation and improvement of the program as evidenced by (1) the annual survey of graduates and their employers by the Bergen Community College Office of Institutional research; (2) the Director's observations and consultations with students and employer at their work site during the 179 hour internship; and (3) the Director's written survey of student employers as part of the internship.

The Program regularly confers with the local bar association and bar members and legal workplace personnel and attorneys on the advisory board to determine the needs and be provided with assessments in the legal workplace environment. The Program also regularly addresses the concerns and trends in the legal community as it relates to Paralegals and Legal Nurse Consultants in the Program's advisory board meetings which have as its members, many legal, paralegal, nursing and legal nurse consulting members.

The students evaluate all full-time and adjunct faculty in the College. A college-wide task force charged by the Dean and consisting of a broad spectrum of faculty has implemented a program developing this qualitative and quantitative survey for students to evaluate faculty. A student evaluation of faculty is administered in all courses taught by adjunct faculty.

Each adjunct faculty member is also regularly reviewed by a senior tenured faculty member or program director.

The College has a detailed procedure for program review of the individual academic discipline programs at five (5) year intervals. The Paralegal and Legal Nurse Consultant Programs are scheduled for review in 2014, however, an extensive self study, including outside accreditation/approval, reporting and site team visit was completed in 2013 with the American Bar Association House of Delegates voting to re-approve/accredit the Bergen Community College Legal Studies Programs without conditions for a period of seven (7) years.

Recent assessment reports are attached as Exhibit 1.

Student Success

The retention and completion rates of the Legal Studies Programs are outstanding. For those students completing the level 100 courses in the Legal Studies Programs, approximately 95 percent of those students will continue to complete the program. This exceeds all data pertaining to national trends and exceeds the success rate of other programs at the College. As stated earlier in the report, this success rate is achieved by a very diverse student body.

Data Needs

There are no additional data needs. The American Bar Association requires tremendous amount of data collection and surveys of the programs.

FOCUS ON FACULTY AND STAFF

Demographics

Faculty has traditionally been very diverse but has recently lost some faculty members who have sought other professional pursuits. The Legal Studies program is actively looking to recruit faculty members which reflect the diversity of the student body. The most recent data pertaining to the faculty demographics is as follows:

Composition of Paralegal/Legal Nurse Consultant Program Faculty
by Gender and Racial-Ethnic Background

Year ^(A)	Gender	Black/African American	Native American/ Alaskan Native	Asian	Native Hawaiian/ Other Pacific Islander	White	Hispanic/ Latino	Other	Total	% Minority
2008 1/08- 12/08	Male	0	0	0	0	5	1	0	6	16.67%
	Female	1	0	0	0	2	0	0	3	33.33%
2009 1/09- 12/09	Male	0	0	0	0	5	0	0	5	0.00%
	Female	1	0	0	0	1	0	0	2	0.00%
2010 1/10- 12/10	Male	0	0	0	0	5	0	0	5	0.00%
	Female	0	0	0	0	2	0	0	2	0.00%
2011 1/11- 12/11	Male	0	0	0	0	6	0	0	6	0.00%
	Female	0	0	0	0	2	0	0	2	0.00%

2012 1/12-12/12	Male	0	0	0	0	5	0	0	5	0.00%
	Female	1	0	0	0	1	0	0	2	0.00%
2013 1/13-12/13	Male	0	0	0	0	5	0	0	5	0.00%
	Female	0	0	0	0	2	0	0	2	0.00%
2014 1/14-present	Male	0	0	0	0	6	0	0	6	0.00%
	Female	0	0	0	0	2	0	0	2	0.00%

The Paralegal and Legal Nurse Consultant Programs comply with the College open admissions, equal opportunity and non-discrimination policies.

Year	% of Minority Students	% of Female Students	% of Male Students
2008	48%	85%	15%
2009	50%	80%	20%
2010	42%	84%	16%
2011	46%	82%	18%

The programs and college additionally uses the following methods to encourage diversity in the faculty of the paralegal program.

The hiring policy is contained in Bergen Community College publication “Hiring Process for Faculty and Non-Teaching Professionals. The exact procedure is set for the in steps 1-11 on page 11-16. A search committee is form. Ads are placed in major newspapers (New York Times, Bergen Record, Star Ledger, etc.). In addition to newspapers, the College also advertises in The Chronicle, higheredjobs.com, Diverse Issues in Education, communitycolleges.com, and the Hispanic Outlook. The College also informs some local community associations of our openings (ie. Hispanic Institute, Bergen One Stop and the CBJT Grant office). Responses and resumes are received and submitted to the search committee by the Office of Human Resources for review, interview and recommendation to the Appointing Administrator who makes the final recommendation to the President “consistent with equal opportunity and affirmative action principles.”

Professional Activities

Faculty Participation in Professional Development

	Name^(A) (Alphabetically)	Title/Name Professional Development Activity^(B)	Date
1	Louis Cirrilla, Esq.	<p>“Maximization of Library Resources to Enhance Instruction in the Classroom” Prof. Joan Cohen, Library Sciences, BCC, Paramus, NJ</p> <p>“Westlaw Next – Primer and Use in Instruction and for Student Assignments”, Presenter Peter Lippman (Westlaw – Remote) with moderator, L. Joel, Esq., BCC, Paramus, NJ</p> <p>“Effective Use of the Testing and Tutoring Center” Corey Atkinson, Manager, BCC Testing and Assessment Center and John Findura,</p> <p>“FERPA Presentation and Seminar - Student Privacy Rights, Are We Protecting Them?”, Jacqueline Ottey, BCC Director of Admissions and Registration, BCC, Paramus, NJ</p> <p>Writing Center Supervisor, (including office of Tracy Rand, Director of Specialized Services and Kristen Ko, Evening Library Services Supervisor) BCC, Paramus, NJ</p> <p>“Integration of Westlaw into Course Instruction and Class Projects” Margaret Cunningham, Westlaw Government Account Manager and Education Instructor, BCC Paramus, NJ</p> <p>“Using Movie Clips in Your Classroom Presentation,” Prof Annemarie Roscello, BCC Faculty Development Director, Paramus, NJ</p> <p>New Jersey Real Estate Commission – Real Estate Law Update, New Brunswick, New Jersey</p> <p>“Web Enhancing Your Courses” – BCC Center for Instructional Technology, Amarjit Kaur, Paramus, New Jersey</p> <p>Integrating Service Learning with the Classroom Experience, BCC Service Learning Director Christine Matthews, Paramus, New Jersey</p> <p>“Dealing with the Deaf and those with Disabilities in the Classroom Setting” – Office of Specialized Services – BCC and Legal Compliance and Compassion in the Classroom, Bergen Community College, Paramus, New Jersey</p> <p>New Jersey Real Estate Commission – Real Estate Law Update, New Brunswick, New Jersey</p> <p>Online Grading and Web Advisor Workshop, BCC Paramus, NJ</p> <p>BCC Faculty Conference, Misc. Faculty Development Seminars, Teaching Workshops and Technology Instruction at mandatory faculty conference, Bergen Community College, Paramus, New Jersey</p> <p>“Teaching Methodology and Techniques – The Faculty Evaluation Process,” Bergen Community College, Paramus, New Jersey</p> <p>BCC Faculty Conference, Misc. Faculty Development Seminars, Teaching Workshops and Technology Instruction at mandatory faculty conference, Bergen Community College, Paramus, New Jersey</p> <p>“Use and Maximization of Library Legal Resources at BCC and</p>	<p>1/14</p> <p>8/13</p> <p>8/13</p> <p>8/12</p> <p>8/11</p> <p>1/11</p> <p>1/11</p> <p>11/10</p> <p>9/10</p> <p>1/10</p> <p>1/09</p> <p>11/08</p> <p>9/08</p> <p>9/08</p> <p>1/08</p> <p>1/08</p> <p>9/07</p>

		Beyond for Instructional and Academic Purposes” Presenter Prof. B. Alper, Silverman Library, Bergen Community College, Paramus, New Jersey	9/07
		BCC Faculty Conference, Misc. Faculty Development Seminars, Teaching Workshops and Technology Instruction at mandatory faculty conference, Bergen Community College, Paramus, New Jersey	1/07
		“Networking, Mentorship and Faculty Development Opportunities,” Bergen Community College Paramus, NJ	
		BCC Faculty Conference, Misc. Faculty Development Seminars, Teaching Workshops and Technology Instruction at mandatory faculty conference, Bergen Community College, Paramus, New Jersey	1/07
2	Christopher Garvin, Esq.	“Maximization of Library Resources to Enhance Instruction in the Classroom” Prof. Joan Cohen, Library Sciences, BCC, Paramus, NJ	1/14
		“Westlaw Next – Primer and Use in Instruction and for Student Assignments”, Presenter Peter Lippman (Westlaw – Remote) with moderator, L. Joel, Esq., BCC, Paramus, NJ	8/13
		“Effective Use of the Testing and Tutoring Center” Corey Atkinson, Manager, BCC Testing and Assessment Center and John Findura,	8/13
		“FERPA Presentation and Seminar - Student Privacy Rights, Are We Protecting Them?”, Jacqueline Ottey, BCC Director of Admissions and Registration, BCC, Paramus, NJ	8/12
		Writing Center Supervisor, (including office of Tracy Rand, Director of Specialized Services and Kristen Ko, Evening Library Services Supervisor) BCC, Paramus, NJ	8/11
		“Integration of Westlaw into Course Instruction and Class Projects” Margaret Cunningham, Westlaw Government Account Manager and Education Instructor, BCC Paramus, NJ	8/11
		“Using Movie Clips in Your Classroom Presentation,” Prof Annemarie Roscello, BCC Faculty Development Director, Paramus, NJ	1/11
		“Web Enhancing Your Courses” – BCC Center for Instructional Technology, Amarjit Kaur, Paramus, New Jersey	9/10
2	Lawrence A. Joel, Esq.	“Maximization of Library Resources to Enhance Instruction in the Classroom” Prof. Joan Cohen, Library Sciences, BCC, Paramus, NJ	1/14
		“Westlaw Next – Primer and Use in Instruction and for Student Assignments”, Presenter Peter Lippman (Westlaw – Remote) with moderator, L. Joel, Esq., BCC, Paramus, NJ	8/13
		“Effective Use of the Testing and Tutoring Center” Corey Atkinson, Manager, BCC Testing and Assessment Center and John Findura,	8/13
		“FERPA Presentation and Seminar - Student Privacy Rights, Are We Protecting Them?”, Jacqueline Ottey, BCC Director of Admissions and Registration, BCC, Paramus, NJ	8/12
		Writing Center Supervisor, (including office of Tracy Rand, Director of Specialized Services and Kristen Ko, Evening Library Services Supervisor) BCC, Paramus, NJ	8/11
		“Security, Safety and Judicial Affairs Workshop” BCC Chief of Public Safety, William Corcoran and Juhi Bhatt of Student Affairs, BCC, Paramus, NJ	9/13
		“Integration of Westlaw into Course Instruction and Class Projects”	8/11

