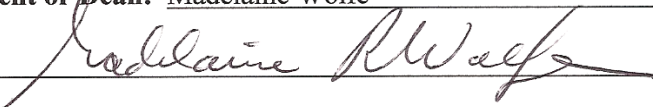
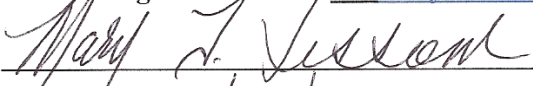


**American Bar Association  
Standing Committee on Paralegals  
321 North Clark Street  
Mail Stop 19.1  
Chicago, Illinois 60654-7598**

**INTERIM REPORT FORM  
FOR ABA-APPROVED PARALEGAL EDUCATION PROGRAMS**

<b>Institution Name:</b> <u>Cuyamaca College</u>		
<b>Program Name:</b> <u>Paralegal Studies</u>		
<b>Address:</b> <u>900 Rancho San Diego Parkway</u>		
<b>City:</b> <u>El Cajon</u>	<b>State:</b> <u>CA</u>	<b>Zip:</b> <u>92019-4303</u>
<b>Telephone Number:</b> <u>( 619 ) 660-4000</u>	<b>Fax Number:</b> <u>: ( 619 ) 660-4399</u>	
<b>Institution Website URL:</b> <u>Cuyamaca College</u>		
<b>Program Website URL:</b> <u><a href="http://www.cuyamaca.edu/paralegal">www.cuyamaca.edu/paralegal</a></u>		
<b>We hereby certify that the information and materials contained in this report and supporting exhibits is complete and accurate to the best of our knowledge.</b>		
<b>Institution President or Dean:</b> <u>Madelaine Wolfe</u>		
<b>Signature:</b>		
<b>Program Director:</b> <u>Mary T. Sessom</u>		
<b>E-Mail Address of Program Director:</b> <u><a href="mailto:mary.sessom@gcccd.edu">mary.sessom@gcccd.edu</a></u>		
<b>Signature:</b>		
<b>Date Submitted:</b>	<u>2/10/2012</u>	

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Produced by the Standing Committee on Paralegals

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**American Bar Association  
Standing Committee on Paralegals**

**UNIFORM TABLE OF EXHIBITS**

Include only the exhibits listed and identify with the specified number. If an exhibit does not apply to the program, indicate that it is not applicable. Exhibits marked \* must be provided in the format shown.

<a href="#">Exhibit A</a>	Major Change Materials
<a href="#">Exhibit B</a>	Enrollment Chart/Students by Program Option*
<a href="#">Exhibit C</a>	Number of Graduates by Program Option*
<a href="#">Exhibit D</a>	Advisory Committee Members*
<a href="#">Exhibit E</a>	Advisory Committee Minutes
<a href="#">Exhibit F</a>	Advertisements and Announcements to Recruit Faculty
<a href="#">Exhibit G</a>	Composition of Paralegal Program Faculty by Gender and Ethnic Background*
<a href="#">Exhibit H</a>	Expenditures and Budgets*
<a href="#">Exhibit I</a>	Assessment Plan/Analysis & Summary of Assessment Results
<a href="#">Exhibit J</a>	Curriculum for Each Program Option*
<a href="#">Exhibit K</a>	Exemptions from General Education and Total Unit Requirements*
<a href="#">Exhibit L</a>	List of Legal Specialty Courses by Term*
<a href="#">Exhibit M</a>	Legal Specialty Course Information Sheet*
<a href="#">Exhibit N</a>	Information on Courses Offered in Alternative Formats (if applicable)*
<a href="#">Exhibit O</a>	Assessment Results for Courses Offered in Alternative Formats (if applicable)
<a href="#">Exhibit P</a>	Resumes of Persons with Responsibilities for Program Direction
<a href="#">Exhibit Q</a>	Faculty Participation in Professional Development*
<a href="#">Exhibit R</a>	Faculty Meeting Minutes
<a href="#">Exhibit S</a>	List of Faculty Members*
<a href="#">Exhibit T</a>	Resumes of Faculty Members
<a href="#">Exhibit U</a>	All Promotional Material used by Program
<a href="#">Exhibit V</a>	Employment and Continuing Education Information on Graduates*

