

Course SLO Assessment Report - 4-Column
El Camino College
El Camino: Course SLOs (BUS) - Paralegal Studies

Course SLOs	Assessment Methods & Standard and Target for Success / Tasks	Results	Action & Follow-Up
<p>El Camino: Course SLOs (BUS) - Paralegal Studies - ECC: LAW 12 - Probate Procedures - SLO #1 Probate Forms - Draft pleadings/memoranda including court forms in accordance with local court rules for probate cases. (Created By El Camino: Course SLOs (BUS) - Paralegal Studies)</p> <p>Course SLO Assessment Cycle: 2014-15 (Fall 2014)</p> <p>Input Date: 11/08/2013</p> <p>Course SLO Status: Active</p>	<p>Assessment Method Description: The final exam in the course was a case study involving giving the students a fact pattern and requiring them to produce, in connection with the case study described in the fact pattern, a basic probate form, the California probate petition known as an "DE111" form.</p> <p>Assessment Method: Case Study</p> <p>Standard and Target for Success: The assessment is graded subjectively, after continuing consultation with the students (inspecting drafts they present to the instructor). The assignment was given letter grades, for purposes of calculating the course grade, using the traditional A-F scale. Grades on all components of the course were assigned numbers based on the traditional 0-4.0 scale (3.5 out of 4, A; 2.5-3.4, B; 1.5-2.4, C; .5-1.4, D; .4 and below, F). The traditional A-F rubric was used for this SLO (A Excellent, B Very Good, C Satisfactory, D Barely Satisfactory, F Failing). In the completion of a court form such as this, accuracy, both secretarial and substantive, is a requirement in assessing where the rubric is entered. It is anticipated that the majority of students will achieve either an A or a B on this assignment.</p> <p>The final, as described, counted for 50% of the course grade. Other components of the course grade were assessed under SLO 2.</p>	<p>02/06/2014 - A total of 21 students participated in and completed the assessment with 19 students achieving an A/B on this assessment, a level of 90%. 70% reflects acceptable achievement level. This data suggests that students were able to comprehend the material and understand the probate process. Student success was based on the fact that faculty are teaching to the course outline and the proper course objectives are being stressed. No adjustments to the SLO are necessary at this time.</p> <p>Standard Met? : Yes</p> <p>Semester and Year Assessment Conducted: 2013-14 (Fall 2013)</p> <p>Faculty Assessment Leader: Vi Pham</p> <p>Faculty Contributing to Assessment: Douglas Carnahan</p>	<p>08/25/2014 - Needed changes to teaching strategies to improve student learning. More focus should be had on document preparation. The final exam tests this to some extent regarding a basic probate-related document (petition for probate), but the strategies for assessment could be expanded in this area.</p> <p>Action Category: Teaching Strategies</p> <p>Follow-Up: 08/25/2014 - There has been a change in the text since the last SLO. The course now uses Nolo Press, "How to Probate an Estate in California." This is a user-friendly book that is both fact-rich, full of examples, and introduces the students to many of the forms and other pleadings necessary to successfully conduct a probate.</p>
<p>El Camino: Course SLOs (BUS) - Paralegal Studies - ECC: LAW 12 - Probate Procedures - SLO #2 Providing Direct Assistance to Attorneys - Apply knowledge of the Probate Code (regarding its provisions on the administration of estates, guardianships, and conservatorships) in order to provide direct assistance to attorneys including research, client interviews, problem resolution and the examination of ethics in the legal workplace. (Created By El Camino: Course SLOs (BUS) - Paralegal Studies)</p>	<p>Assessment Method Description: In addition to the final (which covers a separate SLO), this SLO was assessed using two written exams (each a combination of multiple choice and short answer questions) and a voluntary extra credit assignment. The extra credit assignment was useable by a student to replace the lower of the two exam grades. Also, the construction of the extra credit, which was a short research assignment in the area of probate law, gave students who believed they were better capable in producing subjective written work than in performing on written exams a chance to</p>	<p>01/30/2014 - Results were that 67% of the students achieved an A or a B on Exam 1. 81% achieved an A or a B on Exam 2. Seven students chose to perform the extra credit assignment, and of the seven, six achieved an A and the other a B. The statistics shown for performance on the exams includes the substitution of lower exam scores with the result of the extra credit assignment by the seven students who elected that procedure. This data suggests that students were able to comprehend the material and understand the probate process. Student success was based on the fact that faculty are teaching to the course outline and the proper course objectives are being stressed. No adjustments to</p>	<p>08/25/2014 - Needed changes to teaching strategies to improve student learning. More focus should be had on document preparation. The final exam tests this to some extent regarding a basic probate-related document (petition for probate), but the strategies for assessment could be expanded in this area.</p> <p>Action Category: Teaching Strategies</p>