Lawrence A. Joel, Esq. (faculty development – cont'd)	Margaret Cunningham, Westlaw Government Account Manager and Education Instructor, BCC Paramus, NJ	
	Elder, Estate Planning Guardianship and Special Needs Law, Law Seminar, NY State Bar Association, National Academy of Elder Law Attorneys, New York, New York	1/11
	“Using Movie Clips in Your Classroom Presentation,” Prof Annemarie Roscello, BCC Faculty Development Director, Paramus, NJ	1/11
	“Web Enhancing Your Courses” – BCC Center for Instructional Technology, Amarjit Kaur, Paramus, New Jersey	9/10
	Integrating Service Learning with the Classroom Experience, BCC Service Learning Director Christine Matthews, Paramus, New Jersey	1/10
	Elder and Disability Law Symposium, New Jersey Institute of Continuing Legal Education, New Brunswick, New Jersey	7/09
	Leadership Conference – Academic Department Chairs – Retreat – Various Seminars and Team Building Activities relating to Leadership, Instruction and Administration, Paramus, New Jersey	7/09
	Program Review and Strategic Planning Conference, VP Dlugos, BCC, Paramus, New Jersey	6/09
	National Academy of Elder Law Attorneys – Update on Various Issues Pertaining to the Elderly	4/09
	Service Learning, Cooperative Education and Career Development – Establishing and Continuing a Service Learning Program and Environment	3/09
	Formulating and Coordinating Advisory Committees, S. Barnard, Paramus, New Jersey	3/09
	Assessment and Quality Assurance Seminar, P. Dlugos, Paramus, NJ	2/09
	New Program Development, G. Porter, BCC, Paramus, New Jersey	2/09
	Dealing with the Deaf and those with Disabilities in the Classroom Setting” – Office of Specialized Services – BCC and Legal Compliance and Compassion in the Classroom, Bergen Community College, Paramus, New Jersey	1/09
	Academic Department Chair Workshop – Seminars and Instruction on Technology, Team Building, Administration, Student Mediation, Disabilities and misc. topics pertaining to education and leadership, BCC, Paramus, NJ	12/08
	Online Grading and Web Advisor Workshop, BCC, Paramus, NJ	9/08
	BCC Faculty Conference, Misc. Faculty Development Seminars, Teaching Workshops and Technology Instruction at mandatory faculty conference, Bergen Community College, Paramus, New Jersey	5/08
	Professional Responsibility and Legal Ethics, New Jersey Institute of Continuing Legal Education, New Brunswick, New Jersey	7/08
	Elder and Disability Law Symposium, New Jersey Institute of Continuing Legal Education, New Brunswick, New Jersey	2/08
	Dealing with Deaf Students and Those with Disabilities - Office of Specialized Services and the Center for Collegiate Deaf Education, Profs. Fiaimo, Gold, Pincus and Seidman, Paramus, New Jersey	1/08
“Teaching Methodology and Techniques – The Faculty Evaluation Process,” Bergen Community College, Paramus, New Jersey	1/08	
	9/07	

		BCC Faculty Conference, Misc. Faculty Development Seminars, Teaching Workshops and Technology Instruction at mandatory faculty conference, Bergen Community College, Paramus, New Jersey “Use and Maximization of Library Legal Resources at BCC and Beyond for Instructional and Academic Purposes” Presenter Prof. B. Alper, Silverman Library, Bergen Community College, Paramus, New Jersey	9/07
		BCC Faculty Conference, Misc. Faculty Development Seminars, Teaching Workshops and Technology Instruction at mandatory faculty conference, Bergen Community College, Paramus, New Jersey	5/07
		Professional Responsibility and Legal Ethics, New Jersey Institute of Continuing Legal Education, New Brunswick, New Jersey	3/08
		AAfPE - American Association for Paralegal Educators – Regional Conference – Misc. Seminars pertaining to Program Development and Instruction, New York.	1/07
		“Networking, Mentorship and Faculty Development Opportunities,” Bergen Community College Paramus, NJ	1/07
		BCC Faculty Conference, Misc. Faculty Development Seminars, Teaching Workshops and Technology Instruction at mandatory faculty conference, Bergen Community College, Paramus, New Jersey	
3	Kevin Kelly, Esq.	“Maximization of Library Resources to Enhance Instruction in the Classroom” Prof. Joan Cohen, Library Sciences, BCC, Paramus, NJ	1/14
		“Westlaw Next – Primer and Use in Instruction and for Student Assignments”, Presenter Peter Lippman (Westlaw – Remote) with moderator, L. Joel, Esq., BCC, Paramus, NJ	8/13
		“Effective Use of the Testing and Tutoring Center” Corey Atkinson, Manager, BCC Testing and Assessment Center and John Findura,	8/13
		“FERPA Presentation and Seminar - Student Privacy Rights, Are We Protecting Them?”, Jacqueline Ottey, BCC Director of Admissions and Registration, BCC, Paramus, NJ	8/12
		Writing Center Supervisor, (including office of Tracy Rand, Director of Specialized Services and Kristen Ko, Evening Library Services Supervisor) BCC, Paramus, NJ	8/11
		“Integration of Westlaw into Course Instruction and Class Projects” Margaret Cunningham, Westlaw Government Account Manager and Education Instructor, BCC Paramus, NJ	8/11
		“Using Movie Clips in Your Classroom Presentation,” Prof Annemarie Roscello, BCC Faculty Development Director, Paramus, NJ	1/11
		The Rule of Law in the Wild Wild West: Ethics and Discovery, www.clecenter.com	12/10
	Kevin Kelly, Esq. (faculty development – cont’d)	The Business Case for Diversity, - Law.com CLE Center	12/10
		Internet Taxes The Amazon Law and Together Dangers for Businesses, Law.com CLE Center	10/10
		IP and Bankruptcy Law: Strange Bedfellows, Law.com CLE Center	10/10
		Protecting Your Legal Department From Government Scrutiny, Law.com CLE Center	10/10
		Networking Effectively and Ethically, Law.com CLE Center	9/10
		“Web Enhancing Your Courses” – BCC Center for Instructional Technology, Amarjit Kaur, Paramus, New Jersey	9/10

		How to Write and Appellate Brief, Law.com CLE Center Openings and Summations: Lessons from a lifetime in the Courtroom Dauberte and Rule 702: Effectively Presenting and Challenging Experts in Federal Court, Law.com CLE Center Civil Arbitration – Continuing Legal Education , Superior Court of New Jersey, Newark, New Jersey Integrating Service Learning with the Classroom Experience, BCC Service Learning Director Christine Matthews, Paramus, New Jersey DWI Update 2009, NJICLE, New Brunswick, NJ BCC Faculty Conference, Misc. Faculty Development Seminars, Teaching Workshops and Technology Instruction at mandatory faculty conference, Bergen Community College, Paramus, New Jersey Dealing with the Deaf and those with Disabilities in the Classroom Setting” – Office of Specialized Services – BCC and Legal Compliance and Compassion in the Classroom, Bergen Community College, Paramus, New Jersey DWI Update, New Jersey Institute for Continuing Legal Education 2008 COAH Update, New Jersey Institute for Continuing Legal Education Right to Know Training, Bergen Community College Annual Review of NJ Civil Case Law, New Jersey Law Journal Seminar “Teaching Methodology and Techniques – The Faculty Evaluation Process,” Bergen Community College, Paramus, New Jersey BCC Faculty Conference, Misc. Faculty Development Seminars, Teaching Workshops and Technology Instruction at mandatory faculty conference, Bergen Community College, Paramus, New Jersey Building and Demolishing a Construction Accident Case Impact of New Technologies on Entertainment Law Hot Topics in Ethics and Professional Responsibility, The CLE Center New York Civil Law Practice Licensing Copyrights, Trademarks and Characters, The CLE Center Starting Your Own Firm, The CLE Center NJ District Ethics Committee Orientation, Justice Complex, Trenton, NJ “Networking, Mentorship and Faculty Development Opportunities,” Bergen Community College Paramus, NJ BCC Faculty Conference, Misc. Faculty Development Seminars, Teaching Workshops and Technology Instruction at mandatory faculty conference, Bergen Community College, Paramus, New Jersey	9/10 9/10 4/10 1/10 6/09 1/09 1/09 6/09 1/09 9/08 10/08 1/08 1/08 11/07 10/07 10/07 10/07 10/07 10/07 9/07 1/07 1/07
4	Craig Kozan, Esq.	“Maximization of Library Resources to Enhance Instruction in the Classroom” Prof. Joan Cohen, Library Sciences, BCC, Paramus, NJ “Westlaw Next – Primer and Use in Instruction and for Student Assignments”, Presenter Peter Lippman (Westlaw – Remote) with moderator, L. Joel, Esq., BCC, Paramus, NJ “Effective Use of the Testing and Tutoring Center” Corey Atkinson, Manager, BCC Testing and Assessment Center and John Findura, “FERPA Presentation and Seminar - Student Privacy Rights, Are We	1/14 8/13 8/13 8/12

	Craig Kozan, Esq. (contd)	<p>Protecting Them?”, Jacqueline Ottey, BCC Director of Admissions and Registration, BCC, Paramus, NJ</p> <p>Writing Center Supervisor, (including office of Tracy Rand, Director of Specialized Services and Kristen Ko, Evening Library Services Supervisor) BCC, Paramus, NJ</p> <p>“Integration of Westlaw into Course Instruction and Class Projects” Margaret Cunningham, Westlaw Government Account Manager and Education Instructor, BCC Paramus, NJ</p> <p>“Using Movie Clips in Your Classroom Presentation,” Prof Annemarie Roscello, BCC Faculty Development Director, Paramus, NJ</p> <p>“Web Enhancing Your Courses” – BCC Center for Instructional Technology, Amarjit Kaur, Paramus, New Jersey</p> <p>Integrating Service Learning with the Classroom Experience, BCC Service Learning Director Christine Matthews, Paramus, New Jersey</p> <p>Dealing with the Deaf and those with Disabilities in the Classroom Setting” – Office of Specialized Services – BCC and Legal Compliance and Compassion in the Classroom, Bergen Community College, Paramus, New Jersey</p> <p>BCC Faculty Conference, Misc. Faculty Development Seminars, Teaching Workshops and Technology Instruction at mandatory faculty conference, Bergen Community College, Paramus, New Jersey</p> <p>Right to Know Training, Bergen Community College</p>	<p>8/11</p> <p>9/10</p> <p>7/10</p> <p>1/10</p> <p>1/09</p> <p>1/09</p> <p>9/08</p> <p>1/08</p> <p>1/08</p>
5	Lisa Mayer, Esq.	<p>“Maximization of Library Resources to Enhance Instruction in the Classroom” Prof. Joan Cohen, Library Sciences, BCC, Paramus, NJ</p> <p>“Westlaw Next – Primer and Use in Instruction and for Student Assignments”, Presenter Peter Lippman (Westlaw – Remote) with moderator, L. Joel, Esq., BCC, Paramus, NJ</p> <p>“Effective Use of the Testing and Tutoring Center” Corey Atkinson, Manager, BCC Testing and Assessment Center and John Findura,</p> <p>“FERPA Presentation and Seminar - Student Privacy Rights, Are We Protecting Them?”, Jacqueline Ottey, BCC Director of Admissions and Registration, BCC, Paramus, NJ</p> <p>Writing Center Supervisor, (including office of Tracy Rand, Director of Specialized Services and Kristen Ko, Evening Library Services Supervisor) BCC, Paramus, NJ</p> <p>“Integration of Westlaw into Course Instruction and Class Projects” Margaret Cunningham, Westlaw Government Account Manager and Education Instructor, BCC Paramus, NJ</p> <p>Ethics & Professionalism in Difficult Times, NJICLE, New Brunswick, NJ</p> <p>Constitutional Analysis of Campaign Finance Reform, NJICLE, New Brunswick, NJ</p> <p>Online Communities Litigation, NJICLE, New Brunswick, NJ</p> <p>“Using Movie Clips in Your Classroom Presentation,” Prof Annemarie Roscello, BCC Faculty Development Director, Paramus, NJ</p> <p>Municipal Court College, NJICLE, New Brunswick, NJ</p>	<p>1/14</p> <p>8/13</p> <p>8/13</p> <p>8/12</p> <p>8/11</p> <p>8/11</p> <p>3/11</p> <p>3/11</p> <p>3/11</p> <p>1/11</p> <p>12/10</p> <p>12/10</p>

