

Local Application Program Information by TOP Code (& Final Report)

2014-2015

District/College: Santa Ana College **Agreement No.:** XX-C01-XX
Program Title: Paralegal **TOP Code:** 140299

Title of Proposed Project/Activity		Paralegal Outreach and Equipment	
Department/Division		PARALEGAL/BUSINESS	
Project Director		Rick Manzano	
Project Director's Phone #	714-564-6858	Email	Manzano_rick@sac.edu
Division Dean	Allen Dooley		
Dean's Phone #	714-564-6750	Email	Dooley_Allen@sac.edu
TOP Code	140299	TOP Code Title	Paralegal

Funding Rationale

Based upon a review of the Core Indicators Report for your program, which of the following core indicators will be addressed in this plan?

- 1P1 – Technical Skill Attainment – Successful course completion
- 2P1 – Credential, Certificate or Degree – Student program completion
- 3P1 – Student Persistence or Transfer – Higher Education
- 4P1 – Student Placement – Employment
- 5P1 – Nontraditional Participation – DISTRICT PRIORITY
- 5P2 – Nontraditional Completion – DISTRICT PRIORITY

Briefly describe program improvement issue(s) concerning this TOP code and include specific examples. (Limited to 2,000 characters, or approximately ½ page of text)

1. High School students and Counselors lack information on the program.
 - i. Materials aimed at the incoming high school counselors and students are not available.
 - ii. Due to major changes in the program for 2014-15, SAC counselors and high school counselors need information and orientation of the program and program requirements.
2. Students lack information on the program and the profession.
 - i. Nontraditional, highschool and returning students need information on the program and on the opportunities in the profession.
 - ii. Students need information on employment trends, recruiting trends and how to prepare for job interviews.
3. Students must have current media materials (DVDs etc.) as learning tools.
4. Students need to have access to research materials, technology and software required in the legal profession.
 - i. The program must make the required legal research materials available for students on campus.

- ii. Students need to be able to verify the currency of research materials.
 - iii. Students need to be able to do online research as part of the curriculum requirements
 - iv. The ABA requires students have practical application of the legal concepts.
 - v. The new Electronic Law Practice class requires the students to have access to online web sites and computerized document preparation in order to meet the criteria of the revised curriculum.
 - vi. The existing classrooms utilized by the Paralegal program lack appropriate computers for students to use to practice and attain the skills necessary for employment and course completion.
5. To be competitive in the job market, students need to have graduated from an ABA approved program. Data must be researched and analyzed in order to complete the ABA required self-study and assessment to improve the program in order to comply with the reapproval process. Research is necessary to be able to analyze the changing trends in the industry and to modify the curriculum to keep pace with industry standards.

What is your projected completion date? May 2015

Briefly describe how the issue(s) will be addressed. *(Limited to 2,000 characters, or approximately ½ page of text)*

1. Information for High School Students and Counselors.
 - i. Prepare materials on the program aimed at SAC and local high school counselors.
 - ii. Prepare materials aimed at high school and male students on opportunities in the legal profession.
 - iii. Attend assemblies at local high schools coordinated with the CETEA counselor and the high school counselors to explain the program and opportunities for high school and male students in the paralegal field.
 - iv. Create a web page aimed at high school students and counselors.
 - v. Explore articulation agreements with local high schools with the CETEA counselor.
 - vi. Prepare a pre-Para 100 online class, in consultation with local high school counselors, aimed at high school students to introduce high school students to the legal profession.
2. Information for New and Returning Students:
 - i. Targeting male students (male students are underrepresented in the program and profession).
 - ii. Targeting returning students
 - iii. Conduct orientations prior to the fall and spring semester for returning and new students.
3. Purchase current media to complement the curriculum.
4. Install computers in A-130 and A-105 for student use in job skill preparation, legal research and skills required by the curriculum.
5. Research employment trends, student success for evaluation of program effectiveness with the goal of improving the program.

Final Report summary *(this yellow shaded sections are for Final Report)*

1. Was the program improvement issue(s) addressed and/or planned objectives met? *(Narratives limited to 1000 characters)*

If the response in Section 1 is **No** or **Partially** describe the barriers and/or lessons learned in Section 2.

