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

LEGAL ASSISTANT

I. **Program Description**
The Legal Assistant program provides education and training for students considering a career in the legal industry as paralegals working under the direct supervision of lawyers in the public and private sectors.

A. Degree
Associate in Arts, Legal Assistant

B. Certificate
Certificated of Achievement, Legal Assistant

II. **Career Opportunities**
Legal Secretaries (Legal Assistant is a more appropriate term)
Court Clerk
File Clerk

Also good preparation for seeking further training/education as a:

Court Interpreter
Lawyer
Paralegal

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

None

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

None

V. **Labor Market Demand**
The Legal Assistant 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): Approx. 5 of my students over the last 2 years have found jobs in the field.

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 Secretaries	4/4	100%	94.76%
2012-2013	Legal Secretaries	1/1	100%	91.22%
2011-2012	Legal Secretaries	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 Secretaries	2/5	40%	84.55%
2012-2013	Legal Secretaries	4/4	100%	79.51%
2011-2012	Legal Secretaries	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 Secretaries	4/4	100%	84.64%
2012-2013	Legal Secretaries	0	0	64.90%
2011-2012	Legal Secretaries	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
LEGL115	2012-2013				
LEGL115	2011-2012	1	28	32	87.50%
LEGL115	2010-2011				

Course	Year	Sections	Avg. Class	CAP	Fill Rate
LEGL116	2012-2013				
LEGL116	2011-2012	1	24	32	75%
LEGL116	2010-2011				

Course	Year	Sections	Avg. Class	CAP	Fill Rate
LEGL117	2012-2013	1	28	32	87.50%
LEGL117	2011-2012	1	25	30	83.33%
LEGL117	2010-2011				

Course	Year	Sections	Avg. Class	CAP	Fill Rate
LEGL119	2012-2013	1	13	35	37.14%
LEGL119	2011-2012				
LEGL119	2010-2011	1	8	30	26.67%

Course	Year	Sections	Avg. Class	CAP	Fill Rate
LEGL120	2012-2013				
LEGL120	2011-2012				
LEGL120	2010-2011	1	14	30	46.67%

Course	Year	Sections	Avg. Class	CAP	Fill Rate
LEGL121	2012-2013				
LEGL121	2011-2012				
LEGL121	2010-2011	1	18	30	60%

IX. Completions

	2012-2013		2011-2012		2010-2011	
	Degrees	Certificates	Degrees	Certificates	Degrees	Certificates
Legal Assistant	1	3	0	1	3	1

X. FTES/FTEF Analysis

Year	FTES	FTEF	FTES/FTEF
2012-2013	210.66	16.06	13.12
2011-2012	28.47	2.26	12.60
2010-2011	33.36	3.06	10.90

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

XII. SWOT Analysis (to be completed by faculty)

Strengths Comprehensive curriculum, covering most areas of the law that students will encounter in the workforce Teaching faculty currently work in the field, bring real-world experience to the classroom FTES/FTEF ratio has risen two straight years	*Weaknesses* Not enough focus on legal writing Students cannot complete coursework in timely manner No work-experience/internship component
Opportunities Completion of all core classes should be required before enrollment in legal writing course Legal writing component should be expanded and split into a two course series Offer "pre-law", ABA approved paralegal, and legal office assistant degree tracks all under a Legal Studies umbrella (collaborate with business, English, and political science programs for curriculum) See Cuyamaca's program here: http://www.cuyamaca.net/paralegal/certificate-degree.asp	*Threats* Low enrollment could lead to program cancellation

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

XIV. **Recommendation** (to be completed by EWD office)