
Docket Item:

Community College Approval: Chemeketa Community College, Certificate of Completion in Legal Administrative Professional, within 22.0301, Legal Administrative Assistant/Secretary.

Summary:

Chemeketa Community College proposes a new Certificate of Completion in Legal Administrative Professional. Higher Education Coordinating Commission (HECC) staff completed a review of the proposed program. After analysis, HECC staff recommends approval of the degree as proposed.

Staff Recommendation:

The HECC recommends the adoption of the following resolution:
RESOLVED, that the Higher Education Coordinating Commission approve the following degree: CCo in Legal Administrative Professional.



Chemeketa Community College seeks the Oregon Higher Education Coordinating Commission’s approval to offer an instructional program leading to a Certificate of Completion in Legal Administrative Professional.

Program Summary

The Legal Administrative Professional certificate prepares you for administrative support roles in law firms and government. You will acquire an understanding of concepts and terminology associated with the legal system, criminal law and juvenile justice, torts, consumer law, family law, individual rights/liberties, and contemporary issues. This certificate is designed for individuals with prior administrative assistant experience who are seeking the necessary coursework and practical experience to work as legal administrative assistant. Certificate admittance is granted only through program faculty approval.

1. Describe the need for this program by providing clear evidence.

At the October 25, 2018 Advisory Committee meeting, they reached a consensus in moving forward with this new program. One of the themes that came out of the Advisory Committee meeting is that there is a lack of trained workers that can be filled with graduates from this program.

2. Does the community college utilize systemic methods for meaningful and ongoing involvement of the appropriate constituencies?

The college uses a range of sources to establish ongoing partnerships with its community constituencies. Some of these partnerships include: Northwest Commission on Colleges and Universities, the State Board of Education, Community College Workforce Development, employment advisory boards, student placement organizations, and licensing boards for appropriate occupations.

The Legal Administrative Professional Certificate was approved in Click or tap here to enter text. by the Chemeketa Community College’s Curriculum Committee and then approved by Chemeketa Community College’s Board of Education in Click or tap here to enter text..

Chemeketa Community College has partnerships with local high schools to offer courses in their schools for college credit. These courses will prepare students for entry into the program soon after graduating. Other required and general education courses will be valuable in preparation for entrance into the program and the workforce.

Collaboration with workforce and economic development partners assists the college to build a skilled and trained workforce ready to enter their fields immediately upon completion of the program. The Business Technology department that will be offering this this certificate has an advisory committee composed of professionals from across the Willamette Valley:

- Kathy Sime - City of Salem
- Michele Adkins - Salem Electric
- Stefanie Alderin - Westech Engineering, Inc.
- Mel Gregg - City of Salem
- Sarah Kyle - State of Oregon
- Kimmerly McBeth - City of Salem
- Suzi Mendez - Keri Trask Lazarus Law Firm
- Sara Zavala - Marion County

3. ***Is the community college program aligned with appropriate education, workforce development, and economic development programs?***

The courses for this program have been approved by the advisory committee so that students are fully prepared for the workforce. The program courses are:

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- BA251: Office Management (4)
- PS250: Introduction to Law I (4)
- PS251: Introduction to Law II (4)
- BT280C: CWE (3)
- BT280C: CWE (3)
- Choose 19 credits from BT or CA prefixes or BA115, BA131, BA214, BA204, BA224

These courses were approved by the advisory committee on October 25, 2018.

Chemeketa's Business Technology program will lead to employable skills at the end of the program. Individuals in this field earn an annual wage of \$31,179 per year and starting wages at \$23,629 (qualityinfo.org), therefore it will allow these students to enter the workforce in a family-wage career.

These courses were approved by the advisory committee on October 25, 2018.

Chemeketa's Business Technology program will lead to employable skills at the end of the program. Individuals in this field earn an annual wage of \$46,000 per year and starting wages at \$35,000 (qualityinfo.org), therefore it will allow these students to enter the workforce in a family-wage career.