Lisa Mayer, Esq. (faculty development – cont'd)		<p>Navigating the Ethical, , NJICLE, New Brunswick, NJ 12/10</p> <p>Annual Review of New Jersey Civil Case Law, NJICLE, New Brunswick, NJ 9/10</p> <p>“Web Enhancing Your Courses” – BCC Center for Instructional Technology, Amarjit Kaur, Paramus, New Jersey 7/10</p> <p>Ethics for the Small Law Firm and Solo Practitioner 1/10</p> <p>Integrating Service Learning with the Classroom Experience, BCC Service Learning Director Christine Matthews, Paramus, New Jersey 1/09</p> <p>BCC Faculty Conference, Misc. Faculty Development Seminars, Teaching Workshops and Technology Instruction at mandatory faculty conference, Bergen Community College, Paramus, New Jersey 1/09</p> <p>Dealing with the Deaf and those with Disabilities in the Classroom Setting” – Office of Specialized Services – BCC and Legal 9/08</p> <p>Compliance and Compassion in the Classroom, Bergen Community College, Paramus, New Jersey 9/08</p> <p>Right to Know Training, Bergen Community College 9/08</p> <p>Online Grading and Web Advisor Workshop, BCC Paramus, NJ BCC Faculty Conference, Misc. Faculty Development Seminars, Teaching Workshops and Technology Instruction at mandatory faculty conference, Bergen Community College, Paramus, New Jersey 1/08</p> <p>“Teaching Methodology and Techniques – The Faculty Evaluation Process,” Bergen Community College, Paramus, New Jersey 1/08</p> <p>BCC Faculty Conference, Misc. Faculty Development Seminars, Teaching Workshops and Technology Instruction at mandatory faculty conference, Bergen Community College, Paramus, New Jersey 9/07</p> <p>“Use and Maximization of Library Legal Resources at BCC and Beyond for Instructional and Academic Purposes” Presenter Prof. B. Alper, Silverman Library, Bergen Community College, Paramus, New Jersey 9/07</p> <p>BCC Faculty Conference, Misc. Faculty Development Seminars, Teaching Workshops and Technology Instruction at mandatory faculty conference, Bergen Community College, Paramus, New Jersey 1/07</p> <p>“Networking, Mentorship and Faculty Development Opportunities,” Bergen Community College Paramus, NJ 1/07</p> <p>BCC Faculty Conference, Misc. Faculty Development Seminars, Teaching Workshops and Technology Instruction at mandatory faculty conference, Bergen Community College, Paramus, New Jersey</p>	
6	Gerald Meisel, Esq. (deceased, June, 2011)	<p>“Web Enhancing Your Courses” – BCC Center for Instructional Technology, Amarjit Kaur, Paramus, New Jersey 9/10</p> <p>Integrating Service Learning with the Classroom Experience, BCC Service Learning Director Christine Matthews, Paramus, New Jersey 1/10</p> <p>AAfPE American Association for Paralegal Educators – Misc Seminars pertaining to Program Development and Instruction – Regional Conf. Wash.D.C. 3/09</p> <p>Dealing with the Deaf and those with Disabilities in the Classroom Setting” – Office of Specialized Services – BCC and Legal 1/09</p> <p>Compliance and Compassion in the Classroom, Bergen Community College, Paramus, New Jersey 11/08</p>	

	Gerald Meisel, Esq. (faculty development – cont'd) (deceased: June, 2011)	<p>New Jersey Real Estate Commission – Real Estate Law Update, New Brunswick, New Jersey 10/08</p> <p>AAfPE American Association for Paralegal Educators - Misc Seminars pertaining to Program Development and Instruction – National Conference, Dallas, TX 9/08</p> <p>Online Grading and Web Advisor Workshop, BCC Paramus, NJ 9/08</p> <p>BCC Faculty Conference, Misc. Faculty Development Seminars, Teaching Workshops and Technology Instruction at mandatory faculty conference, Bergen Community College, Paramus, New Jersey 1/08</p> <p>“Teaching Methodology and Techniques – The Faculty Evaluation Process,” Bergen Community College, Paramus, New Jersey 1/08</p> <p>BCC Faculty Conference, Misc. Faculty Development Seminars, Teaching Workshops and Technology Instruction at mandatory faculty conference, Bergen Community College, Paramus, New Jersey 9/07</p> <p>“Use and Maximization of Library Legal Resources at BCC and Beyond for Instructional and Academic Purposes” Presenter Prof. B. Alper, Silverman Library, Bergen Community College, Paramus, New Jersey 9/07</p> <p>BCC Faculty Conference, Misc. Faculty Development Seminars, Teaching Workshops and Technology Instruction at mandatory faculty conference, Bergen Community College, Paramus, New Jersey 1/07</p> <p>“Networking, Mentorship and Faculty Development Opportunities,” Bergen Community College Paramus, NJ 1/07</p> <p>BCC Faculty Conference, Misc. Faculty Development Seminars, Teaching Workshops and Technology Instruction at mandatory faculty conference, Bergen Community College, Paramus, New Jersey 1/07</p>
8	Debra Schneider, Esq.	<p>“Maximization of Library Resources to Enhance Instruction in the Classroom” Prof. Joan Cohen, Library Sciences, BCC, Paramus, NJ 1/14</p> <p>“Westlaw Next – Primer and Use in Instruction and for Student Assignments”, Presenter Peter Lippman (Westlaw – Remote) with moderator, L. Joel, Esq., BCC, Paramus, NJ 8/13</p> <p>“Effective Use of the Testing and Tutoring Center” Corey Atkinson, Manager, BCC Testing and Assessment Center and John Findura, “FERPA Presentation and Seminar - Student Privacy Rights, Are We Protecting Them?”, Jacqueline Ottey, BCC Director of Admissions and Registration, BCC, Paramus, NJ 8/13</p> <p>Writing Center Supervisor, (including office of Tracy Rand, Director of Specialized Services and Kristen Ko, Evening Library Services Supervisor) BCC, Paramus, NJ 8/12</p> <p>“Integration of Westlaw into Course Instruction and Class Projects” Margaret Cunningham, Westlaw Government Account Manager and Education Instructor, BCC Paramus, NJ 8/11</p> <p>Pension Evaluation Seminar, Bergen County Bar Assoc, Hackensack, NJ 8/11</p> <p>New Jersey Guardianship Practice, , NJICLE, New Brunswick, NJ 3/11</p> <p>“Using Movie Clips in Your Classroom Presentation,” Prof 1/11</p>

	Debra Schneider, Esq. (cont'd)	<p>Annemarie Roscello, BCC Faculty Development Director, Paramus, NJ</p> <p>Child Support and Enforcement: The 14 Essential Strategies You Need to Know, NJICLE, New Brunswick, NJ 12/10</p> <p>Lifestyle Analysis Demystified: Conducting Analysis in Your Family Law Practice, NJICLE, New Brunswick, NJ 12/10</p> <p>Divorce and the Special Needs Child, , NJICLE, New Brunswick, NJ 11/10</p> <p>“Web Enhancing Your Courses” – BCC Center for Instructional Technology, Amarjit Kaur, Paramus, New Jersey 9/10</p> <p>Ethics for the Small Law Firm and Solo Practitioner, NJICLE, New Brunswick, NJ 7/10</p> <p>Integrating Service Learning with the Classroom Experience, BCC Service Learning Director Christine Matthews, Paramus, New Jersey 1/10</p> <p>BCC Faculty Conference, Misc. Faculty Development Seminars, Teaching Workshops and Technology Instruction at mandatory faculty conference, Bergen Community College, Paramus, New Jersey 1/09</p> <p>Dealing with the Deaf and those with Disabilities in the Classroom Setting” – Office of Specialized Services – BCC and Legal Compliance and Compassion in the Classroom, Bergen Community College, Paramus, New Jersey 1/09</p> <p>Right to Know Training, Bergen Community College 9/08</p> <p>Interdisciplinary Training for Collaborative Divorce Professionals, Wave Hill, Riverdale, NY 1/08</p> <p>“Beyond the Court Rules: What the Family Part Presiding Judges Really Think,” 1/08</p> <p>New Jersey Institute of Continuing Legal Education, Wayne, NJ 1/08</p> <p>“Teaching Methodology and Techniques – The Faculty Evaluation Process,” Bergen Community College, Paramus, New Jersey 1/08</p> <p>BCC Faculty Conference, Misc. Faculty Development Seminars, Teaching Workshops and Technology Instruction at mandatory faculty conference, Bergen Community College, Paramus, New Jersey 9/07</p> <p>Interdisciplinary Training for Collaborative Divorce Professionals, River Dale, NY 9/07</p> <p>“Use and Maximization of Library Legal Resources at BCC and Beyond for Instructional and Academic Purposes” Presenter Prof. B. Alper, Silverman Library, Bergen Community College, Paramus, New Jersey 1/07</p> <p>BCC Faculty Conference, Misc. Faculty Development Seminars, Teaching Workshops and Technology Instruction at mandatory faculty conference, Bergen Community College, Paramus, New Jersey 1/07</p> <p>“Networking, Mentorship and Faculty Development Opportunities,” Bergen Community College Paramus, NJ 1/07</p> <p>BCC Faculty Conference, Misc. Faculty Development Seminars, Teaching Workshops and Technology Instruction at mandatory faculty conference, Bergen Community College, Paramus, New Jersey</p>	
9	Lorraine Washington, RN, LNC- no longer	“Teaching Methodology and Techniques – The Faculty Evaluation Process,”	1/08

teaching at BCC	Bergen Community College, Paramus, New Jersey BCC Faculty Conference, Misc. Faculty Development Seminars, Teaching Workshops and Technology Instruction at mandatory faculty conference, Bergen Community College, Paramus, New Jersey “Use and Maximization of Library Legal Resources at BCC and Beyond for Instructional and Academic Purposes” Presenter Prof. B. Alper, Silverman Library, Bergen Community College, Paramus, New Jersey BCC Faculty Conference, Misc. Faculty Development Seminars, Teaching Workshops and Technology Instruction at mandatory faculty conference, Bergen Community College, Paramus, New Jersey	1/08 9/07 9/07

The College supports and encourages the professional growth of the program director and all faculty members in the paralegal program as both teachers and professionals. The College provides an extensive faculty development program which offers special seminars throughout each semester and at the faculty conference for full-time and adjunct faculty to learn and participate in new developments in instruction and technology. In addition, all Paralegal and Legal Nurse Consultant faculty members are required to attend an faculty conferences once each semester at which faculty development topics are presented and at which there are meetings and presentations by the Academic Vice President, Divisional Dean and Program Director.