If the response in Section 1 is **Yes** or **Partially** describe the accomplishment and/or effective practices derived from the project in Section 3.

Select Yes No Partially *(Complete the following narrative section(s) as appropriate.)*

2. Describe any barriers encountered and lessons learned – Required if the response to Question 1 is No or Partially.
(Narratives limited to 1000 characters, or approximately one quarter page of text).

3. Describe accomplishments including effective practices derived from the project

(Narratives limited to 1000 characters, or approximately one quarter page of text).

Final Report of Expenditures: \$ _____ (Resource Development will have this amount for Final report)			
Professional Dev. (Including stipends)		Instructional Materials Purchase/Replacement (include software)	
Instructional Equipment Purchase/Replacement		Programs/Services for Special Populations	
Facility rental/lease (off-campus location)		Consultant or Other Contracted Services	
Curriculum Development		Other (specify)	
Program Marketing & Outreach			

<p>Below are the nine §135(b) Requirements for Uses of Funds. Programs receiving these funds must meet these requirements. Indicate with a check mark those requirements that the program currently meets (met). Any remaining unmet requirement(s) must be addressed with completed or ongoing activities by June 30 for reporting in the final report. Note: All nine required uses of funds must be met by the end of the Act or each year until reauthorization. Funds may also be used for the permissive activities specified in number 10.</p>		<p>Indicate with a check mark which requirements have been met, below.</p>		
Requirements for Uses of Funds	MET	UNMET	For Final Report if the UNMET activity is now met	
1. Strengthening the academic, and career and technical skills of students participating in CTE programs through the integration of academics with CTE programs. [§135(b)(1)]	X			
2. Link CTE at the secondary and the postsecondary levels, including by offering elements of not less than one program of study described in §122(c)(1)(A). [§135(b)(2)]	X			
3. Provide students with strong experience in and understanding of all aspects of an industry, which may include work-based learning experiences. [§135(b)(3)]	X			
4. Develop, improve, or expand the use of technology in CTE, which may include training to use technology, providing students with the skills needed to enter technology fields, and encouraging schools to collaborate with technology industries to offer internships and mentoring programs. [§135(b)(4)]	X			
5. Provide in-service and pre-service professional development programs to faculty, administrators, and career guidance and academic counselors involved in integrated CTE programs, on topics including effective integration of academics and CTE, effective teaching skills based on research, effective practices to improve parental and community involvement, effective use of scientifically based research and data to improve instruction. Professional development should also ensure that faculty and personnel stay current with all aspects of an industry; involve internship programs that provide relevant business experience; and train faculty in the effective use and application of technology. [§135(b)(5)]	X			
6. Develop and implement evaluations of the CTE programs carried out with Perkins funds, including an assessment of how the needs of special populations are being met. [§135(b)(6)]	X			
7. Initiate, improve, expand and modernize quality CTE programs, including relevant technology. [§135(b)(7)]	X			
8. Provide services and activities that are of sufficient size, scope and quality to be effective. [§135(b)(8)]	X			
9. Provide activities to prepare special populations, including single parents and displaced homemakers enrolled in CTE programs, for high-skill, high-wage or high-demand occupations that will lead to self-sufficiency. [§135(b)(9)]	X			
<p>FOR THOSE REQUIREMENT(S) LISTED ABOVE AS "UNMET:" Describe specific activity(ies) intended to address for <u>each</u> of the unmet requirement(s). (Limited to 2,000 characters, or approximately 1/2 page of text.)</p>				
n/a				
<p>FOR THOSE REQUIREMENT(S) LISTED ABOVE AS "UNMET:" Describe specific future activity(ies) intended to address for <u>each</u> remaining unmet requirement(s). (Limited to 4,000 characters)</p>				

