

**DATE:** July 17, 2003

**SUBJECT:** Cleveland State Community College, Associate of Applied Science  
in Public Government Services

**ACTION RECOMMENDED:** Approval

**BACKGROUND INFORMATION:** The proposed new program results from recommendations made and approved by the Tennessee Board of Regents in December 2002 as a part of the low-producing program review. The A.A.S. in Public and Government Services will consolidate current courses provided for law enforcement personnel and the existing A.A.S. in Paralegal/Legal Assistant in order to more effectively serve the education and workforce needs of the legal community of the region.

**PROPOSED START-UP DATE:** Upon approval

Commission staff reviewed this program proposal according to the academic standards adopted by the Commission on November 14, 2002. Each relevant standard is referenced below.

**1.1.20A MISSION:** The proposed program is consistent with the mission of the College to meet the higher education and workforce training needs of residents in Bradley, McMinn, Meigs, Monroe, and Polk counties.

**1.1.20B CURRICULUM:** The proposed program requires the completion of 60 semester credit hours. The proposed program consolidates current courses and incorporates courses in the existing Paralegal program.

<u>Course Name</u>	<u>Hours Required</u>
General Education	15-16
Major Field Core	15
Concentration	22-24
Electives	<u>5-8</u>
	60

**1.1.20C ACADEMIC STANDARDS:** Students applying to the program must meet the general requirements for admission, retention, and graduation as stated in the college catalog. Students pursuing the Law Enforcement Training will have to be admitted to the Law Enforcement Training Certificate. Courses for this certificate will be the concentration requirements for the A.A.S. degree.

**1.1.20D FACULTY:** No additional faculty is needed.

**1.1.20E LIBRARY RESOURCES:** Library resources are adequate.

**1.1.20F ADMINISTRATION/ORGANIZATION:** The proposed program will be housed and administered in the Division of Business and Technology.

**1.1.20G SUPPORT RESOURCES:** Law Enforcement Training at the college is in collaboration with the Bradley County Sheriff's office.

**1.1.20H FACILITIES/EQUIPMENT:** Current instructional facilities and equipment are adequate.

**1.1.20I STUDENT AND EMPLOYER NEED AND DEMAND:** Data from the Tennessee Department of Labor and Workforce Development indicate that the paralegal profession is the third fastest growing occupation in the 1998-2008 time frame. The growth rate is projected to exceed 55 percent. Police patrol officers are projected to increase by 40 percent in the 1998-2008 time period. Although law enforcement agencies indicate that a high school diploma and on the job training are required, comprehensive training and continuing education are also required to remain current in the profession. An enrollment of over 80 students per year in the current Law Enforcement training course indicates strong demand for education and training.

**1.1.20J NO UNNECESSARY DUPLICATION:** None associated.

**1.1.20K COOPERATING INSTITUTIONS:** None indicated.

**1.1.20L DESEGREGATION:** The creation of the proposed program will not impede the state's efforts to achieve racial diversity.

**1.1.20M ASSESSMENT/EVALUATION AND ACCREDITATION:** The current A.A.S. in Paralegal/Legal Assistant is accredited by the American Bar Association. The proposed concentration within the new degree will retain this accreditation. There are no implications for SACS accreditation. Internal program evaluations will be conducted by the Office of Planning and Effectiveness to monitor placements. Completers will take the general education outcomes test and appropriate program testing as required by performance funding criteria. An external program review also will be scheduled to conform to performance funding guidelines and an employer survey will be administered.

**1.1.20N GRADUATE PROGRAMS:** N/A

**1.1.20O EXTERNAL JUDGMENT:** N/A

**1.1.20P COST/BENEFIT:** The proposed program is a result of course and program consolidations and reconfigurations to better serve the education and workforce needs of the legal community as well as provide for more efficient use of limited resources. No additional costs are associated. By the fourth year, the program is expected to produce 17 graduates. Estimated enrollment and productivity:

Student Projections	FTE Enrollment	Graduates
Year 1	16	5
Year 2	21	7
Year 3	23	12

**1.1.30 POST APPROVAL MONITORING:** An annual performance review of the proposed program will be conducted for the three years following approval. The review will be based on goals established in the approved program proposal.