The College has a regular program offering on campus in service training and seminars for faculty growth and development. All full-time and adjunct faculty are encouraged to attend these programs.

All full time and adjunct faculty are also encouraged to seek professional development opportunities outside of the College including programs providing continuing education for students or faculty conferences for professional educator’s growth and development. All faculty members are either practicing Attorneys or Legal Nurse Consultants and are active in continuing education from either an attendance or instruction standpoint. New Jersey requires 24 CLE credits every two years. Additionally, some continuing education is required of our instructors in order maintain respective professional licenses. Finally, twice a year the Legal Studies Department coordinates faculty development in conjunction with their mandatory Legal Studies Department meeting.

Adjunct Faculty

Adjunct hiring is initially coordinated by the Department Chair in conjunction with Department needs. Advertisements for adjuncts are in print and electronic form on the college website. Communication with adjuncts is through telephone, electronic, written and at Department meetings with take place for adjuncts at least once a semester.

The Divisional Dean and the Academic Vice President have final approval of the adjunct instructor hiring.

Staff

The Division employs three full-time secretaries and two part-time student aides. Secretarial and support staff are assigned to tasks on an “as needed” basis. The program requires approximately six hours a week. One secretary has been designated as the primary support person for the Paralegal and Legal Nurse Consultant Programs. This secretarial support arrangement is satisfactory. The Divisional Dean has made a commitment that should additional secretarial support be needed, it will be provided.

Additionally, all faculty members who instruct in the evening have access to the evening office with full time director and full-time support staff member.

All faculty has access and assistance to full technology service, labs and assistants through the College Computer Help Desk and Center for Instructional Technology. A media center providing technology assistance and equipment and staff assistance is available to all faculty.

A full-time librarian also has specific responsibility for coordination of the Paralegal and Legal Nurse Consultant Resources and is the liaison to the Programs.

The College’s print center is also available to all faculty members for duplication on an as needed basis.

Data Needs

There are no additional data needs in this area. The American Bar Association requires tremendous amount of data collection and surveys of the programs.

FOCUS ON CURRICULUM

Summary of Program Curriculum

Curriculum for Each Program Option

Program Option^(A): AAS Paralegal Studies

Type of Credits/Units used in Program Option^(B): Each Credit Consists of Fifteen 50 Minute Hours

- | | | |
|----|--|---------------|
| 1. | Total Number of Legal Specialty Credits/Units ^(C) | 35 Credits |
| 2. | Total Number of General Education Credits/Units ^(C) | 21-24 Credits |
| 3. | Total Number of Other Credits/Units to Complete the Program ^(C) | 6 Credits |

Total Number of Credits/Units (Total of #1, #2 and #3 above)^(C): 65-66 Credits

Course Number	Course Name	Number of Credits/Units ^(C)	Prerequisites or Co-requisites	Course Designation ^(D)
LGL-101	Fundamentals of Law	3.0	None	LS-R
LGL-103	Legal Research and Writing	3.0	Co-requisite WRT-101 English Comp. I.	LS-R
LGL-110	Legal Ethics	3.0	None	LS-R
LGL-200	Business Communications for Paralegals	3.0	Prereq: LGL-101,LGL-103	LS-R
LGL-202	New Jersey and Federal Courts	3.0	Prereq.: LGL-101,LGL-103, LGL-203, LGL-220	LS-R
LGL-203	Paralegalism and Legal Procedure	3.0	Prereq: LGL-101,LGL-103	LS-R
LGL-205	Mechanics of Property Transactions	3.0	Co-requisite: WRT-101 English Comp.I Prereq: LGL-101,LGL-103	LS-R
LGL-206	Mechanics of Commercial Transactions	3.0	Prereq.: LGL-101,LGL-103,LGL-220, REA-	LS-R
LGL-207	Wills & Administration	3.0	101 (Principles of Real Estate)	LS-R

LGL-208	Mechanics of Family Law	3.0	Prereq.:LGL-101,LGL-103,LGL-220	LS-R
LGL-220	Computer Assisted Legal Research	3.0	Prereq: LGL-101,LGL-103, LGL-220	LS-R
LGL-234		3.0	Prereq.: LGL-101,LGL-103,LGL-220	LS-R
LGL-462	Personal Injury and Product Liability	2.0	Prereq: LGL-101,LGL-103	LS-R
	Paralegal Coop Work Experience		Prereq.:LGL-203, LGL-220	
			Prereq: LGL-101,LGL-202, LGL-205,LGL-208,LGL-220,WRT-101,WRT-201 (English Comp.II), Student must have attained C or better grade in English Comp I and II and all paralegal specialty courses	
WRT-101	English Composition	3.0	Prereq: EBS-017, EBS-024,ALP-063 or by placement exam	GE
WRT-201	English Composition II	3.0	Prereq.: WRT-101	GE
SPE-111	SPE-111 Speech Communication	3.0	None	GE
XXX-X	Humanities Elective	3.0	None	GE
XXX-X	Humanities Elective	4.0	None	GE
MAT/ CIS	Natural Science or Mathematics/Computer Science Elective	3.0	None	GE
XXX-X	Social Science Elective	3.0 - 4.0	None	GE
REA-101	Principles of Real Estate I	3.0	None	OPR
	Legal Accounting	3.0	Prereq.: LGL-101, LGL-	OPR

LGL-210			103, LGL-203	
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Curriculum for Each Program Option

Program Option^(A): Legal Nurse Consultant Certificate Program

Type of Credits/Units used in Program Option^(B): Each Credit Consists of Fifteen 50 Minute Hours

1. Total Number of Legal Specialty Credits/Units^(C) 24 Credits
2. Total Number of General Education Credits/Units^(C) 6 plus * Credits
3. Total Number of Other Credits/Units to Complete the Program^(C) 0 Credits

Total Number of Credits/Units (Total of #1, #2 and #3 above)^(C): 30 Credits

*Note: All applicants to the Bergen Community College Legal Nurse Consultant Program must possess an Associate in Science Degree or a Bachelor of Science Degree from an accredited post-secondary institution, a current state license to practice nursing (RN) and have completed at least 2,000 hours of clinical work as a registered nurse to be admitted to the Program.

Course Number	Course Name	Number of Credits/Units ^(C)	Prerequisites or Co-requisites	Course Designation ^(D)
LGN-105	Principles of Legal Nurse Consulting	3.0	None	LS-R
LGN-201	Health Law	3.0	Prereq: LGN-105, LGL-101, LGL-103	LS-R
LGL-101	Fundamentals of Law	3.0	None	LS-R
LGL-103	Legal Research and Writing	3.0	Co-requisite WRT-101 English Comp. I.	LS-R
LGL-202	New Jersey and Federal Courts	3.0	Prereq.: LGL-101,LGL-103, LGL-203, LGL-220 Prereq: LGL-101,LGL-103	LS-R
LGL-203	Paralegalism and Legal Procedure	3.0	Co-requisite: WRT-101 English Comp.I Prereq: LGL-101,LGL-103	LS-R
LGL-220	Computer Assisted Legal	3.0	Prereq.: LGL-101,LGL-103,LGL-220	LS-R

LGL-234	Research Personal Injury and Product Liability		Prereq: LGL-101,LGL-103	
WRT-101	English Composition	3.0	Prereq: EBS-017, EBS-024,ALP-063 or by placement exam	GE
WRT-201	English Composition II	3.0	Prereq.: WRT-101	GE

* Note: Legal Nurse Consultant Program Enrollments - The AAS Legal Nurse Consultant Degree Program was discontinued in Fall, 2008. The Legal Nurse Consultant Certificate Program was approved by the American Bar Association effective August, 2008. Appropriate documentation as to the cessation of the degree and new certificate program was presented to and approved by the American Bar Association at such time.

Curricular Issues

The paralegal specialty courses are transferable to Montclair State University and Pierce College by way of a written articulation agreement. A similar articulation agreement was entered into with Thomas Edison State College.

Lead-in Courses

None. See curriculum sequence above.

Follow-up Courses

[Sequential courses]

See curriculum sequence above.

Scheduling

The Legal Studies Programs has increased course offerings as a result of strong enrollments. Traditionally, some courses would only be offered in either the Spring or Fall semester and most often in the evening. Now, offerings of many courses is in the Spring and Fall semesters, day and evening. This is based upon the fact that the number of full time students during the day has increased.

Assessment

The Legal Studies goals and assessment plans act both within an institutional plan and independently.

The formal institutional assessment plan cycle occurs in two (2) year cycles. This plan is reevaluating this cycle and may perhaps modify the assessment cycle to a one and one-half (1 ½) year term. The goals in the formal

assessment plan coincide with the programs stated goals. During the assessment cycle, goals are stated, data is collected and the assessment results reviewed. Modification and/or improvement is recommended based upon the outcome. The program is evaluated based upon its performance and assessment in meeting the stated objectives/goals.

Furthermore, the Program independently collects data and coordinates surveys for program improvement. There is an organized plan for evaluation and improvement of the program as evidenced by (1) the annual survey of graduates and their employers by the Bergen Community College Office of Institutional research; (2) the Director's observations and consultations with students and employer at their work site during the 179 hour internship; and (3) the Director's written survey of student employers as part of the internship.

The Program regularly confers with the local bar association and bar members and legal workplace personnel and attorneys on the advisory board to determine the needs and be provided with assessments in the legal workplace environment. The Program also regularly addresses the concerns and trends in the legal community as it relates to Paralegals and Legal Nurse Consultants in the Program's advisory board meetings which have as its members, many legal, paralegal, nursing and legal nurse consulting members.