**American Bar Association  
Standing Committee on Paralegals**

***THIS WORD© FORM IS DESIGNED TO BE DOWNLOADED, COMPLETED AND PRINTED USING STANDARD WORD PROCESSING PROGRAMS. FEEL FREE TO EXPAND OR CONTRACT SPACE FOR ANSWERS AS APPROPRIATE.***

***Please review ABA staff correspondence or contact ABA staff to confirm the reporting period required for this Interim Report.***

**SECTION I**

**GENERAL INFORMATION**

G-101 through G-107

A. Name of the Program: *Paralegal Studies*

B. 1. Please check the name of the accrediting agency by which the institution is accredited:

- Middle States Association of Colleges and Schools
- New England Association of Schools and Colleges
- North Central Association of Colleges and Schools
- Northwest Association of Schools and Colleges
- Southern Association of Colleges and Schools
- Western Association of Schools and Colleges
- Accrediting Commission of Career Schools and Colleges of Technology
- Accrediting Council for Independent Colleges and Schools
- Council on Occupational Education
- New York State Board of Regents

**(G-302(c))**

2. Please indicate the date of the most recent reaffirmation of accreditation. *January 2008*

3. Please indicate the current status of the institution's accreditation. *Accredited*

C. Indicate whether any changes were made during the past three years in the areas listed below which were reported to the ABA staff. Attach copies of any Substantive Change Forms submitted to the ABA, as well any copies of any other relevant material and correspondence as [Exhibit A](#). **(G-104.L)**

*Nothing to Report*

1. Changes in institutional ownership and/or financial support.
2. Change in program director.
3. Substantial changes in program objectives or curriculum.
4. Institutional organizational changes affecting the program.

5. New program location(s) or change in program location.
6. Changes in institutional or program accreditation.
7. New program option(s) (*as defined in G-103*)
8. Cessation of program option(s)
9. Initial offering of legal specialty course(s) in an accelerated, compressed, or online format.

D. Were any changes made during the past three years in the areas listed below which were not reported to the ABA staff? (**G-104.L**)

*Nothing to Report*

1. Changes in institutional ownership and/or financial support.
2. Change in program director.
3. Substantial changes in program objectives or curriculum.
4. Institutional organizational changes affecting the program.
5. New program location(s) or change in program location.
6. Changes in institutional or program accreditation.
7. New program option(s) (*as defined in G-103*)
8. Cessation of program option(s)
9. Initial offering of legal specialty course(s) in an accelerated, compressed, or online format.

***If so, while continuing to complete this interim report, go to the website for the American Bar Association Standing Committee on Paralegals (<http://www.abaparalegals.org>) and complete the appropriate Substantive Change Form(s). These form(s) must be submitted immediately. Do not submit these form(s) as part of this interim report.***

E. Program Options:

1. Please complete the following for each program option in paralegal studies offered by the institution. (*Note: "Program option is defined in G-103.A"*).

<b>Type of Program Option</b> <i>(i.e., BA/BS; AAS/AA/AS; MA/MS; Certificate [Specify type, such as post-baccalaureate]; Minor, etc.)</i>	<b>Name of Program Option</b> <i>(i.e., Paralegal Studies, Legal Studies, Nurse Paralegal, Legal Nurse Consultant, etc.)</i>	<b>Date Students First Admitted To Option</b>	<b>Date Option Approved by ABA</b> <i>(If not approved as part of your initial approval)</i>
AA/AS	Paralegal Studies	1992	2002

*Note: Add additional rows as needed.*

2. Complete [Exhibit B](#), showing the number of students enrolled in each program option listed in item E.1 for the past three years. *Completed*
  3. Complete [Exhibit C](#), showing the number of graduates in each program option listed in item E.1 for the past three years. *Completed*
  4. Does the program offer a minor which it does not consider a program option? If so, how do you indicate to students that the minor does not prepare them for a paralegal career? *N/A*
- F. State verbatim each compliance issue, if any, and recommendations/suggestions included in your most recent site visit report and any follow-up or special visit reports. After each, state briefly the action taken by the program to resolve the compliance issues and to address the recommendations/suggestions.

#### “Conclusions and Suggestions

The Paralegal Studies Program at Cuyamaca College provides a solid academic program for students. The students and graduates are enthusiastic about their education and the dedication of the faculty. The Advisory Board is knowledgeable and involved. The program director is accessible and dedicated. The administration is supportive of the program.

However, there are two areas of noncompliance with the guidelines.

