

Los Angeles City College
Comprehensive Program Review 2008

Law/Administration of Justice Department

XII. EPC Validation Review

I. Department Mission

Does the department's mission statement reflect the goals and activities of the department? Is it aligned with the college mission? Explain.

The department's mission aligns with the college mission. This mission sets the foundation for students to meet their academic goals at the community college level, in addition to transferring to a four-year university. Both choices will lead to a career in the field of Law/AJ.

II. Department Overview

Does the department's analysis of trends in enrollment and achievement accurately reflect the data? Have any issues been identified? Explain.

In concurrence with the dean's review, the overview needs more detailed analysis of enrollment trends. Emphasis is on Paralegal and not AJ. Analysis of AJ needs to be included. Class size needs to be addressed in both areas. Detailed plans of ABA certification should be finalized. Paralegal Studies and Business Law are under the Law Dept.

We concur with the dean's analysis alluding to "the department's acknowledgement with the decline in enrollment and the success rate of students, the narrative fails to give a quantitative analysis or discuss other extraneous and internal factors that have had a negative effect on enrollment".

III. Vocational Programs

Does the department's analysis of labor market demand, advisory board activities and accreditation status (if applicable) reflect the data? Have any issues been identified and are they adequately addressed with appropriate action plans? Explain.

The committee is in agreement with the dean's commentary of the department's analysis of the labor market demand as good. We further agree that the Advisory Boards should be conducted more than annually. ABA certification for the Paralegal Program should be aggressively pursued.

IV. Curriculum

Does the department's analysis of enrollment trends accurately reflect the data? Has adequate progress been made in developing and assessing student learning outcomes at the course and program level? Are Title 5 course outline updates current? Has adequate analysis of course scheduling been provided? Explain.

We are in agreement with the dean's findings that detailed analysis regarding trends be expanded upon. This would include the offering of sections at different times in the day.

While the department is developing course SLO's, program SLO's have yet to be finalized.

No course scheduling was submitted for the classes within the two departments that are being reviewed. Approximately 13 classes from this department have been identified for update.

V. Departmental Engagement

Has the department provided a full description of departmental engagement? Explain.

Based on the description of campus engagement more faculty interaction will be needed to bring about awareness thus influencing future enrollment trends. Clubs and student organizations should be considered. This could also serve as a recruitment tool.

VI. Professional Development

Has the department provided a full description of professional development? Explain.

Professional development has been addressed. Names of specific conference attendance should be included to reflect alignment with the department.

VII. Support and Activities

Has the department provided a full description of support needs of the department? Explain.

The department has addressed the support needs and acknowledges that they have been adequately met.

VIII. Resources: Personnel, Equipment and Facilities

Has the department provided a full description of resource needs of the department? Explain.

The department is satisfied with existing resources and does not feel the need for new ones.

IX. Planning and Budget

Do the planning goals and action plans reflect the issues raised in the self study? Are they aligned with the Educational Master Plan and the College Strategic Plan? Explain.

The department's current funding levels are in agreement with keeping both programs solvent. We are in agreement with the dean's review to "re-examine and adjust goals and action plans to address concerns that will have more of an overall affect on the program and be restated so that they are more in line with the Educational Master Plan and the College Strategic Plan."

X. Final Summary by Discipline

Are all items identified as a Major Concern addressed with a goal and action plan? Explain.

Department concerns are addressed; however, they should be reflected in the department's goals and action plan and discussed in detail.

XI. Department Strengths and Weaknesses

Has the department provided an adequate analysis of departmental strengths and weaknesses? Explain.

Both department strengths and weaknesses were provided. We are in support of the dean's statement that "there is room for improvement in instruction and faculty commitment to the disciplines, the department, the college, and the students who look to the department to assist them in the fields of Administration of Justice and Law."

XII. Recommendations/Commendations

What recommendations based on your comments do you have for this department? What commendations do you have for this department? Explain.

1. Title 5 needs to be updated.
2. SLO assessment needs to commence.
3. Evaluations need to be done on professors.
4. Course syllabi are required for all courses.
5. The department needs to expand its collaborative effort in campus engagement.
6. Course scheduling was not addressed and needs to be.
7. No new courses or changes were indicated; this needs to be addressed.
8. Further engagement in activities of students should be pursued. It is recommended that the Dean of Student Life be contacted for assistance.
9. Departmental planning assumptions need to be identified and addressed.
10. Action plan should be developed to address the faculty's lack of commitment in the Paralegal program.