The students evaluate all full-time and adjunct faculty in the College. A college-wide task force charged by the Dean and consisting of a broad spectrum of faculty has implemented a program developing this qualitative and quantitative survey for students to evaluate faculty. A student evaluation of faculty is administered in all courses taught by adjunct faculty.

Each adjunct and full-time faculty member is also regularly reviewed by a senior tenured faculty member or program director and/or dean.

The College has a detailed procedure for program review of the individual academic discipline programs at five (5) year intervals. The Legal Studies Programs are continually participating in an assessment from goal setting, curriculum mapping, data collection, reporting of results to revision and improvement of the programs.

See assessment documents attached as Exhibit 1.

Innovations or Changes in Last Five Years

Legal Nurse Consultant Certificate Option was approved by the American Bar Association Standing Committee on Paralegals in August, 2008. Appropriate Substantive Change Form for New Program Options were submitted to the American Bar Association Standing Committee on Paralegals at such time.

The Legal Nurse Consultant AAS Degree was terminated effective Spring, 2009. Appropriate notification and Cessation of Program Option forms were provided to the American Bar Association Standing Committee on Paralegals.

The Legal Studies Programs participate in co-curricular course development on a regular basis with other Departments such as: Hospitality Law, Healthcare Ethics and Law, Computer Law and Non-Profit Law.

Data Needs

There are no additional data needs. The American Bar Association requires tremendous amount of data collection and surveys of the programs.

FOCUS ON SUPPORT

Technology

All Legal Studies Program Students have access to specifically designated and secured terminals in the library which have Westlaw Access (including updating and legal encyclopedia access). Furthermore, the students in the Legal Studies Programs have access to Westlaw Passwords and Lexis Nexis (unlimited) through the College Library's subscription to the Virtual Academic Library Environment of NJ (VALE). The number of registered users and passwords for Westlaw is currently 127. There are numerous computer laboratories at the College open to all the Program's students. All computer laboratories and public access computers have access to the internet. In addition to the five dedicated Legal Studies computers in the library and computer lab, there are over 500 public access computer and printers available to Program students in computer laboratories and library. As previously stated, there are specific legal software programs installed on the Legal Studies Computers for access by the Programs' students. Passwords to Westlaw are provided to all Legal Studies students upon enrollment in LGL-220 Computer Assisted Legal Research and continuing for their duration in the Program. The College library also subscribes to many business and reference materials in electronic format which are available to the Paralegal and Legal Nurse Consultant Students and are accessible through the library's website portal off campus or on campus directly via computer terminal.

Legal software is installed on the designated Legal Studies Computer Terminals reserved in the library. These computers have software installed which include All State Legal Forms (Hot Docs), EasySoft HUD RESPA, Legal Nurse Issues including "Lawsuits Against Nurses," Walzer – Forms NJ Practice and Divorceware.

The library also offers a complete array of non-legal research programs through its involvement in the Virtual Academic Library Environment of NJ (VALE) and the Palinet Libraries Consortium. These systems offer a wide array of resources including Lexis Nexis, CINAHL-EBSCO, Criminal Justice Periodical Index, PUBMED (National Library of Medicine) and ABI-Business-Proquest.

During the past several years, the Director and the instructional staff have observed that most students entering the program have some basic computer literacy. This was not the case five plus years ago. Commencing with first semester of the Paralegal and Legal Nurse Consultant Programs entering students are required to prepare projects throughout the use of word processing programs (generally either Word Perfect or Microsoft Word). This requirement continues throughout the completion of the programs' requirements. In the rare event that a student is not familiar with a word processing program, they are directed to the Center for Instructional Technology for instruction in word processing programs.

Essentially every course in the Paralegal Studies and Legal Nurse Consultant Programs have a computer use requirement. There requirements vary from word processing to legal research to use of more complicated legal software programs (ie. Family Law, Real Estate, Estates, etc.). In addition, all instructors in the first semester legal specialty courses require all research memoranda to be typed, which in virtually all cases requires students to use either on campus computers, home or office computers. Thus, from the first semester, students are encouraged to hone their technology skills. Commencing with Legal Research and Writing (LGL-103) and Fundamentals of Law (LGL-101), students are given assignments in every legal specialty course to reinforce their use of their computer skills including word processing, legal software and legal research subscription products such as Westlaw and Lexis. Students are also encouraged to take technology courses as electives and avail themselves of campus technology resources and instruction.

Finally, LGL-220 Computer Assisted Legal Research focuses on computer based subscription service research (ie. Westlaw and Lexis) as well as internet based legal research and use of commercial software programs.

Other legal specialty courses also mandate Westlaw use in connection with completion of legal specialty assignments.

Facilities and Equipment

There are many open computer labs for students and faculty. Faculty is provided with computer and these computers are updated on regular intervals. Furniture, supplies and other equipment may be made and are considered upon request.

Learning Resources

The learning resources and support for the Legal Studies Program are ample. The following excerpt is from the ABA report of the Legal Studies programs pertaining to library requirements and materials necessary for ABA program approval. The Rule reference G-... are to the ABA Guidelines for the Approval of Legal Studies Programs). Due to the voluminous nature of Exhibit 26 (detailing every library legal holding, it is not attached as an exhibit hereto). The nature and extent of the library holdings as relating to the Legal Studies Programs are discussed below.

LIBRARY

G-601

A. Which law library facilities does the program rely on to meet the requirements of the Guidelines? Check all that apply.

Law school library.

City, county, or bar library.

Section of the institution's library.

A library collection and area set up specifically to serve the paralegal program.

(G-601.A, 601.E)

Both library notations entered above are in the library on the institution's main campus in Paramus, New Jersey where all paralegal and legal nurse consultant courses are offered.

B. If the program relies on a library that is not located on the institution's campus, provide the following information:

The BCC Paralegal and Legal Nurse Consultant Programs do not rely on external libraries. External libraries are available to students upon reference or their own initiative.

1. Distance of the library or libraries from the institution's facilities, including all locations where paralegal classes are held.

The BCC Paralegal and Legal Nurse Consultant Programs do not rely on external libraries. External libraries are available to students upon reference or their own initiative.

2. Understanding or written agreement between the library and the program regarding student use, including accessibility and permission to provide onsite instruction. If there is a written agreement, include as Exhibit 25.

(G-601.F)

The BCC Paralegal and Legal Nurse Consultant Programs do not rely on external libraries, however, to Bergen Community College Library is a member of several different library cooperatives, consortiums and share arrangements which the Legal Studies Students also may benefit. The Programs do not enter into any written agreements specifically with other libraries.

C. Provide the following information about library use and accessibility for each library listed in A above:

1. What are the hours of library operation?

Mon-Fri.: 7:40am to 10:30pm

Saturday: 9:00am to 5:00pm

Sunday: 12:00 noon to 5:00pm

2. Is instruction in legal research permitted within the library facility? State restrictions, if any.

Instruction in legal research is permitted within the library facility. Frequently, a legal research and writing professor and/or reference librarian would instruct within the library facility. Some Legal Studies courses are assigned to library classrooms. Library faculty members also provide classes to legal studies students. There are no restrictions.

3. What kind of assistance (including staffing) is provided to students when using the library?

Full time library staff, reference and media librarians are available during all hours that the library is open.

(G-601.C - D)

The following data regarding library personnel was reported to ACRL (Association of College and Research Libraries) for FY 2013

Total FTE 39

Total Professional Personnel FTE 16.5 (MLS or computer)

Total Support Staff FTE 20.5

Student Assistants FTE 2.0

D. How does the program evaluate the adequacy of the library and information resources? **(G-601.B)**

The Paralegal Studies and Legal Nurse Consultant Section of the library is maintained by the General Reference Department of the College Library in the same way that all other holdings are maintained e.g. books are re-shelved, repaired and replaced when necessary. With respect to updating materials, the library subscribes to the updating services of major publishers such as West, Shepard's, McGraw Hill and Lawyer's Cooperative. All of the updating of legal resource materials is funded by the library budget of the College. New book purchases are made periodically for the Paralegal Studies and Legal Nurse Consultant Programs as a result of faculty requests, advisory board recommendations, student requests, library inquiry or when deemed advisable by the staff. One member of the library staff has been specifically designated as a contact person for the Legal Studies faculty. In addition, the Program Director advises as to changes, updates and new purchases of legal resource materials and periodicals.

The library staff is also instrumental in establishing and maintaining the legal resource links to the libraries website.

- E. If your program has an affiliation with an ABA approved law school that allows paralegal students full use of the hard copy collection in the law school's library, submit as Exhibit 26 the following:

The Bergen Community College does not have an affiliation with and ABA approved law school allowing paralegal students full use of the hardcopy collection in the law school's library.

1. A letter from the law school librarian confirming that paralegal students can use the law library's hard copy collection.

Not Applicable.

2. An inventory of the paralegal periodicals and texts required by G-601.G.7 - 8.

Not Applicable.

- F. If your program does not have an affiliation with an ABA approved law school, submit as Exhibit 26, an inventory of materials in the collection under each of the following categories, noting the most recent update.

1. State code(s). New Jersey Statutes Annotated. Current to present date.
2. State or regional reporter(s). New Jersey Superior Court Reporters, New Jersey Reports. Current to present date.
3. State or regional digest(s). New Jersey Digest. Current to present date.
4. A resource for checking validity and currency of primary source materials, e.g., Shepard's Citations. Shepard's citations and electronic resources – Current to present date.
5. Legal encyclopedia(s). Corpus Juris Secundum (CJS). Current to present date.
6. Texts, practice manuals, and form books for all legal specialty courses. (*Include name, author, edition, date of publication, and publisher. Be sure to include the materials for every legal specialty course.*) Misc. texts and practice manuals and form books. Extensive holdings of materials published by New Jersey Institute of Continuing Legal Education (NJICLE). Current to present date. See Exhibit 26.
7. Local and state bar journals, legal newspapers, and periodicals devoted to the paralegal profession. Misc. journals, periodicals and newspapers including New Jersey Law Journal. Current to present date. See Exhibit 26.
8. Texts and other resources (not listed in #7 above) about the paralegal profession. (*Include name, author, edition, date of publication, and publisher.*) Misc. texts and other resources about the paralegal profession. Current to present date. See Exhibit 26.
9. Law dictionaries. Black's and Ballentine's. See Exhibit 26.