1. The placement records of graduates are not complete. The site visit team was unable to verify whether graduates are getting positions as paralegals. The program has not gathered information on employment/educational status of graduates within six months of graduation. G-502 (D), G-502 (D). 1. The site visit team requested placement information on the 2008, 2009 and 2010 graduates.

*The college working with Institutional Research and Planning, is now surveying graduates on a continual basis at the end of each semester.*

2. The institution must have available a library adequate for its program of education of paralegals. The library needs current practice manuals and form books in all area of legal specialty instruction, and texts and other resources about the paralegal profession, including legal ethics

Additionally, the library is not available to students during hours that make its use practical and convenient. The program’s courses are only offered in the evening. By the time students are released from their last class, the library is already closed.

*The committee moved this from a noncompliance item to a recommendation. Due to State funding, these have been addressed through the Public Law Library’s materials.*

**Therefore the site visit team suggests that reapproval of the Cuyamaca College program be deferred, pending the College’s compliance with the above two conclusions.**

Additionally, to enhance the program, the site team **suggests:**

1. The curricula goals and objectives listed in the College materials include “cooperative work experience”, yet only 5-10% of the students take an internship. The goals should be clearly defined and measurable, and this goal needs to be addressed or changed. G-201(A), G-501A. *This will be addressed in the 2012-2013 College Catalog update.*
2. Consider adding an additional general public member to the Advisory Board, who has not been affiliated with the College. G-203(B) 3. *Jeffery Corcoran has been added.*
3. Students and graduates should be made more aware of transfer opportunities. G-301© (2). *College counseling has been informed as to transfer opportunities. It has also been publicized by the STUDENT ORGANIZATION, CAPS.*
4. The college should work on establishing articulation agreements for the paralegal courses. G-301(c) 3. *Planned*
5. The College needs to review its plan for evaluation and assessment, including consideration of other assessment tools, in order to get better results to adequately evaluate the program. G-301 (E). *The College has instituted a new yearly planning process. Outside approvals has been incorporated into these new planning documents. Additionally, the graduate survey includes questions regarding this information. Employer Focus Groups were held in 2010 and 2011.*
6. Evaluations for blended classes need to include questions about the blended classes. G-302(J) 2(a) (4). *No blended class has been offered since the site visit.*
7. The program should carefully plan and evaluate any potential online offerings. G-302 J 2 b. *None are planned at this time.*
8. The written material need to be updated to clarify that students can become paralegals with an Associate Degree. G-501 A. *Will be done with catalog and web page updates for 2012-2013.*
9. The program should be more proactive in informing the students of the advisability of seeking counseling regarding course selection and making sure all counselors are well-versed on the requirements for the Program. The counselors could attend the PARA 100 course at least once per semester. G-502 B. *The program director has met with the counseling staff, however, she remains the primary advisor to students.*

*A paralegal writing Tutor has been added to the writing center and has evening appointments available.*

## SECTION II

### ORGANIZATION AND ADMINISTRATION

G-201 through G-206

A. Provide information on the advisory committee:

1. Complete [Exhibit D](#), showing the members of the paralegal program's advisory committee. *Completed*
2. List below the dates of each advisory committee meeting and any subcommittee meetings held during the past three years. Include as [Exhibit E](#) copies of the minutes of these meetings. The minutes must include the dates of the meetings, the names of those in attendance, and a record of substantive discussions.

*Dates: 1/12/2009, 10/13/2009, 4/20/2010, 5/11/2011, 7/12/2011, 11/15/2011*

**(G-203)**

B. Describe any changes in the procedures by which the institution maintains equality of opportunity and seeks to avoid prohibited discrimination regarding the treatment of personnel and students, as follows:

1. Describe any changes during the past three years in the institution's non-discrimination policy or affirmative action plan relating to students and personnel. *There haven't been any.*
2. Describe any changes during the past three years in the institution's policy or procedures for the accommodation of students and personnel with disabilities. *There haven't been any.*
3. Describe any changes during the past three years in the methods used to encourage diversity in the student body of the paralegal program. *There haven't been any.*
4. Complete the following chart with respect to the ethnicity and gender of the paralegal students in each of the last three years.

