

**IMPERIAL VALLEY COLLEGE DISTRICT
REVIEW OF CAREER TECHNICAL EDUCATION TRAINING PROGRAMS
2013**

COURT SERVICES SPECIALIST

I. Program Description

The Court Services Specialist program is intended to provide an opportunity for court employees and others interested in the justice process to enhance their professional and personal skills.

A. Certificate

Certificated of Achievement, Court Services Specialist

II. Career Opportunities

Legal Secretaries

[Court Clerks](#)

III. Industry Certification/Accreditation (to be completed by faculty)

IV. Industry Recognized Credentials (IRC) (to be completed by faculty)

V. Labor Market Demand

The Court Services Specialist program at Imperial Valley College meets a documented labor market demand. Employment trends for this field are derived from a variety of sources. These are listed below:

A. Employment Trends (Employment Development Department):

Occupation	TOP Code	SOC Code	2008	Average Job Openings per Year
Legal Secretaries	0514.10	436012	60	1*

*Same data as 2012. No updates from State Employment Development
Occupational Employment Projections 2008-2018
Imperial County

<http://www.labormarketinfo.edd.ca.gov/CommColleges/>

B. Employment Trends (Faculty Assessment):

VI. Other Regional Programs

There are no other similar training programs in Imperial Valley.

VII. Employment and Completion

(Based on State Core Measures Report, 2011-2012, 2012-2013 & 2013-2014)

Core 2: Completions. Measures completions for Career Technical Education student concentrators. Receipt of a certificate or degree or enrollment in a California four-year public university with or without a degree is considered a completion.

Fiscal Year Planning	Program	Total Completions	IVC Completion Rate	State Avg. Completion Rate
2013-2014	Legal Office Technology	4/4	100%	94.76%
2012-2013	Legal Office Technology	1/1	100%	91.22%
2011-2012	Legal Office Technology	0	0	98.67%

PERKINS IV Program Performance Trend Report
Core Indicator Two – Total Completions – Certifications, Degrees and Transfer
https://misweb.cccco.edu/perkins/Core_Indicator_Reports/Summ_coreIndi_TOPCode.aspx

Core 3: Persistence and Transfer. The percent of Career Technical Education student concentrators (students who have successfully completed a minimum of 12 units of related Career Technical Education coursework) who persist in education at the community college level or transfer to a two or four-year institution.

Fiscal Year Planning	Program	Persistence	IVC Persistence Rate	State Avg. Persistence Rate
2013-2014	Legal Office Technology	2/5	40%	84.55%
2012-2013	Legal Office Technology	4/4	100%	79.51%
2011-2012	Legal Office Technology	5/6	83.33%	96.35%

PERKINS IV Program Performance Trend Report
Core Indicator Three – Persistence and Transfer
https://misweb.cccco.edu/perkins/Core_Indicator_Reports/Summ_coreIndi_TOPCode.aspx

Core 4: Student Placement. The percent of Career Technical Education students who have earnings the following year (as found in the unemployment insurance base wage file) or are in an apprenticeship program, or the military.

Fiscal Year Planning	Program	Placements	IVC Placement Rate	State Avg. Placement Rate
2013-2014	Legal Office Technology	4/4	100%	84.64%
2012-2013	Legal Office Technology	0	0	64.90%
2011-2012	Legal Office Technology	1/1	100%	65.73%

PERKINS IV Program Performance Trend Report
Core Indicator Four – Employment
https://misweb.cccco.edu/perkins/Core_Indicator_Reports/Summ_coreIndi_TOPCode.aspx

Pursuant to the FCMAT report, CTE programs are also being evaluated for student demand, certificate and program completion, local labor demand, and a facility utilization for CTE programs in the new CTE building.

VIII. Enrollment Trends

Course	Year	Sections	Avg. Class	CAP	Fill Rate
BUS260	2012-2013	2	26.5	28	94.64%
BUS260	2011-2012	2	26	31	82.54%
BUS260	2010-2011	2	24.5	28	87.50%

Course	Year	Sections	Avg. Class	CAP	Fill Rate
CIS101	2012-2013	2	23.5	28	84.53%
CIS101	2011-2012	18	27.6	33	83.67%
CIS101	2010-2011				

Course	Year	Sections	Avg. Class	CAP	Fill Rate
CIS120	2012-2013				
CIS120	2011-2012				
CIS120	2010-2011	4	26	29	88.14%

Course	Year	Sections	Avg. Class	CAP	Fill Rate
CIS121	2012-2013				
CIS121	2011-2012				
CIS121	2010-2011	4	27.8	29	94.07%

Course	Year	Sections	Avg. Class	CAP	Fill Rate
CIS124	2012-2013	5	26	25	104.84%
CIS124	2011-2012	3	33.67	40	84.17%
CIS124	2010-2011	6	31.8	29	108.52%

Course	Year	Sections	Avg. Class	CAP	Fill Rate
CIS125	2012-2013	4	18.25	25	73%
CIS125	2011-2012	2	25.5	40	64%
CIS125	2010-2011	6	24.5	31	78.19%

IX. Completions

	2012-2013		2011-2012		2010-2011	
	Degrees	Certificates	Degrees	Certificates	Degrees	Certificates
Court Services Specialist	N/A	2	N/A	0	N/A	0

X. FTES/FTEF Analysis

Year	FTES	FTEF	FTES/FTEF
2012-2013	397.66	23.6	16.85
2011-2012	306.16	17.33	17.67
2010-2011	373.14	20.94	17.82

XI. Facility Utilization Plan (to be completed by faculty)

XII. SWOT Analysis (to be completed by faculty)

Strengths <u>Strong FTES/FTEF ratio</u> <u>Completers are finding employment</u>	Weaknesses <u>Program remains small, but since it shares core classes with office tech and Legal this is not a big problem.</u>
Opportunities <u>The ability of our program graduates to positively impact local businesses is an opportunity for the program. Many of our graduates intend to stay in the community as they pursue their careers.</u>	Threats <u>Since many of our students find employment through government agencies, declining state funding could reduce future opportunities.</u>

XIII. Program Evaluation (to be completed by EWD office)

XIV. Recommendation (to be completed by EWD office)