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<p>Course SLO Assessment Cycle: 2016-17 (Fall 2016)</p> <p>Input Date: 11/08/2013</p> <p>Course SLO Status: Active</p>	<p>demonstrate same.</p> <p>The two exams counted each 25% of the course grade, the final (which is the subject of SLO 1) counted 50%.</p> <p>Assessment Method: Multiple Assessments</p> <p>Standard and Target for Success: The exams were graded on a traditional rubric, translating the number of questions into correlative percentages (90% and up A, 80% and up B, etc.). Questions were eliminated from the two tests if more than 50% of the class missed the question. For computation of the final grade, exam grades were translated into the traditional 0 -4.0 grade scale. It was anticipated that a majority of the students would achieve an A or a B on the two tests, and an A or a B on the extra credit, although, as noted, the extra credit was voluntary (nor could the performance of the extra credit hurt a student - if a lower grade on the extra credit was achieved than on either of the two exams, the student was allowed to retain the exam grades).</p> <p>Because of the subjective nature of the research assignment for extra credit, it was graded on the traditional A-F scale.</p>	<p>the SLO are necessary at this time.</p> <p>Standard Met? : Yes</p> <p>Semester and Year Assessment Conducted: 2013-14 (Fall 2013)</p> <p>Faculty Assessment Leader: Vi Pham</p> <p>Faculty Contributing to Assessment: Douglas Carnahan</p>	<p>Follow-Up: 08/25/2014 - There has been a change in the text since the last SLO. The course now uses Nolo Press, "How to Probate an Estate in California." This is a user-friendly book that is both fact-rich, full of examples, and introduces the students to many of the forms and other pleadings necessary to successfully conduct a probate.</p>
<p>El Camino: Course SLOs (BUS) - Paralegal Studies - ECC: LAW 5 - Contract, Sale/Commercial Paper - SLO #1 Crimes and Torts - Differentiate between crimes and torts and evaluate business entity's exposure to each respective legal area. (Created By El Camino: Course SLOs (BUS) - Paralegal Studies)</p> <p>Course SLO Assessment Cycle: 2014-15 (Spring 2015)</p> <p>Input Date: 03/10/2014</p> <p>Course SLO Status: Active</p>	<p>Assessment Method Description: Final exams consisting of multiple choice, short answer and essay questions.</p> <p>Assessment Method: Exam/Test/Quiz</p> <p>Standard and Target for Success: It is expected that students will average scores of 70% or above on this SLO.</p>	<p>12/02/2013 - A total of 265 students from six sections of Law 5 participated in and completed the assessment with 77% average. 70% reflects acceptable achievement level. This data suggests that students were able to comprehend the material and understand the difference between crimes and torts and evaluate a business entity's liability exposure. Student success was based on the fact that all full- and part- time faculty are teaching to the course outline and the proper course objectives are being stressed. No adjustments to the SLO are necessary at this time.</p> <p>Standard Met? : Yes</p> <p>Semester and Year Assessment Conducted: 2013-14 (Fall 2013)</p> <p>Faculty Assessment Leader: Vi Pham</p> <p>Faculty Contributing to Assessment: Vi Pham, Michael Botello, Walker Matthews, Allan Fork, John Slawson</p>	<p>05/16/2014 - Law faculty need to better coordinate assessment methodologies to concurrently measure SLO achievement.</p> <p>Action Category: SLO Assessment Process</p>

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<p>El Camino: Course SLOs (BUS) - Paralegal Studies - ECC: LAW 5 - Contract, Sale/Commercial Paper - SLO #2 The Legal System - Explain the historical development of the law, operation of the court system and sources of commercial law. (Created By El Camino: Course SLOs (BUS) - Paralegal Studies)</p> <p>Course SLO Assessment Cycle: 2017-18 (Fall 2017)</p> <p>Input Date: 11/08/2013</p> <p>Course SLO Status: Active</p>	<p>Assessment Method Description: Final exams consisting of multiple choice, short answer and essay questions.</p> <p>Assessment Method: Exam/Test/Quiz</p> <p>Standard and Target for Success: It is expected that students will average scores of 70% or above on this SLO.</p>	<p>12/02/2013 - A total of 265 students from six sections of Law 5 participated in and completed the assessment with 77% average. 70% reflects acceptable achievement level. This data suggests that students were able to comprehend the material and understand the historical development of the law, the legal system and sources of commercial law. Student success was based on the fact that all full- and part- time faculty are teaching to the course outline and the proper course objectives are being stressed. No adjustments to the SLO are necessary at this time.</p> <p>Standard Met? : Yes</p> <p>Semester and Year Assessment Conducted: 2013-14 (Fall 2013)</p> <p>Faculty Assessment Leader: Vi Pham</p> <p>Faculty Contributing to Assessment: Vi Pham, Michael Botello, Walker Matthews, Allan Fork, John Slawson</p>	<p>05/16/2014 - Law faculty need to better coordinate assessment methodologies to concurrently measure SLO achievement.</p> <p>Action Category: SLO Assessment Process</p>
<p>El Camino: Course SLOs (BUS) - Paralegal Studies - ECC: LAW 5 - Contract, Sale/Commercial Paper - SLO #3 Legal Comprehension - Analyze contracts, product liability and commercial paper and apply to personal and professional legal transactions. (Created By El Camino: Course SLOs (BUS) - Paralegal Studies)</p> <p>Course SLO Assessment Cycle: 2016-17 (Fall 2016)</p> <p>Input Date: 11/08/2013</p> <p>Course SLO Status: Active</p>	<p>Assessment Method Description: Final exams consisting of multiple choice, short answer and essay questions.</p> <p>Assessment Method: Exam/Test/Quiz</p> <p>Standard and Target for Success: It is expected that students will average scores of 70% or above on this SLO.</p>	<p>12/02/2013 - A total of 265 students from six sections of Law 5 participated and completed the assessment with 77% average. 70% reflects acceptable achievement level. This data suggests that students are able to comprehend the material and apply legal concepts to personal and professional legal transactions. Student success was based on the fact that all full- and part- time faculty are teaching to the course outline and the proper course objectives are being stressed. No adjustments to the SLO are necessary at this time.</p> <p>Standard Met? : Yes</p> <p>Semester and Year Assessment Conducted: 2013-14 (Fall 2013)</p> <p>Faculty Assessment Leader: Vi Pham</p> <p>Faculty Contributing to Assessment: Vi Pham, Michael Botello, Walker Matthews, Allan Fork, John Slawson</p>	<p>05/16/2014 - Law faculty need to better coordinate assessment methodologies to concurrently measure SLO achievement.</p> <p>Action Category: SLO Assessment Process</p>