Year	% of Minority Students	% of Female Students	% of Male Students
2009	42%	80.25%	22.15%
2010	43%	78.20%	21.80%
Sp 2011	51%	77.60%	22.40%

5. Describe any changes during the last three years in the methods used to encourage diversity in the faculty of the paralegal program. Please include the steps taken to recruit and retain a diverse faculty. If written advertisements and/or announcements are used, include copies as [Exhibit F](#). *The faculty has remained fairly constant with the addition of a male paralegal and a female attorney. The process continues to be utilization of the*



*hiring pool that is handled by the personnel department of the Grossmont Cuyamaca Community College District.*

6. Complete [Exhibit G](#) showing the composition of the faculty of the paralegal program by racial/ethnic classification and gender for each of the last three years. *Completed (G-204)*
- C. Complete the budget chart provided as [Exhibit H](#), showing (1) the amounts spent for each category of expense for each of the last three years; (2) the budget for the current year; and (3) the projected budget for the next year. *(G-205) Completed*

### **SECTION III**

#### **EDUCATIONAL PROGRAMS**

G-301 through G-302

- A. For programs that award baccalaureate and/or associate degrees, specify whether the program has entered into any new articulation agreements with other institutions during the past three years. *(G-301.C) None*
- B. Describe the program's plan for evaluation, review, and continuous improvement of the program, as follows:
  1. Explain how the program determines the extent to which it is meeting its stated goals and objectives. Include whether the assessment of goals and objectives is part of an institutional plan. *As explained in B(2), below, there is a formal assessment of the program's actions towards meeting its goals and objectives on a yearly basis. This assessment is tied into the institutional plan and is done by every discipline on campus.*
  2. Attach as [Exhibit I](#):
    - a. a copy of the program's written assessment plan;
    - b. a list of the assessment activities conducted during the past three years; and
    - c. a summary and analysis of the results obtained by each assessment activity.*(G-301.E – F)*
- C. Complete Exhibit J showing the total curriculum for each program option included in Section I.E. *(G-302) Completed*
- D. Describe any changes in the curriculum during the past three years. *(G-301-302) None*
- E. Describe the program's sequencing plan for each program option included in Section I.E. *(G-302.E.5) There is only one program option*

- F. If the program admits and graduates students who have not met the general education or total unit requirement of **G-302.H**, complete the chart provided as [Exhibit J](#), showing information about students receiving exemptions from the general education and/or total unit requirements for each of the last three years. *None given*
- G. Complete the chart provided as [Exhibit L](#), showing the legal specialty courses offered for each of the last three years. **(G-302.I) Completed**
- H. For each legal specialty course that has been added or substantially revised during the past three years, complete the Course Information Sheet provided as [Exhibit M](#). **(G-302.I) No changes made.**
- I. Describe any changes in each of the following areas during the last three years:  
*There have been no changes in any of these items. Texts and software curricular maybe changed or updated.*
1. General education requirements including distribution among at least three disciplines. **(G-302.E)**
  2. Writing proficiency requirements. **(G-302.E.3)**
  3. Competence in oral communication. **(G-302.E.4)**
  4. Competence in technology skills. **(G-302.G)**
  5. Instruction in legal research, including electronic research. **(G-302.I)**
  6. Internship program or other field experience, if offered. **(G-302.I)**
  7. Instruction in ethics and professional responsibility. **(G-302.I)**
  8. Policies that govern the acceptance of transfer of legal specialty credits completed at other institutions. **(G-302.I)**
  9. Policies that govern the award of legal specialty credit by course challenge, examination, or portfolio, if applicable. **(G-302.I)**
  10. Policies that govern the acceptance of transfer of general education credits. **(G-302.E)**
- J. Are any legal specialty courses offered through alternative delivery formats, such as compressed, accelerated, hybrid, or online instruction? If so, list each such course and indicate which courses were submitted for approval or certified in advance of being offered and when the courses were approved or certified. Hybrid courses containing less than 50% online instruction do not require prior approval.

