

**FIRST FOLLOW-UP REPORT:  
A RECORD OF PRESIDENTIAL APPROVAL  
TO TASK FORCE RECOMMENDATIONS FOR  
Paralegal/Legal Assisting, 10/22/07**

With input from the Cabinet, the President makes final approval of program review recommendations. This report articulates those decisions. Approval of task force recommendations requiring funds beyond the base budget of the reviewed unit is not tantamount to receipt of additional funds. Those funding requests must be channeled through the institutional budget process. Nonetheless, special consideration will be given to requests stemming from program review recommendations.

A progress report toward implementation of recommendations must be drafted one year following completion of the task force report by the chairperson. The report will be sent electronically to the Special Assistant to the President for Strategic Planning & Analysis for college-wide distribution and archiving. Recommendations not achieved within a year are to become "objectives" in the corresponding unit plan to ensure a continued focus on their achievement.

The President accepts the recommendations of the task force as articulated below.

**Recommendations**

1. It is recommended by the Paralegal Advisory Committee that many of the nonessential courses now offered in the program be dropped and the program concentrate on offering the majority of the courses as paralegal/legal assisting (PLA) courses. {In response to Weakness #1}
2. It is recommended that the Paralegal/Legal Assisting Program continue to provide faculty based advising to their majors and prospective majors so as to facilitate the accurate and expeditious dissemination of information they need as to degree options, course elections and schedules while creating a close training liaison with academic advisors to ensure uniformity in both understanding and advising of students. {In response to Weakness #2}
3. It is recommended that the Paralegal/Legal Assisting Program implement and expand the followup of program graduates through student surveys. {In response to Weakness #3}
4. It is recommended that the Paralegal/Legal Assisting Program develop a computer technology credit course that focuses the student on computer applications used in law firms today. {In response to Weakness #4}
5. It is recommended that the Paralegal/Legal Assisting Program contact local law firms and governmental agencies to offer participation in paralegal internship placements for the program's students. {In response to Weakness #5}
6. It is recommended that the Paralegal/Legal Assisting Program seek to establish a closer working relationship with the Ybor Campus Career Placement Office by soliciting their assistance in the placement of the program's students in career opportunities. {In response to Weakness #6}