(G-601.G)

In accordance with the disclosures provided in the ABA Report (Exhibit 26), the Legal Studies library holdings include:

1. State Codes: New Jersey Statutes Annotated (current to present date)
2. State or Regional Reporters: New jersey Superior Court Reporters (trial courts and intermediate appellate courts), New Jersey State Supreme Court (current to present date)

3. State or Regional Digests: New Jersey Digest (current to present date)
4. A resource for checking validity of citations and currency of primary source materials, e.g., Shepard's Citations. Shepard's Citations and electronic resources (current to present date)
5. Legal Encyclopedia(s): Corpus Juris Secundum (CJS) (current to present date)
6. Texts, practice manuals and form books for all legal specialty courses: Miscellaneous texts and practice manuals and form books. Extensive holding of materials published by the new Jersey Institute of Continuing Legal Education – NJICLE. See Attached (current to present date)
7. Local and state bar journals, legal newspapers and periodicals devoted to the paralegal profession. Miscellaneous journals, periodicals and newspapers including New Jersey Law Journal (current to present date)
8. Texts and other resources about the paralegal profession: see attached (current to present date)
9. Law Dictionaries: Black's and Ballentine's (current to present date)

G. Does your program provide access to (1) a resource for checking the validity and currency of primary source materials, e.g., Shepard's Citations; (2) a legal encyclopedia; (3) local and state bar journals; newspapers, and periodicals devoted to the paralegal profession; or (4) law dictionaries, **exclusively** in electronic format? If so, provide the following information to demonstrate compliance with Guideline interpretations:

The Bergen Community College Paralegal and Legal Nurse Consultant Programs do not provide access to the above resources in exclusively electronic format.

1. Indicate which collection requirements noted above are met exclusively through electronic access.

Not Applicable.

2. Indicate what electronic resources are used to meet the requirement(s).

Not Applicable.

(G-601.H)

H. What access do students have to research materials and resources in electronic formats? List and describe each electronic format (i.e., subscription services, Internet access, etc) including the number of passwords if applicable and the number of terminals at which students may access materials in each format. **(G-601.J)**

All Legal Studies Program Students have access to specifically designated and secured terminals in the library which have Westlaw Access (including updating and legal encyclopedia access). Furthermore, the students in the Legal Studies Programs have access to Westlaw Passwords and Lexis Nexis (unlimited) through the College Library's subscription to the Virtual Academic Library Environment of NJ (VALE). The number of registered users and passwords for Westlaw is currently

127. There are numerous computer laboratories at the College open to all the Program's students. All computer laboratories and public access computers have access to the internet. In addition to the five dedicated Legal Studies computers in the library and computer lab, there are over 500 public access computer and printers available to Program students in computer laboratories and library. As previously stated, there are specific legal software programs installed on the Legal Studies Computers for access by the Programs' students. Passwords to Westlaw are provided to all Legal Studies students upon enrollment in LGL-220 Computer Assisted Legal Research and continuing for their duration in the Program. The College library also subscribes to many business and reference materials in electronic format which are available to the Paralegal and Legal Nurse Consultant Students and are accessible through the library's website portal off campus or on campus directly via computer terminal.

Legal software is installed on the designated Legal Studies Computer Terminals reserved in the library. These computers have software installed which include All State Legal Forms (Hot Docs), EasySoft HUD RESPA, Legal Nurse Issues including "Lawsuits Against Nurses," Walzer – Forms NJ Practice and Divorceware.

The library also offers a complete array of non-legal research programs through its involvement in the Virtual Academic Library Environment of NJ (VALE) and the Palinet Libraries Consortium. These systems offer a wide array of resources including Lexis Nexis, CINAHL-EBSCO, Criminal Justice Periodical Index, PUBMED (National Library of Medicine) and ABI-Business-Proquest.

Marketing and Public Relations

The programs market through open houses, brochures, speaking engagements and website advertisements on a continuing basis.

Support Services

The following information has been provided to the ABA in conjunction with Support Services (All G... references are to the ABA Guidelines for the Approval of Legal Studies Programs):

ADMISSIONS AND STUDENT SERVICES

G-501 through G-503

- A. What are the admission requirements and procedures used to select students? Indicate what printed or electronic publications of the program and institution contain admission requirements and procedures. (**G-501**)

Applicants for the Paralegal Studies and Legal Nurse Consultant Programs must adhere to the college requirements which are a high school diploma or its equivalent, an application form, application fee, and appropriate transcript. If the applicant is a high school graduate and has also earned some college credit, the applicant must submit a high school transcript or diploma and an official college transcript. If the applicant has a college degree, a college transcript is required. In addition to the aforementioned, the Legal Nurse Consultant Program requires a New Jersey Registered Nurse (R.N.) License and a minimum of 2,000 hours of clinical experience in nursing.

As a college, Bergen Community College has an open admissions policy.

The admission requirements and procedures are set forth and printed in the College Catalog and in electronic publication on the E-Catalog which is part of the Bergen Community College Website.

- B. Exhibit 22 to ABA Reapproval Report (Attach hereto as Exhibit 2) contains copies of all print catalogs, advertisements, promotional materials, brochures, flyers, and copies of all website pages that feature the paralegal program. Indicate on the catalog cover the numbers of the pages of the catalog that refer to the paralegal program. If your institution does not have a print catalog, provide copies of any online catalog pages related to the paralegal program and include the URL address of the online catalog. **(G-501.A - B)**
- C. Indicate where statements are published in the institution's and program's literature that explain that paralegals may not provide legal services directly to the public except as permitted by law. Indicate which of the documents provided in Exhibit 22 (Exhibit 2 hereto) to ABA Reapproval Report contain this statement and the page number on which the statement appears in each such document. **(G-501.A.3)**

Program brochures and the College catalog explain that paralegals may not provide legal services directly to the public except as permitted by law. These statements are contained on the relevant pages and program brochures attached as Exhibit 22 to ABA Reapproval Report.

- D. Describe how the required orientation to the paralegal profession is provided to new students. Include information on materials provided, when the orientation takes place, and what persons are involved in the process. **(G-502.A)**

The Program Director regularly meets with the Paralegal and Legal Nurse Consultant Students. The Director also regularly instructs the Legal Studies faculty as to developments of the program and where to direct students in the event of has met each semester with each new student who enters the program. The Director and other full-time faculty members also have regular sessions with the Legal Studies students where the faculty member discusses the student's educational background and experience, and advises students about career objectives, courses and general matters relating to the program. Students who are unable to meet personally with a full-time faculty member are often advised via teleconference or email transmission.

Additionally, all students who enroll in the Paralegal Studies and Legal Nurse Consultant Programs are required to take introductory courses Fundamentals of Law and Legal Research and Writing. Legal Nurse Consultants must also take Introduction to Legal Nurse Consulting. These courses have advisement components and the students are provided with advisement and field orientation directly from the professor. Video presentations, course materials and memos are also utilized. The courses introduce the students to the legal system, ethics, the courts, paralegal and legal nurse consultant careers and overview the legal profession and areas of specialization. In each of these introductory courses the Program Director or teaching faculty explains the paralegal and legal nurse consultant's function in the law office and in the legal workplace environment and applicability of their training to their field. Each Fundamentals of Law class integrates the AAFPE video regarding the role of the paralegal and a video produced by Bergen Community College specifically for legal studies students. Both videos show paralegals at work in the legal environment and explain the Legal Studies Programs and ABA Approval.

All new students at Bergen Community College are provided with the College's orientation program where they are introduced to the full range of support services available at the College.

Orientation to the program is also provided by the Program Director or other full-time faculty member of in entry level (100) Paralegal Studies Classes. The orientation takes place during the first few weeks of class and consists of a lecture with power-point presentation and corresponding materials.

E. Describe the student services provided in each of the following areas and provide the name and title of the person(s) responsible for the following:

1. Course selection, advisement, and registration. – Program Director Joel, Full-time faculty members mandated advisement requirements, College Counseling Center. In addition to the Program Director and teaching faculty in the Legal Studies Programs, there is a Counseling Center and Academic Advisement Center. Student course advisement is provided by faculty throughout the year on a drop-in basis in the Academic Advisement Center (Room 101). This office assists students with information about Basic Skills Tests results and required courses, degree program requirements, selecting courses and developing a schedule of classes, and other important information regarding academic progress and College policies and procedures. This office is run by Gene Calderon, Associate Professor in the Division of Student Services.

The Counseling Center is located in Room A-118 and is run by Frederick Golub. The Counseling Center offers a wide variety of services for students including Academic Counselors, Personal Counselors, International Counselors, Transfer Counselors and Alcohol and Drug Resources and Services Counselors.

2. Career counseling. – Program Director Joel and the Office of Cooperative Education and Career Development. The Office of Cooperative Education and Career Placement is run by Jennifer Reyes and is located in Room C-100. Among the Services provided by this office are: Cooperative Education, Service Learning, Career Counseling, Part-time Job Employment, Full-Time Job Employment, Workshops, Special Events, Computerized Career Guidance, On Campus Recruitment, Resume Critique Service and Career Library.

3. Support programs such as remediation and tutoring. – Edith Cerrullo Learning Center. The college offers a Tutoring Center, staffed with peer and professional tutors, offers free individual and group tutoring, supplemental instruction, and online tutoring for subjects offered at BCC. The Tutoring Center provides alternative approaches to problem solving and organizational skills. The Tutoring Center is equipped with the latest technology and software, including tapes, books, review sheets, exercises, and software programs. The Tutoring Center is located in Rooms 118-119 and is run by Khairia Fazal, Tutorial Supervisor, Room C-115.

Student organizations and associations

Program Director Joel and Nestor Melendez – Assistant Dean of Student Life and Judicial Affairs. The Office of Student Life is located in Room A-115 and is run by Nestor Melendez. The Office of Student Life is provided to students to assist them in getting the most out of Bergen Community College by getting involved in one of the many student-run organizations. The Student Government Council (SGC) is the voice and governing body for Bergen Community College Students. The Council consists of an executive board, senators, and a representative from each student club and organization. The Student Government Council meets weekly and all meetings are open to BCC Students. The Student Activities Board (SAB) plans and provides programming for an active social environment for BCC students. Programs offered include musical events, lectures, dances, drive-in movies, field trips to Broadway plays, sporting events, weekend sightseeing trips and ski trips. In addition, SAB works with clubs and organizations to provide other diversified programs including World Week,

Women's History Month and Black History Month. There are 51 student clubs. The Paralegal/Legal Nurse Consultant Council is actively run by an elected student board of officers. All Paralegal Studies and Legal Nurse Consultant Students are members of the student club. The club advisor is the Director of the Legal Studies Programs. The Club offers lectures, seminars, speakers, field trips and social events. Regular general membership meetings occur during each semester. Officers also meet on a regular basis with and without Advisor.

Other services or activities

Through Program Director Joel, Reference Librarian Joan Cohen the library has created a computer assisted legal research facility for Paralegal and Legal Nurse Consultant Students at three specifically designated terminals in the library. Access to these computers is limited to students in the Legal Studies Programs. The students have access to Westlaw and legal software programs such as Allstate Hot Docs Legal Forms, Easy Soft, Real Estate and Family Law software programs. The college has many non-legal computer labs and a new technology center.

(G-502)

F. Describe how graduates are assisted in securing suitable employment by answering the following questions:

1. How and when does the program assist students in developing resume writing, interviewing, and job search skills?

The program emphasizes resume writing, interviewing and job search skills throughout the program. The Office of Cooperative Education and Career Development provides workshops and analysis on writing, interviewing and interview skills. Furthermore, the Program instructors are directed to provide direction in this area from the point of entry into the program. The counseling and resources begin from the moment a student enters the program, during their entire tenure in the program, through graduation and beyond.