4. ***Does the community college program lead to student achievement of academic and technical knowledge, skills, and related proficiencies?***

The design of the program is a 36 credit hour approved certificate of completing. The primary audience for this program are students who wish to focus on a career in the legal field. The learner outcomes for each course provide a range of skills to allow graduates to pursue employment in this industry:

Understand Individual Rights and Liberties

These courses lead to the following outcomes that students will be prepared to accomplish:

- Compose, proofread, and accurately produce legal and other business documents using appropriate software and equipment within specified timelines.
- Follow professional business and legal procedures and standards.
- Store, retrieve, distribute, and manage information to support legal office and management personnel.
- Integrate computer, computation, communication, and critical thinking skills to accomplish legal office tasks and solve problems.
- Work both independently and as part of a team.
- Determine the relationships among law, ethics, and legal office professionals.

Learning will be ensured through the assessment of these program outcomes with the following methods:

Projects, Exams, Activities, Internship Feedback

Instruction methods within this program will be lectures, small group activities, flipped classrooms, etc. Students will have general education courses for the degree. Any general education courses may be provided in a face-to-face, a hybrid, or an online environment. Program course lectures provide various hands-on activities.

The college has a unit planning process that includes a program assessment on an annual basis. Student, faculty, advisory committee, and administrative collaboration is incorporated to ensure students are prepared with appropriate skills to enter the workforce and meet the requirements of Business Technology Program.

5. ***Does the community college identify and have the resources to develop, implement, and sustain the program?***

The Northwest Commission on Colleges and Universities (NWCCU) accredits Chemeketa Community College.

- The new program will have startup costs of \$0.
- Year 0: Total Revenue: \$0 Total Expenditures: \$0 Net Income (Deficit): \$0
- Year 1: Total Revenue: \$24,295 Total Expenditures: \$13,550 Net Income (Deficit): \$10,945
- Year 2: Total Revenue: \$72,975 Total Expenditures: \$13,550 Net Income (Deficit): \$59,425
- Year 3: Total Revenue: \$96,600 Total Expenditures: \$13,550 Net Income (Deficit): \$83,050
- The Legal Administrative Professional Certificate program has 4 full-time faculty positions and 0 classified staff along with numerous adjunct faculty who generally work full-time in the industry. The program has the flexibility to use general fund dollars to expand the adjunct workforce to teach additional courses in the degree and to offset full-time workload as needed.
- Chemeketa Community College has begun programs over the last fifty years and has had the institutional support in hiring qualified and trained faculty to teach in all CTE programs.
- This new program and its courses have been developed and approved by the employer-based advisory committee, as well as approved by the college's Curriculum Committee and Chemeketa Community College's Board of Education.
- Faculty will regularly participate in professional development activities to stay current and up to-date with industry changes and requirements, which will translate into the classroom learning environment.
- The program will reside at Salem Campus.
- The college has strong relationships with industry partners/employers and will continue to foster these relationships. This program has an employer-based advisory committee. The program will continue to work with local industry leaders and educational institutions to recruit students for this program.
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Assurances

Chemeketa Community College has met or will meet the four institutional assurances required for program application.

1. *Access.* The college and program will affirmatively provide access, accommodations, flexibility, and additional/supplemental services for special populations and protected classes of students.
2. *Continuous Improvement.* The college has assessment, evaluation, feedback, and continuous

improvement processes or systems in place. For the proposed program, there will be opportunities for input from and concerning the instructor(s), students, employers, and other partners/stakeholders. Program need and labor market information will be periodically re-evaluated and changes will be requested as needed.

3. *Adverse impact and detrimental duplication.* The college will follow all current laws, rules, and procedures and has made good faith efforts to avoid or resolve adverse *intersegmental* and *intra-segmental* impact and detrimental duplication problems with other relevant programs or institutions.
4. *Program records maintenance and congruence.* The college acknowledges that the records concerning the program title, curriculum, CIP code, credit hours, etc. maintained by the Office are the official records and it is the college's responsibility to keep their records aligned with those of the Office. The college will not make changes to the program without informing and/or receiving approval from the Office.