10. Permissible Uses Per Section 135(c) (check activities to be funded with CTE funds)	
<input checked="" type="checkbox"/>	1. Involve parents, businesses, and labor organizations, in the design, implementation and evaluation of CTE programs. [§135(c)(1)]
<input checked="" type="checkbox"/>	2. Provide career guidance and academic counseling for students participating in CTE programs, that improves graduation rates and provides information on postsecondary and career options, and provides assistance for postsecondary students and adults, [§135(c)(2)]
<input checked="" type="checkbox"/>	3. Local education and business partnerships, including work-related experiences for students, adjunct faculty arrangements for qualified industry professionals and industry experience for teachers and faculty. [§135(c)(3)]
	4. Provide programs for special populations. [§135(c)(4)]
	5. Assisting career and technical student organizations. [§135(c)(5)]
<input checked="" type="checkbox"/>	6. Mentoring and support services. [§135(c)(6)]
<input checked="" type="checkbox"/>	7. Leasing, purchasing, upgrading or adapting equipment, including instructional aides and publications (including support for library resources) designed to strengthen and support academic and technical skill achievement. [§135(c)(7)]
	8. Teacher preparation programs that address the integration of academic and CTE and that assist individuals who are interested in becoming CTE faculty, including individuals with experience in business and industry. [§135(c)(8)]
<input checked="" type="checkbox"/>	9. Developing and expanding postsecondary program offerings at times and in formats that are accessible for all students, including through the use of distance education. [§135(c)(9)]
	10. Developing initiatives that facilitate the transition of sub-baccalaureate CTE students into baccalaureate degree programs, including articulation agreements, dual enrollment programs, academic and financial aid counseling and other initiatives to overcome barriers and encourage enrollment and completion. [§135(c)(10)]
	11. Providing activities to support entrepreneurship education and training. [§135(c)(11)]
<input checked="" type="checkbox"/>	12. Improving or developing new CTE courses, including the development of programs of study for consideration by the state and courses that prepare individuals academically and technically for high-skill, high-wage or high-demand occupations and dual or concurrent enrollment opportunities. [§135(c)(12)]
<input checked="" type="checkbox"/>	13. Developing and supporting small, personalized career-themed learning communities. [§135(c)(13)]
	14. Providing support for family and consumer sciences programs. [§135(c)(14)]
	15. Providing CTE programs for adults and school dropouts to complete secondary education or dropouts to complete secondary education or upgrade technical skills. [§135(c)(15)]
	16. Providing assistance to individuals who have participated in services and activities under this Act in continuing their education or training or finding an appropriate job. [§135(c)(16)]
<input checked="" type="checkbox"/>	17. Supporting training and activities (such as mentoring and outreach) in nontraditional fields. [§135(c)(17)]
	18. Providing support for training programs in automotive technologies. [§135(c)(18)]
	19. Pooling a portion of such funds with a portion of funds available to other recipients for innovative initiatives. [§135(c)(19)]
	20. Supporting other CTE activities consistent with the purposes of the Act. [§135(c)(20)]

NOTE: If you indicate CTE funds are being used for the specified activities below, then there must be funding for the activity(ies) indicated in the line item budget for that TOP Code program(s) funded.

Check all types of activities to be funded with CTE Funds:

<input type="checkbox"/>	Professional Dev. (including stipends)	<input type="checkbox"/>	Instructional Materials Purchase/Replacement (including software)
<input checked="" type="checkbox"/>	Instructional Equipment Purchase/Replacement	<input type="checkbox"/>	Programs/Services for Special Populations
<input type="checkbox"/>	Facility rental/lease (off-campus location)	<input type="checkbox"/>	Consultants or Other Contracted Services
<input checked="" type="checkbox"/>	Curriculum Development	<input checked="" type="checkbox"/>	Self evaluation for improvement of the program
<input checked="" type="checkbox"/>	Program Marketing and Outreach	<input type="checkbox"/>	

Check one: UNMET REQUIREMENTS WILL BE ADDRESSED:

<input checked="" type="checkbox"/>	Entirely with Perkins Funds
<input type="checkbox"/>	Entirely with Other Funding Sources
<input type="checkbox"/>	Using Both Perkins and Other Funding Sources