From the legal studies students' enrollment into the introductory courses in the program to the capstone course of Legal Cooperative Education and Legal Nurse Internship, the legal studies student is constantly provided with assistance in developing resume writing, interviewing and job search skills. Resume writing and interviewing skills are major topics of instruction in the Legal Cooperative Education Course (LGL-462). Business Communications for Paralegals (LGL-200) covers the communication skills of writing, speaking, and listening with particular applications to paralegals. Emphasis is placed on effective techniques to be used in interviews and meetings. Oral presentations are included.

Additionally, the Cooperative Education and Career Placement Office provides resume writing workshops, resume critique and interview skills advisement along with other job search skills. The functions of the Cooperative Education and Career Placement Office have been detailed in earlier sections of this report.

Students are encouraged by the Program Director to attend the open session seminars offered by the Cooperative Education Office on resume preparation and interviewing skills and preparation and read the cooperative education manual on interviewing techniques and preparation

2. How does the program provide information and resources about current paralegal employment opportunities?

All students and graduates have access to the Cooperative Education and Career Placement counselors and library which provides employment opportunities. Furthermore, the Director publicizes employment opportunities to all legal studies students by publicizing the opportunity to instructors for announcement in class and to the Paralegal/Legal Nurse Consultant Council for publication in the club newsletter and email notices to all legal studies students.

All students have full access to Martindale Hubbell (in hardcopy and in e-format) series in the library listing the details of the practice of prospective employers. Furthermore, all students and graduates are encouraged by the Program Director to read the weekly Paralegal and Legal Nurse Consultant classified ads in the New Jersey Law Journal and New Jersey Lawyer Newspapers (even if they are employed) to keep abreast of paralegal and legal nurse consultant opportunities. In addition, the Program Director strongly recommends that all students in their third semester join the Legal Assistant Association of New Jersey and attend meetings to network with working paralegals and/or legal nurse consultants for job prospects.

As part of the legal specialty courses, there is a continuing discussion and description of the placement opportunities available for BCC legal studies students in various areas of the law.

All students in the legal studies programs are required to complete the Cooperative Education Internship course which places students in various public agencies, corporations and law firms. The placements are selected with an eye toward giving students as intense and broad an experience as possible. In many instances, these cooperative placements result in permanent employment for our students.

3. What is the name and title of the person who has the chief responsibility for the employment/placement services?
(G-502(a) and G-502.C)

Chief responsibility for the employment and placement of BCC legal studies students is coordinated between the Program Director with assistance of the Director of the Office of Cooperative Education and Career Placement. Through the assistance of the Program Director and the Office of Cooperative Education and Career Placement students obtain paralegal or legal nurse consultant positions. Because of the good reputations of our programs, many of the BCC legal studies students obtain positions on their own initiative or come to our program with support level positions in the legal workplace environment and are looking to expand their roles and enhance their opportunities with current employers.

The Director of the Cooperative Education and Career Placement Office now known as the Office of Student Success is Jennifer Reyes. Communication between the legal studies programs and career placement is done in person, via teleconference and correspondence (email and hardcopy format).

- G. Complete the form provided as Exhibit 23 (Exhibit 3 hereto), showing employment and related information for all graduates for each of the past four years. **(502(a), 502.C - D)**

See Exhibit 23 attached.

- H. What methods are used to give students the opportunity to express their views and make suggestions regarding the paralegal program? **(G-502.E)**

All students are encouraged to express their views about the program to the Program Director and to any of the Legal Studies Faculty Members. Comments provided to faculty are provided to the Program Director to address. Periodically, questionnaires and surveys are circulated to the Legal Studies Students to solicit suggestions on how to improve the program and to voice their concerns or praise as to certain aspects of the program. All full-time faculty members are required to have at least three office hours per week open for student consultation. In addition, the Program director is always available to any student in the program via teleconference, email correspondence or office visit by appointment at non-office hour times. The Program Director maintains an open door policy which is utilized by the students.

The Dean's office and the Head of the Business Department also are provided with comment by students. These comments are provided to and addressed by the Program Director.

The Paralegal/Legal Nurse Consultant Council meetings also provide a sounding board for Legal Studies Program students. During these meetings, run by the students and supervised by the faculty advisor (the Program Director), the students have the opportunity to put forth suggestions, comment on faculty, courses, field trips, speakers, etc. Formal surveys are also circulated.

Furthermore, several students and graduates are members of the Paralegal/Legal Nurse Consultant Advisory Board. At these regularly scheduled meetings, these students voice issues for the students and graduates about the program and are encouraged to provide comment for the betterment of the Programs.

- I. If the program provides continuing education for its graduates and/or paralegals, list the continuing education offerings for the past four years. **(G-502.F)**

The Programs do not provide continuing education for its graduates and/or paralegals other than to allow those students to enroll in elective legal specialty courses or electives. Additionally, each semester, Paralegal and Legal Nurse Consultant Students have the opportunity to attend several legal seminars, trips or conferences on topics which may or may not be covered in the curriculum.

- J. If non-paralegal students are enrolled in any legal specialty classes, provide information for each term for the last four years showing (1) the name and number of course(s); (2) the total number of students enrolled; (3) the number of non-paralegal students enrolled and (4) the reason that non-paralegal students are permitted to enroll in each course. **(G-503)**

Students are permitted to register for individual legal specialty courses as non-matriculated students without complying with the requirements for admission as a matriculated student provided the necessary prerequisites are met. The proportion of such students in the program is less than ten percent. Non-Paralegal students in the entry level 100 courses is as follows:

LGL-101: Fundamentals of Law
LGL-103: Legal Research and Writing
REA-101: Real Estate I

It is estimated that there is a maximum of between 10-15% of the class size which are non-matriculated paralegal studies students in the above courses. This would result in approximately between 1 and 3 students (based on current enrollments) in the course being a non-paralegal studies student. However, many

of the non-matriculated students become matriculated paralegal students after taking their first course and therefore actually become matriculated paralegal Studies students.

There are no non-paralegal or legal nurse consultant students in any of the advanced 200 level courses. Due to the nature and content of the Paralegal courses, many of the courses are appealing to the public and students in other disciplines. It is a college-wide policy that many discipline based courses may be made available to non-discipline students on a case by case basis upon application to the Director.

Resources, Budget

Expenditures and Budgets

Category	Month/Year^(A) 2008 Fiscal Year (7/07 to 6/08)	Month/Year^(A) 2010 (7/09 to 6/10)	Month/Year^(A) 2011 (7/10 to 6/11)	Month/Year^(B) 2012 (7/11 to 6/12)	Month/Year^(C) 2013 (7/12 to 6/13)
Salaries^(D)	\$207,238	\$275,419	\$302,330	\$220,330	\$240,000
Professional Development^(E)	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500
Membership^(F)	\$2,500	\$2,800	\$3,000	\$3,100	\$3,200
Instructional Equipment and Supplies	\$3,700	\$3,900	\$4,000	\$4,000	\$4,200
Library Materials and Resources	\$49,500	\$53,000	\$55,000	\$58,000	\$60,000
Technical and Support Services^(G)	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000
Assessment^(H)	\$500	\$1,000	\$1,000	\$1,000	\$1,000
Advisory/Faculty Meetings	\$500	\$500	\$500	\$500	\$500
Other (Advt., Brochures, Open Houses, Internet PR, Web Development, Misc.^(I)	\$1,800	\$2,200	\$2,400	\$2,600	\$2,800
TOTALS:	\$273,138	\$346,319	\$375,730	\$297,030	\$319,200

Category	Month/Year^(A) 2014 Fiscal Year (7/13 to 6/14)
Salaries^(D)	\$317,856
Professional Development^(E)	\$2,500
Membership^(F)	\$2,200
Instructional Equipment and Supplies	\$3,900
Library Materials and Resources	\$60,000
Technical and Support Services^(G)	\$5,000
Assessment^(H)	\$1,000
Advisory/Faculty Meetings	\$500
Other (Advt., Brochures, Open Houses, Internet PR, Web Development, Misc.^(I)	\$2,000
TOTALS:	\$394,956

Data Needs

There are no additional data needs are necessary to effectively evaluate this area of the program.

FOCUS ON COMMUNITY

Reflect on the degree to which you seek regular input from outside of the college—the community—for this program— **please comment on only those which are applicable to this program.**

Community Groups

The Program regularly confers with the local bar association and bar members and legal workplace personnel and attorneys on the advisory board to determine the needs and be provided with assessments in the legal workplace environment. The Program also regularly addresses the concerns and trends in the legal community as it relates to Paralegals and Legal Nurse Consultants in the Program’s advisory board meetings which have as it members, many legal, paralegal, nursing and legal nurse consulting members.

The students evaluate all full-time and adjunct faculty in the College. A college-wide task force charged by the Dean and consisting of a broad spectrum of faculty has implemented a program developing this qualitative and quantitative survey for students to evaluate faculty. A student evaluation of faculty is administered in all courses taught by adjunct faculty.

Each adjunct and full-time faculty member is also regularly reviewed by a senior tenured faculty member or program director and/or dean.

Community Issues Related to Program

See above. Note also that BCC has an established New Jersey Transit bus route which has two stops on the main Paramus campus, a stop at the Hackensack Campus and regular shuttle service has been established from the Paramus campus to the Meadowlands campus on a daily basis.

External Requirements or Considerations

[Certifications, accreditations, licensures, professional organization status or involvement, ...]

American Bar Association – Re-Approved for a period of 7 years (August, 2013)

Advisory Boards

[Advisory Boards’ composition and input, number of Advisory Board meetings during the last two years, degree to which the Advisory Council reviews the competencies of the degree or certificates and program courses, timeframes for last reviews, other functions or activities of the Advisory Board, ...]

