

De Anza College

Program Review – Annual Update Form – Fall 2025

1. **Department/Area Name:** Paralegal Studies Program
2. **Name of individual(s) completing the form:** Kevin Lee / Sheryl Bernardo – Co-Chairs
3. **Briefly describe how your area has used the feedback from the Comprehensive Program Review and Annual Program Review Update provided by RAPP members over the past two years (if unsure, request the feedback form from your dean/manager).**
4. **Describe any changes or updates that have occurred since you last submitted program review (program review [submissions](#)).** Hired new faculty, enhanced course offerings, established guidelines allowing course to be fully online with synchronous component
5. **Provide a summary of the progress you have made on the goals (i.e., OKRs for Student Services) identified in your last program review (as included in the comprehensive program review or annual program review update).**

Goal title	Goal description	Responsible parties	Collaboration with....	What evidence have you used to monitor progress?	How have you assessed your goal?	What changes have been made based on the assessment?
Implement Online Courses with Synchronous Component	Met the ABA newly established guidelines allowing courses to be fully online with a synchronous component	SSH Dean and Co-Program Directors	Other institutional departments	Implement regular collection of surveys from students to see if delivery format is ideal	Reviewed and tracked data from surveys	N/A
Implement Additional Course Offerings	Listed new goals to add more courses to enhance the	SSH Dean and Co-Program Directors	Other institutional departments	Hire PT faculty to teach specialized courses in	Reviewed and monitored specialized	N/A

	department's course offerings			our program that have not been available for a while if more courses added (ex: adv research & writing, tenant law, bankruptcy).	course offerings	

6. If your goals (i.e., OKRs for Student Services) are changing or you are adding a new goal(s), please include them below. If new goals require resources, please list requested resources that were not included in your last program review.

Goal title	Goal description	Responsible parties	Collaboration with....	What evidence will you use to monitor progress?	How will you assess achievement of the goal?

7. Describe the impact to date of previously requested resources (personnel and instructional equipment, facilities/upgrades) including both requests that were approved and were not approved. For example, what impact have these resources had on your program/department/office and measures of student success or client satisfaction and what have you been able to and unable to accomplish due to resource requests that were approved or not approved? **Hiring a new faculty member has helped the program offer more specialized courses that students need to graduate.**
8. How have these resources (or lack of resources) specifically affected disproportionately impacted students/clients? If you have not requested or received resources, still describe how your area has been able to serve disproportionately impacted students/clients.
9. Refer back to your Comprehensive Program Review and Annual Program Review Update from the past two years under the section titled Assessment Cycle or the SLO website

(<https://www.deanza.edu/slo/>). In the table below, provide a brief summary of one learning outcome, the method of assessment used to assess the outcome, a summary of the assessment results, a reflection on the assessment results, and strategies your area has or plans to implement to improve student success and equity. If your area has not undergone an assessment cycle, please do so before completing the table below.

Table 1. Reflection on Learning Outcomes (SLO, AUO, SSLO)

Learning Outcome (SLO, AUO, SSLO)	Enhance course offerings and accessibility for current and prospective paralegal student population
Method of Assessment of Learning Outcome (please elaborate)	Regularly review and assessment course offerings and accessibility needs for current and prospective paralegal student population
Summary of Assessment Results	The summary of assessment results section indicates that students feel more confident.
Reflection on Results	Generally good reflection of the SLO. The reflection on results and strategies implemented are particularly strong.
Strategies Implemented or Plan to be Implemented (aka: enhancements)	Implement regular collection of student surveys (current and alumni) assessing course learning outcomes to confirm assessments and strategies are helpful.

Please email this form to your dean/manager.

10. Dean Manager Comments:

The Paralegal Program is currently engaged in a critical period of assessment and improvement driven by the requirements of the American Bar Association (ABA). During the past summer, the program completed and submitted its ABA reapproval materials, a process that provided valuable insight into areas where additional structure, documentation, and engagement are needed to ensure continued compliance and program quality.

One key area identified through the resubmission process is the need to strengthen the role and regularity of the Advisory Board. Increased frequency of advisory board meetings will support ongoing review of curriculum, certificates, and program outcomes, ensuring that coursework remains current, relevant, and aligned with evolving legal industry standards. Stronger advisory board engagement will also enhance employer input, workforce alignment, and continuous improvement efforts, all of which are central to ABA expectations.

The review process also highlighted opportunities to deepen collaboration among faculty and to formalize student feedback mechanisms, including the development of a student think tank. This structure would provide a consistent and meaningful avenue for students to share insights on curriculum, instructional delivery, internships, and career preparation, thereby strengthening the program's responsiveness and student-centered focus.

At the same time, the program continues to demonstrate effective practices that support student success and workforce readiness. The Career Fair (in Spring 2025) organized by Professor Kevin Lee was successful in connecting students with employers and industry professionals, and the program plans to continue and expand this initiative in the upcoming spring term. Such activities reinforce the program's strong ties to the legal community and contribute to positive employment outcomes for students.

As the program awaits the formal results of the ABA reapproval process, the department remains focused on prioritizing the actions and improvements that will be required. This period represents an opportunity to align accreditation requirements with strategic planning, strengthen governance and advisory structures, and further enhance the quality and relevance of the Paralegal Program. Ensuring compliance with ABA standards remains the program's primary focus, while continuing to support student success and industry alignment.

11. Vice President/Associate Vice President Comments:

The Paralegal Studies Program continues to demonstrate strong workforce alignment and a clear commitment to continuous improvement during a critical accreditation cycle. The program's successful submission of American Bar Association reapproval materials reflects thoughtful assessment of curriculum, governance, and student engagement practices. The addition of new faculty and expanded specialized course offerings has strengthened student access and supported timely degree completion. Implementation of fully online courses with a synchronous component increases flexibility for working students while maintaining instructional quality. Continued focus on advisory board engagement, student feedback mechanisms, and employer partnerships will further enhance program relevance, compliance, and student career readiness.