PROVIDE DETAILED BUDGET

Department Code: 140299

Budgeting Category/Description	Fund Requested		
	Instructional	Non-Instructional	TOTAL
1000 – Faculty salaries			
2000 – Classified salaries (Instructional Assistant)			
3000 – Benefits (based on 2013/14 benefits) Part-time faculty & beyond contract (13.15%) P/T short-term classified (6.2% of wages) P/T ongoing classified (22.542%) Full-time classified (22.542% of wages + health & life insurance (maximum \$22,374.12) & fringe ben.\$1,486.36)			
4000 – Supplies & Materials Reference Books; Instructional Supplies; Supplies Technology – no promotional materials/favors		\$3,000.00	\$3,000.00
5000 – Other Operating Expenses & Services Conference, consultants, contracts, printing, software license & fees, maintenance contract		\$2,000.00	\$2,000.00
6000 – Capital Outlay (35 classroom computers @\$800.00 each) Equipment, software over \$1,000 (no furniture)	\$28,500		\$28,500
Total Funding Requested	\$28,550	\$5,000	\$33,500.00

Note: Final Report of expenditures will be reported according to the following categories:

- a. Curriculum Development/Instruction
- b. Professional Development
- c. Counseling/Direct Services to Students
- d. Other: You must provide a description of programs/services funded
- e. Administration (not to exceed 5% - reserved for DO)

PLEASE NOTE CARL PERKINS IV FUNDS MAY ONLY SERVE CAREER-TECHNICAL STUDENTS

Budget Questions/Clarifications:

Acceptance of requested funds entails a responsibility for developing a project plan and final report. All 9 mandated activities must be achieved. Each department must submit a copy of their Advisory Committee Minutes to the Career Education & Workforce Development Office.

F. Richard Manzano J.D.

Project Director

Date: 3/5/14

Allen Doo

Division Dean

Date: 3/25/14

**Section II Part B
Perkins Career and Technical Education Act (Title IC) – Local Application (& Final Report)
Program Information by TOP Code**

College/District: RSCCD – Santa Ana

Agreement #: XX-C01-042

Retain in District Audit Files

TOP CODE(s): 140299
Section 135(b) Requirements

Program Title: Paralegal

Column A	Column B	Column C	Column D	Column E
<p>Refer to the District's 2008-2012 Local Plan for Title I, Part C, Section 132 Funds, Part B, Perkins Career and Technical Education Act of 2006 (Perkins).</p> <p>Check the corresponding Section II Part A form for the Met/Unmet -Requirements for Use of Funds."</p> <p>Note: Each TOP Code identified for funding must meet each of the nine requirements by the end of the Act or each year until reauthorization.</p>	<p>Describe activities to be conducted to address Perkins Section 135(b) requirements listed in Column A.</p> <ol style="list-style-type: none"> Under the appropriate requirement, describe activities to be funded by Perkins Title IC to improve or expand the identified 4- or 6-digit TOP Code career and technical education programs. For each Section 135(b) requirement listed in Column A, number each activity separately (i.e., 1.1, 1.2, etc.). If an activity meets more than one requirement, reference the number of the activity stated previously (i.e., same as 1.2). <p>PLEASE BE SPECIFIC SINCE THESE ACTIVITIES WILL BE AUDITED!</p>	<p>Core Indicator addressed by the activity listed.</p> <ol style="list-style-type: none"> Tech. Skill Attainment Credential/Certificate/ Degree Transfer Student Persistence or Placement Nontrad. Participation Nontrad. Completion 	<p>Designate source of funds to be used by assigning a number as shown below:</p> <ol style="list-style-type: none"> Perkins IC Other funds Both No funds needed 	<p>Status of Activity:</p> <ol style="list-style-type: none"> Planned Started Continuing Completed
<p>Section 135(b) Requirements</p>	<p>Activities</p>	<p>Core Indicators</p>	<p>Source of funds</p>	<p>Status</p>
<p>1. Strengthening the academic and career and technical skills of students participating in CTE programs through the integration of academics with CTE programs.</p>	<p>Purchase current media to complement the curriculum. Install computers in A-130 and A-105 for student use in job skill preparation, legal research and skills required by the curriculum.</p>	<p>1</p>	<p>3</p>	<p>Status of activity at the beginning (local application) Status of activity at the end of the fiscal year (final report)</p>
<p>2. Link CTE at the secondary and the postsecondary levels, including by offering elements of not less than one program of study described in §122(c)(1)(A).</p>	<p>Printing and publication of materials for high school students and counselors.</p>	<p>3.5.6</p>	<p>3</p>	
<p>3. Provide students with strong experience in and understanding of all aspects of an industry, which may include work-based learning experiences.</p>	<p>Two seminars with the Orange County Paralegal Association/student section on career building skills with industry recruitment professionals.</p>	<p>4</p>	<p>2</p>	