Advisory Board is required by the American Bar Association and is comprised of the following individuals:

Advisory Committee Members

Category ^(A)	Name	Primary Place of Employment	Title/Nature of Business ^(B)	Initial Appt Date	Meetings Attended ^(C)
Practicing Attorney	Kevin Kelly, Esq.	Kelly, Kelly, Marrotta & Lafferty, Maywood, NJ	Legal – Firm Partner	2005	4/07, 4/08,11/08, 4/10
Private Sector Paralegal	Pamela Smaha	Cingular Wireless, Paramus, NJ	Legal - corporate	2006	4/07,4/08,11/08,4/09, 1/09, 11/10, 6/11
Manager of Paralegals	David Nachman, Esq.	Nachman & Assoc., Upper Saddle River, NJ	Legal – Partner Immigration	2004	11/07,4/08,11/08, 4/09,11/09,4/10, 11/10,6/11
Faculty	Gerald S. Meisel, Esq.	Bergen Community College, Paramus, NJ.	Educator	1990	4/07,11/07,4/08 11/08,4/09,11/09, 4/10,11/10
Faculty	Louis Cirrilla, Esq.	Bergen Community College, Paramus, NJ.	Educator	2008	4/0811/08,4/09, 11/09,4/10,11/10, 6/11
School Administrator	Joan Murko, RN	Bergen Community College, Paramus, NJ	Academic Department Chair	2005	4/07,4/08,11/08,4/09, 11/09,4/10,11/10, 6/11

Category ^(A)	Name	Primary Place of Employment	Title/Nature of Business ^(B)	Initial Appt Date	Meetings Attended ^(C)
Practicing Attorney	Michael Jones, Esq.	Cole Shotz, Hackensack, NJ	Legal – Firm Partner	2008	4/08,11/08,4/09, 11/09,4/10,11/10, 6/11,11/11,4/12,11/1 2,4/13, 11/13,6/14
Private Sector Paralegal	Theresa Charrkas	JVC Corp., Saddle River, NJ	Legal - corporate	2006	4/07,4/08,11/08,4/09, ,6/10
School Administrator	Lawrence A. Joel, Esq.	Bergen Community College, Paramus, NJ.	Educator	1990	4/07,4/08,11/08,11/0 9,4/10,11/10,6/1111/ 11,4/12,11/12,4/13, 11/13,6/14
Public Member, School Administrator	Lucille Joel, Ed.D., RN	Dean of Nursing, Rutgers Univ., Newark, NJ	Dean	2005	4/07,11/07,4/08,11/0 8,4/09,4/10, 11/10,6/1111/11,4/12 ,11/12,4/13, 11/13,6/14
Public Sector Paralegal	Joanne Lassoni	BC Surrogate Court	Paralegal	2008	-----

Private Sector Paralegal	Maureen McElroy	Appellate Services	Paralegal	2006	11/07,4/08,11/08,4/09,11/10,6/11,11/11,4/12,11/12,4/13,11/13,6/14
Manager of Paralegals	David Zwerling, Esq.	Zwerling Law Firm	Attorney	2007	4/07, 11/08,4/10,6/11
Manager of Paralegals	Frank Imparato, Esq.	Imparato Law Firm	Attorney	2008	11/08
Practicing Attorney	Frank Pisalo, Esq.	Cole Shotz Firm	Attorney	2008	-----
Private Sector Paralegal	Pamela Smaha	Verizon Wireless	Paralegal	2008	4/09,11/09,4/10,11/10
Private Sector Paralegal	Susan Staples	Melli, Guerin & Leyva	Paralegal	2010	11/09,4/10,11/11,4/12,11/12,4/13, 11/13,6/14
Manager of Paralegals	Gerry Otiniano	DeCotiis, Fitzpatrick, Cole & Wisler, LLP	Paralegal	2008	4/09,4/10,
General Public Member, Public Sector Paralegal, Other	Michelle Mendez	Bergen County Surrogate's Court	Paralegal	2011	-----
General Public Member, Public Sector Paralegal, Other	Curtis Clark	Passaic County Superior Court	Paralegal	2010	11/09
Public Sector Paralegal	Mary Demmer	Superior Court of New Jersey, Hackensack, NJ	Paralegal – Asst. Trial Coordinator	2008	-----
Private Sector Paralegal	Leslie Simon	Law Offices of Lawrence Simon, Esq., Ridgewood, NJ	Paralegal	2008-2010 No longer on board	4/08,11/08,4/09
Manager of Paralegals	Charles Nucifora	Bergen County Justice Center, Criminal Div., Hackensack, NJ	Paralegal Mgr.	2005-2008 No longer on board	4/08,11/08
Private Sector Paralegal	Melanie Janes	Nachman & Assoc, Ridgewood, NJ	Paralegal	2005-2007 No longer on board	11/07
Private Sector Paralegal	Kimberly Hay	Pharmacia, Paramus, NJ	Paralegal	2007-2009 No longer on board	4/07,11/08,11/09
Educator, Prof., Atty	Lisa Mayer, Esq.	Bergen Community College	Prof./Atty	2009-present	4/09,4/10,11/11,4/12,11/12,4/13, 11/13,6/14

Data Needs

There are no additional data needs necessary to effectively evaluate this area of the program.

SUMMARY

Program Achievements, Progress Made Since Last Review

See comments above regarding changes since the last program review especially the comments on responses to the ABA Site Team's recommendations, curriculum changes and implementations. The BCC Legal Studies programs have been granted ABA Re-Approval without conditions as of August, 2013 which is a tremendous accomplishment and can only be achieved with strict compliance to ABA Approval/Accreditation guidelines.

Mission/Goals/Objectives

The program meets and/or exceeds its goals and objectives.

Strengths

There are 280 ABA Approved Legal Studies Programs in the United States. There are currently only 12 ABA Approved Programs in New Jersey. The Bergen Community College Legal Studies ABA Approved AAS Degree Programs in Northern New Jersey serve 5 of the 10 most populous counties in this state. Our students are primarily drawn from Bergen, Essex, Passaic, Morris, Hudson, Warren and Sussex counties with a total population of approximately 3.5 million persons. We are the only ABA approved program AAS degree program within these five counties. Many programs strive but do not attain ABA accreditation/approval status.

Our programs graduates demonstrate a drive, professionalism, diversity and intellect that is well suited for employment in the legal workplace. As such, our students and graduates are able to obtain employment and advance within the legal services field very quickly.

Our programs' students, graduates, location and stellar reputation in the legal community have assured its continued success and bodes well for future success and growth.

Challenges

There are always concerns with enrollments, resources and support by the college. The diversity of the student body is one of the programs' strengths but is also a challenge.

Celebration and Recognition

Many awards have been provided to faculty members during the course of this program review as instructors and as attorneys. Special recognition was provided to the Legal Studies Programs in August, 2013 as the programs were granted re-approval/accreditation without conditions.

Recommendations for Change

There are recommendations at this time. No additional data is needed.

Notes: Several sections of this report have referred to specific customized exhibits to the American Bar Association Self-Study reports. Due to the voluminous nature of these exhibits, the exhibits are not attached but may be reviewed at the Office of the Legal Studies Department in the Pitkin Education Center Building, Room B-206.

ACTION PLAN

The following goals have been established by the Legal Studies Programs and are published, posted and publicized by Bergen Community College in compliance with the guidelines of the American Bar Association. These Goals are mandated and constantly reviewed. The efforts of the Legal Studies Programs are directed towards achieving these goals. The Director of the program is responsible for making sure that the programs are achieving these goals. The American Bar Association requires regular compliance and reporting and proofs that the College is achieving these goals. As per previous narrative of this report, the American Bar Association will require interim reports of the Legal Studies Programs on July 15, 2015 and July 15, 2018. The institutional assessment of the Legal Studies Programs selects one or more of these goals each assessment cycle. The published goals of the Legal Studies Programs are as follows:

PROGRAM GOALS

1. To provide students with a balanced and varied knowledge in a range of substantive legal fields and practical skills that are necessary to enter the work force as a paralegal or legal nurse consultant.
2. To train students in the application of practical skills including the techniques of legal research, practice and procedure, investigation, interviewing, drafting of documents, motions and pleadings and other practical skills needed for an array of potential positions in the public, private and corporate law sectors.
3. To promote the appreciation of and adherence to ethical practice and professional responsibility as a paralegal and legal nurse consultant.
4. To prepare students to understand the legal environment and work under the supervision of lawyers in the private and public sector.
5. To provide students with a general education that includes exposure to several major areas (Humanities, Mathematics, Social Science and Natural Science) and develops communication, quantitative and analytical skills and knowledge to advance their intellectual and personal growth.
6. To provide a program that responds to the needs of the legal community and promotes the economical and efficient delivery of legal services through paralegals and legal nurse consultants working under the supervision of attorneys.
7. 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.

PRESENTATIONS AT PUBLIC FORUMS

Program reviews are presented to the college community in a public forum in the fall semester following the submission of the final report in May. The venue for the public forum will be decided upon by the Team Chair in consultation with the Divisional Dean and the Vice President of Academic Affairs. Possibilities include but are not limited to the following: Faculty Senate meetings, Board of Trustees meetings, College Council meetings, Advisory Board Meeting, etc.

ADDITIONAL ACTIVITIES

External Review

The external review is done by an outside consultant who is an expert in the field, preferably experienced community college colleagues with expertise in academic program review and/or accreditation. The external reviewer is selected by the Divisional Dean based on recommendations from the Team Chair. Once the external reviewer is identified, the Team Chair provides him or her with the preliminary data and information for review. The external reviewer then works closely with the faculty/staff and the Team Chair. The reviewer examines a program's information, relevant data and survey results, course outlines, program requirements, etc., and then participates in an on-site visit which must include a classroom observation (to be determined by the program review team in consultation with the Divisional Dean), and meetings with faculty/staff and students. In an exit interview, the external reviewer meets with the VPAA to offer preliminary recommendations. A final report is generated by the reviewer and submitted as part of the final program review report. The Legal Studies Programs have been reviewed by an outside external review team assigned by the American Bar Association. This site review was conducted in February, 2013.

Archiving Program Review Forms and Supporting Documentation

Paper copies of the completed program review including supporting data and other accompanying documentation are filed with the:

- Department Chair
- Division Chair
- Vice President Institutional Effectiveness
- Vice President of Academic Affairs

Select completed program review forms and accompanying documentation will soon be available for viewing on the BCC Web site.

GLOSSARY

ABA	American Bar Association
Goal	A long-term organizational target or direction of development.*
G-...(#)	Rule Reference to ABA Guidelines for Approval of Paralegal Education Programs
Mission	A statement of organizational purpose.* For program review purposes, a statement of program purpose.
Objective	A measurable target that must be met on the way to attaining a goal.*
Vision	A description of what an organization will look like if it succeeds in implementing its strategies and achieves its full potential.*

* These definitions were taken from
Creating and Implementing Your Strategic Plan
by John M Bryson and Farnum K. Alston.

BCC VISION, MISSION AND VALUES

Vision

As a college of choice, Bergen Community College provides a comfort level that enables students of all abilities to mature as learners and engaged citizens. A leading community college in the nation, the College creates a stimulating, rigorous, and inclusive learning environment. Use of innovative technology enhances learning experiences and widens access to learning media. Community and business leaders value the College as a reliable partner and principal provider of workforce development. Bergen County residents of all ages and cultural backgrounds appreciate the College as the hub of their educational and cultural activities.

Mission

Bergen Community College educates a diverse student population in a supportive and challenging academic environment that fosters civility and respect. The College offers a comprehensive set of accessible, affordable, high-quality credit and non-credit courses as well as degree and non-degree programs. Bergen provides lifelong learning opportunities for all members of the community. The College responds to community needs through workforce training and continuing education, and by developing programs for employers.

Values

To fulfill the vision and mission of Bergen Community College, we are committed to:

- integrity
- student success
- academic and institutional excellence
- lifelong learning
- respect
- accountability
- innovation

These core values will guide our daily endeavors.