T
E
N
N
E
S
S
E
E

H
I
G
H
E
R

E
D
U
C
A
T
I
O
N

C
O
M
M
I
S
S
I
O
N

DATE: July 24, 2008

SUBJECT: Nashville State Technical Community College, A.A.S. in Paralegal Studies

ACTION RECOMMENDED: Approval

BACKGROUND INFORMATION: The program is proposed to provide qualified entry-level paralegal/legal assistants for the middle Tennessee area. The College cites as need for the program the Tennessee Department of Labor & Workforce Development projection of an average of 60 new paralegal positions annually in Metro Nashville. According to this report, currently seven out of ten paralegals work for law firms; others work for corporate legal departments and government agencies.

PROPOSED START-UP DATE: Fall 2008

Commission staff reviewed this program proposal according to the academic standards adopted by the Commission on January 29, 1997. Each relevant standard is referenced below.

1.1.20A MISSION: The proposed program is in accord with the College's workforce development mission.

1.1.20B CURRICULUM:

Curriculum Component	Hours Required
General Education	18
Major Field Core	33
Electives	9
TOTAL	60

Nine new courses (27 credit hours) have been created. The program is cross-disciplinary, with courses provided by Business Management, Computer Accounting, Office Administration, and Police Science programs.

1.1.20C ACADEMIC STANDARDS: The enrollment projections are based on the results of surveys to students assessing interest and employers assessing demand.

Projected Program Productivity:

	Full-time Headcount	Part-time Headcount	Total Headcount	Year	Graduates
1	5	10	15	8	0
2	10	15	25	14	4
3	10	18	28	15.2	8
4	15	20	35	20	10
5	15	20	35	20	12

1.1.20D FACULTY: One additional full-time faculty member will be required in Year 1, with that faculty line reallocated from another program to Paralegal Studies.

1.1.20E LIBRARY RESOURCES: A Year 1 subscription to an online service required for the program is budgeted in the amount of $4,100. In all other respects, the library resources are adequate.

1.1.20F ADMINISTRATION/ORGANIZATION: The proposed program will be administratively housed in the Business and Applied Arts Division. A qualified full-time faculty will receive released time to serve as coordinator for the program.

1.1.20G SUPPORT RESOURCES: No additional support or clerical staff will be needed.

1.1.20H FACILITIES/INSTRUCTIONAL EQUIPMENT: No additional instructional equipment is needed. Additional classroom space needs as they develop will be met.

1.1.20I STUDENT/EMPLOYER DEMANDS: Tennessee Department of Labor & Workforce Development projects a need through 2014 for 610 paralegal employees to fill vacated and additional positions.   Other market demand support includes Nashville's being recognized as a business relocation and expansion growth area (Expansion Management, 2006) and its being the corporate headquarters for a range of major companies.

1.1.20J NO UNNECESSARY DULICATION: Presently six community colleges offer the A.A.S. in Paralegal Studies. Volunteer State Community College is the college closest to NSCC with the program.

1.1.20K COOPERATIVE INSTITUTIONS: N/A

1.1.2L ARTICULATION: N/A

1.1.20M ACCREDITATION/EVALUATION: Accreditation will be sought from the American Bar Association two years after the program is implemented. Program effectiveness will be gauged by graduation rates, program exit exam results, yearly placement rates of graduates, employer feedback, student evaluation of instructors, advisory committee feedback, and alumni survey results.

1.1.20N COST/BENEFIT/SOURCE:

THEC Financial Estimate Form
Nashville State Technical Community College
A.A.S. in Paralegal Studies

Five-year projections are required for baccalaureate and post-baccalaureate programs and certificates. Three-year projections are required for associate degrees and undergraduate certificates. Projections should include cost of living increases per year.

	Year 1	Year 2	Year 3	Year 4	Year 5
I. Expenditures					
A. One-time Expenditures					
New/Renovated Space	$ -	$ -	$ -	$ -	$ -
Equipment	-	-	-	-	-
Library	4,100	-	-	-	-
Consultants	-	-	-	-	-
Travel	-	-	-	-	-
Other	-	-	-	-	-
Sub-Total One-time	$4,100	$ -	$ -	$ -	$ -
B. Recurring Expenditures					
Personnel					
Administration					
Salary	$ -	$ -	$ -	$ -	$ -
Benefits	-	-	-	-	-
Sub-Total Administration	-	-	-	-	-
Faculty					
Salary	$36,400	$37,490	$38,620	$ -	$ -
Benefits	10,920	11,247	11,586	-	-
Sub-Total Faculty	$47,320	$48,737	$50,206	$ -	$ -
Support Staff					
Salary	$ -	$ -	$ -	$ -	$ -
Benefits	-	-	-	-	-
Sub-Total Support Staff	$ -	$ -	$ -	$ -	$ -
Operating					
Travel	$ -	$ -	$ -	$ -	
Printing	-	-	-	-	-
Equipment	-	-	-	-	-
Other	7,300	7,300	8,000	-	-
Sub-Total Operating	$7,300	$7,300	$8,000	$ -	$ -
Total Recurring	$54,620	$56,037	$58,206	$ -	$ -
TOTAL EXPENDITURES (A+B)	**$58,720**	**$56,037**	**$58,206**	**$ -**	**$ -**

	Year 1	Year 2	Year 3	Year 4	Year 5
II. Revenue					
Tuition and Fees[1]	26,265	48,163	54,918	-	-
Institutional Reallocations[2]	32,455	7,874	3,288	-	-
Federal Grants[3]	-	-	-	-	-
Private Grants or Gifts[4]	-	-	-	-	-
Other[5]	-	-	-	-	-
TOTAL REVENUES	**$58,720**	**$56,037**	**$58,206**	**$ -**	**$ -**

Notes:

1. In what year is tuition and fee revenue expected to be generated and explain any differential fees. Tuition and fees include maintenance fees, out-of-state tuition, and any applicable earmarked fees for the program.
Tuition and fee revenue should be generated beginning in year 1 of implementation of the degree.
2. Please identify the source(s) of the institutional reallocations, and grant matching requirements if applicable.
A faculty position in Computer Information Systems that is being vacated effective December, 2007 will be reassigned, with funding, to the Paralegal Program in the Business and Applied Arts division. The vacancy will be created by a faculty member's retirement.
The operating costs listed in "other" include recurring library expenses and annual payments to the accrediting agency.

1.1.30 POST APPROVAL MONITORING: An annual performance review of the proposed program will be conducted for the first five years following approval. The review will be based on benchmarks established in the approved program proposal. At the end of this period, campus, governing board, and Commission staff will perform a summative evaluation. The benchmarks include, but are not limited to, enrollment and graduation, program cost, progress toward accreditation, library acquisitions, student performance, and others set by the institution and agreed upon by governing board and Commission staff. As a result of this evaluation, if benchmarks are not met during the monitoring period, the Commission may recommend that the governing board terminate the program. The Commission may choose to extend the period, if additional time is needed and requested by the governing board.