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College/District: RSCCD – Santa Ana Agreement #: XX-C01-042

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TOP CODE(s): 140299 Program Title: Paralegal
 Section 135(b) Requirements

Column A	Column B	Column C	Column D	Column E
Section 135(b) Requirements	Activities	Core Indicators	Source of funds	Status
<p>4. Develop, improve, or expand the use of technology in CTE, which may include training to use technology, providing students with the skills needed to enter technology fields, and encouraging schools to collaborate with technology industries to offer internships and mentoring programs.</p>	<p>1. Purchase current media to complement the curriculum. 2. Install computers in A-130 and A-105 for student use in job skill preparation, legal research and skills required by the curriculum.</p>	1	3	
<p>5. Provide in-service and pre-service professional development programs to faculty, administrators, and career guidance and academic counselors involved in integrated CTE programs, on topics including effective integration of academics and CTE, effective teaching skills based on research, effective practices to improve parental and community involvement, effective use of scientifically based research and data to improve instruction. Professional development should also ensure that faculty and personnel stay current with all aspects of an industry; involve internship programs that provide relevant business experience; and train faculty in the effective use and application of technology.</p>	<p>Program faculty will attend the annual California State Bar meeting and AAFPE (paralegal educators) conferences. There will be regular department meetings where teaching skills and student learning outcomes will be discussed.</p>	1	2	

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Program Title: Paralegal

TOP CODE(s): 140299

Section 135(b) Requirements

Column A	Column B	Column C	Column D	Column E
Section 135(b) Requirements	Activities	Core Indicators	Source of funds	Status
6. Develop and implement evaluations of the CTE programs carried out with Perkins funds, including an assessment of how the needs of special populations are being met.	The program will continue a self-study for the purpose of improving the program and to comply with the re-approval process of the American Bar Association. Provide materials for the advisory meetings where the self study will be analyzed for the improvement of the program.	1,2,3,4	3	
7. Initiate, improve, expand and modernize quality CTE programs, including relevant technology.	1. Purchase current media to complement the curriculum. 2. Install computers in A-130 and A-105 for student use in job skill preparation, legal research and skills required by the curriculum.	1,3,4	3	
8. Provide services and activities that are of sufficient size, scope and quality to be effective.	The orientation meetings will give the students the necessary information to enable the students to properly schedule their course work in order to efficiently and effectively complete the program and gain meaningful employment. Meet with High School students and counselors.	4	3	
9. Provide activities to prepare special populations, including single parents and displaced homemakers enrolled in CTE programs, for high-skill, high-wage or high-demand occupations that will lead to self-sufficiency.	Two seminars with the Orange County Paralegal Association/student section on career building skills with industry recruitment professionals. The workshops include creating resumes specific to the legal profession, interviewing skills and how to obtain the interview.	4	3	

Section II Part B

Perkins Career and Technical Education Act (Title IC) – Local Application (& Final Report)