*There have been none offered in last three years.*

***If courses are being offered in alternative delivery formats which were not submitted for approval or certified in advance of being offered, go to the website for the American Bar Association Standing Committee on Paralegals (<http://www.abaparalegals.org>) and complete either the Substantive Change Form for Courses Offered in Alternative Formats or the Substantive Change Form for Courses Offered in Alternative Formats Certification while continuing to complete this interim report. This form must be submitted immediately. Do not submit either of these forms as part of this interim report. (Refer to G-302.J for interpretations relating to alternative formats.)***

K. For each method of alternative delivery used during the past three years:

1. Explain how the program ensures that students take at least ten semester credits or the equivalent of legal specialty courses through traditional classroom instruction or the equivalent as defined in **G-302.J.1**.
2. For each alternative delivery course that has been added or substantially revised during the past three years, provide as [Exhibit N](#) a detailed course outline for each course showing how the hours devoted to classroom time and the structured instructional activity outside of class or in online instruction are equivalent to the number of classroom hours that are normally required to award credit for such a course.
3. Explain how the courses were selected for delivery in the alternative format and how the courses were developed.
4. Provide information on how students are screened to assess their ability to succeed in the alternative format or otherwise trained or prepared to succeed in taking course work in this format.
5. Provide information on the training and support for the development and instruction of courses delivered in the alternative format.
6. Provide information on the assessment that is conducted to determine the effectiveness of the alternative format. Attach as [Exhibit O](#) a summary of the results of such assessment during the past three years.
7. Additionally, for totally online courses, provide the following additional information:
  - a. What means are used to ensure that there is interaction between faculty members and students, and among students?
  - b. By what means are faculty members accessible to students?
  - c. How do faculty members respond to students who have questions? How is feedback given to students on assignments and tests?
  - d. What technical support is provided to ensure proper functioning of the system and back-up in the event of technical difficulties?
  - e. What system is used to verify the identity of students submitting work or taking a test at a distance?  
**(G-302.J)**

## SECTION IV

### FACULTY

G-401 through G-403

- A. Identify the name and the title of the person who serves as program director. Indicate whether this position is full-time. If the position is not full-time and the person designated as program director does not serve the institution on a full-time basis, identify the person responsible for the program who is full-time with the institution. **(G-402)** *Mary T. Sessom, Paralegal studies Director, Full-time.*
- B. Has the person identified as the program director been in his/her position for the past three years? If not, provide the name or names of the person or persons who have served in this capacity for the past three years with dates of service, status as full-time or part-time, and indicate the reasons for the change. **(G-402)** *Mary T. Sessom has been in this position for more than three years.*
- C. Provide as [Exhibit P](#) a resume for the person designated as the program director. If the program director is not full-time, provide a resume for the person responsible for the program who is full-time with the institution. Also, provide a resume for all other persons having substantial responsibilities for program direction or administration. Each resume must include the beginning date of service with the institution and the program, relevant professional qualifications, and experience working with paralegals and/or as a paralegal. **(G-401.A - E)** *Completed*
- D. Have there been any changes in the responsibilities of the person(s) responsible for the direction of the program during the past three years? If so, describe any changes relating to program administration, other program-related duties and non-program-related duties. **(G-402)** *No changes*
- E. Specify the program director's teaching load and the amount of release or reassigned time granted for program direction in each year for the past three years. Indicate whether the teaching load and the amount of release time has increased, decreased, or remained the same. If there has been a decrease in the amount of release time and/or an increase in the teaching load, please explain. **(G-402)**

Semester	Teaching Load	Reassign Time
Spring 2009	108.72	61.15
Fall 2009	96.86	61.15
Spring 2010	81.21	61.15
Fall 2010	97.60	61.15
Spring 2011	87.95	61.15
Fall 2011	79.07	66.15

*The teaching load each semester varies due to the courses the director is teaching. Some courses are of different unit values and some are team taught. The reassign time changed in Fall 2011 due to the addition of the new assessment process that occurred college wide.*

- F. Complete [Exhibit Q](#), listing the program director's and each faculty member's participation in professional growth activities as both teachers and professionals for each of the three past years. **(G-401.F - G)** *Completed*
- G. Describe any changes in the measures taken to support and encourage the professional growth of the program director and all faculty members in the paralegal program as both teachers and professionals? For example, describe changes in in-service training, attendance at continuing education programs and conferences, and development work done at faculty meetings. **(G-401.F - G)** *The options available to faculty have not changed.*
- H. List below the dates of each paralegal faculty meeting held during the past three years. Include as [Exhibit R](#) copies of the minutes of these meetings. The minutes must include the dates of the meetings, the names of those in attendance, and a record of substantive discussions. **(G-401.H)** *January 22, 2009; August 20, 2009; January 21, 2010; August 19, 2010; January 20, 2011; August 18, 2011*
- I. Complete [Exhibit S](#), showing all faculty members who are now teaching and who have taught legal specialty courses during the past three years. **(G-401, G-403.A)** *Completed*
- J. As [Exhibit T](#), provide the resumes of new faculty members hired during the past three years. Each resume must include a description of the faculty member's professional qualifications, including experience working with paralegals or as a paralegal. **(G-401.A, C - E)** *Completed*