Program Information by TOP Code

College/District: RSCCD – Santa Ana

Agreement #: XX-C01-042

Retain in District Audit Files

TOP CODE(s): 140299

Program Title: Paralegal

Section 135(b) Requirements

Column A	Column B	Column C	Column D	Column E
Section 135(c) Permissive Uses	Activities	Core Indicators	Source of funds	Status
10. Funds may be used to: (1) Involve parents, businesses, and labor organizations, in the design, implementation and evaluation of CTE programs. (2) Provide career guidance and academic counseling for students participating in CTE programs that improves graduation rates and provides information on postsecondary and career options, and provides assistance for postsecondary students and adults. (3) Local education and business partnerships, including work-related experiences for students, adjunct faculty arrangements for qualified industry professionals and industry experience for teachers and faculty. (4) Provide programs for special populations. (5) Assisting career and technical student organizations.	Two Advisory Committee meetings, surveys to the legal profession and graduating students will be utilized in the self-study and the ABA self-evaluation/reapproval process. Ongoing students will be surveyed in order to improve the program and analyzed at the advisory meetings. Providing materials for the meetings. Two seminars with the Orange County Paralegal Association/student section on career building skills with industry recruitment professionals. The workshops include creating resumes specific to the legal profession, interviewing skills and how to obtain the interview. Two seminars with the Orange County Paralegal Association/student section on career building skills with industry recruitment professionals. The workshops include creating resumes specific to the legal profession, interviewing skills and how to obtain the interview.	2 4 4	3 3 3	
(6) For mentoring and support services; (7) Leasing, purchasing, upgrading or adapting equipment, including instructional aides and publications (including support for library resources) designed to strengthen and	Two seminars with the Orange County Paralegal Association/student section on career building skills with industry recruitment professionals. The workshops include creating resumes specific to the legal profession, interviewing skills and how to obtain the interview. Providing materials for the seminars. 1. Purchase current media to complement the curriculum. 2. Install computers in A-130 and A-105 for student use in job skill preparation, legal research and skills required by the curriculum.	4 1	3 3	

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College/District: RSCCD – Santa Ana Agreement #: XX-C01-042
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 Program Title: Paralegal

TOP CODE(s): 140299
 Section 135(b) Requirements

Column A	Column B	Column C	Column D	Column E
Section 135(c) Permissive Uses	Activities	Core Indicators	Source of funds	Status
support academic and technical skill achievement.				
(8) Teacher preparation programs that address the integration of academic and CTE and that assist individuals who are interested in becoming CTE faculty, including individuals with experience in business and industry.				
(9) Developing and expanding postsecondary program offerings at times and in formats that are accessible for all students, including through the use of distance education.				
(10) Developing initiatives that facilitate the transition of sub-baccalaureate CTE students into baccalaureate degree programs, including articulation agreements, dual enrollment programs, academic and financial aid counseling and other initiatives to overcome barriers and encourage enrollment and completion.				
(11) Providing activities to support entrepreneurship education and training.	Two seminars with the Orange County Paralegal Association/student section on career building skills with industry recruitment professionals. The workshops include creating resumes specific to the legal profession, interviewing skills and how to obtain the interview. Providing materials for the seminars.	1,4	3	
(12) Improving or developing new CTE courses, including the development of programs of study for consideration by the state and courses that prepare individuals academically and technically for high-skill, high-wage or high-	Updating the media for the Paralegal courses.	1,2,3,4	3	

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Program Title: Paralegal

TOP CODE(s): 140299

Section 135(b) Requirements

Column A	Column B	Column C	Column D	Column E
Section 135(c) Permissive Uses	Activities	Core Indicators	Source of funds	Status
demand occupations and dual or concurrent enrollment opportunities.				
(13) Developing and supporting small, personalized career-themed learning communities.				
(14) Providing support for family and consumer sciences programs.				
(15) Providing CTE programs for adults and school dropouts to complete secondary education or dropouts to complete secondary education or upgrade technical skills.				
(16) Providing assistance to individuals who have participated in services and activities under this Act in continuing their education or training or finding an appropriate job.				
(17) Supporting training and activities (such as mentoring and outreach) in nontraditional fields.	Two seminars with the Orange County Paralegal Association/student section on career building skills with industry recruitment professionals. The workshops include creating resumes specific to the legal profession, interviewing skills and how to obtain the interview. Provide materials for the seminars.	1	3	
(18) Providing support for training programs in automotive technologies.				
(19) Pooling a portion of such funds with a portion of funds available to other recipients for innovative initiatives.				
(20) Supporting other CTE activities consistent with the purposes of the Act.	Printing of materials for high school students to transition into the CTE program.	5	3	

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Section 135(b) Requirements