## **SECTION V**

### **ADMISSIONS AND STUDENT SERVICES**

G-501 through G-503

- A. Describe any changes in the following admissions-related areas during the past three years:
  - 1. Admissions requirements and procedures used to select students. **(G-501)** *There have been no changes*
  - 2. Methods used to recruit students. Whether or not there have been changes, provide as [Exhibit U](#) copies of all current advertisements, promotional materials, catalogs, brochures, flyers, and copies of all website pages that feature the paralegal program. If your institution does not have a print catalog, provide copies of any online catalog pages related to the paralegal program and include the URL address of the online catalog. **(G-501.A - B)** *Completed*

- B. Policies and procedures for permitting non-paralegal students to enroll in legal specialty classes. **(G-503)** *This a publicly funded community college so all students who meet the pre-requisites are allowed to enroll in any legal specialty class. However, most legal specialty classes require, at a minimum, the successful completion of PARA 100, Introduction to Paralegal Studies. All students in the PARA 100 class are asked to complete a college form in which they declare their major.*
- C. Describe any changes in the following admissions-related areas during the past three years: *Except as noted, there have been no changes*
1. Course selection, advisement and registration.
  2. Career counseling.
  3. Support programs such as remediation and tutoring. *A dedicated Paralegal writing tutor was hired by the Writing Center in Fall 2011.*
  4. Student organizations and associations.
  5. Orientation for new students to the paralegal career.
  6. Representation on college or program committees.
  7. Continuing education.
  8. Other services or activities that are relevant to paralegal students.
- (G-502)**
- D. Describe any changes in the handling of job placement for graduates, with reference to the following: *There have been no changes.*
1. If the institution has a central placement office, any changes in the role it plays in placing paralegal graduates.
  2. Any changes in the role of the program director, faculty, staff, and other program personnel in placement.
  3. Any changes in the services provided.
  4. Whether or not there have been changes, complete the chart provided as [Exhibit V](#) showing employment and related information for all graduates for the past three years.
- (G-502(a), 502.C - D)** *Completed*

## SECTION VI

### LIBRARY

G-601

- A. Describe any changes in the library facilities, services, and hours available to students in the paralegal program. **(G-601.A-D)** *The library ceased Saturday hours in 2010 and closes at 8:00 p.m. instead of 9:00 p.m. week nights.*
- B. Describe any additions or deletions (not including regular continuations or supplements) to the legal library collection during the past three years. **(G-601.G)** *Shepards in print has been discontinued. Westlaw is available*

- C. Describe student access to research materials through computer technology as follows:
1. What access do students have to research materials and resources in electronic formats? List and describe each electronic format (i.e., subscription services, Internet access, etc) including the number of passwords if applicable and the number of terminals at which students may access materials in each format. **(G-601.J)**
  2. Indicate whether the program provides access to (1) a resource for checking the validity and currency of primary source materials, e.g., Shepard's Citations; (2) a legal encyclopedia; (3) local and state bar journals; or (4) law dictionaries, **exclusively** in electronic format? If so, provide the following information to demonstrate compliance with Guideline interpretations:
    - a. Indicate which collection requirements noted above are met exclusively through electronic access. *Shepard's Citations*
    - b. Indicate what electronic resources are used to meet the requirement(s). *Westlaw* **(G-601.H)**
- D. What assistance is available to students using the library collection and other resources? **(G-601.C)** *There is a reference librarian on duty during all library hours. One of these librarians specializes in the legal collection as she has a paralegal degree.*

## SECTION VII

### PHYSICAL PLANT

G-701 through G-703

Describe any substantial changes to facilities and equipment during the past three years with reference to:

1. Classrooms *The program moved to a newly built building in January of 2009. It has a dedicated Paralegal Studies classroom.*
2. Study areas *No changes*
3. Equipment, technology resources, and computer labs. *The Paralegal Studies classroom is a "smart" classroom.*
4. Office space for the program director, faculty and staff. *The office of the program director is housed in the new building. Adjunct faculty also have new workrooms in this building. (G-701-703)*