

A. CENTRALITY TO INSTITUTIONAL MISSION STATEMENT AND PLANNING PRIORITIES

Allegany College of Maryland is a lifelong learning community dedicated to excellence in education and responsive to the needs of the communities we serve. The college's mission further states that we prepare "individuals in mind, body, and spirit for lives of fulfillment, leadership, and service in a diverse and global society." The college's focus includes career preparation and transfer preparation as well as providing continuing education and community service opportunities. This proposal embraces the college's mission statement in providing a pathway for students interested in a career as a paralegal and in pursuing an AAS degree in Paralegal.

The College has established Strategic Priorities for 2015-2020. Listed below are the Priorities that are part of the creation of this program.

Institutional Priority One – Student Success and Access

Allegany College of Maryland develops and delivers quality academic offerings, services and activities that are accessible, affordable and flexible to help students achieve their goals.

Institutional Priority Three – Community

Allegany College of Maryland leads and collaborates with business, educational, non-profit and governmental agencies to enhance student opportunities and contribute to workforce development for the region and the global economy.

The Paralegal Program will to meet the need in the region for preparing paralegals by providing accessible and cost-effective training for students to enter the workforce, for career training and advancement, or for transfer to another college or university. The Paralegal curriculum will provide a venue that encourages life-long learning for members of the community and advances the college's profile by expanding quality programs.

B. ADEQUACY OF CURRICULUM DESIGN AND DELIVERY TO RELATED LEARNING OUTCOMES CONSISTENT WITH REGULATION 10 OF THIS CHAPTER

On completion of the Paralegal program, students will receive an Associate of Applied Science degree. The education objective is designed for the student interested in a career as a paralegal. The Paralegal provides a variety of services in private law firms, banks, insurance, companies, corporations, governmental agencies, and offices. Paralegal aid attorneys in preparing for trials and hearings through administrative support. Job responsibilities may include conduction legal research, writing correspondence, drafting legal documents, and managing law office. Much of the general education coursework will transfer towards a bachelor degree.

Coursework requirements including a practicum, standards, indicators, and outcomes have been developed to align with the American Bar Association (ABA) requirements to become an approved program. The new program is also going to apply for membership in the American Association for Paralegal Education Department (AAfPE) goals and outcomes are based on the current Office Technologies – Legal Assistant/Paralegal concentration. The Legal Assistant area of concentration of the Office Technologies Program has been in existence at ACM since at least the mid-1980s. However, due to recent regulations

promulgated by the Maryland Higher Education Commission (MHEC) areas of concentration within a program must contain at least 12 credits that are the same as other areas of concentration. COMAR 13B.02.03.02 (2016). The areas of concentration within Office Technologies do not share at least 12 common hours of courses. Accordingly, for the Legal Assistant Option to continue to be recognized, it must exist as a stand-alone program.

The program is structured to provide a coherent program of student and the required courses are consistent with other degrees currently offered.

Student learning outcomes include the following:

- Engage in effective interpersonal, written, oral and nonverbal communication techniques as required of legal assistants and paralegals.
- Demonstrate technical, problem-solving, and legal research skills frequently used by legal assistants and paralegals.
- Recognize common ethical situations encountered by legal assistants and paralegals, and be prepared to respond appropriately.
- Practice legal assisting/paralegal with sensitivity and recognition of cultural and socioeconomic differences.
- Understand the importance of life-long learning in the legal assisting/paralegal field.

The Program model is as follow:

PROPOSED PARALEGAL PROGRAM	
FIRST SEMESTER	Credit Hours
PARA 103 (Legal Terminology)	3
PARA 105 (Intro to Legal Assisting)	3
ENG 101 (Freshman English I)	3
COMP 101 (Computer Literacy)	3
PARA 111 or 112 (Beginning Keyboarding or Document Processing)	3
Total Hours	15
SECOND SEMESTER	
PARA 104 (Litigation)	3
PARA 106 (Legal Administrative Applications)	3
PARA 108 (Contracts and Business Organizations)	3
Mathematics Elective	3
ENG 112 (Business and Technical Writing)	3
Total Hours	15
THIRD SEMESTER	

PARA 201 (Legal Research and Writing I)	3
PARA 203 (Family and Estate Law)	3
SPCH 101 (Speech Communications)	3
POSC 205 or CRIM 205 (Introduction to American Constitutional Law)	3
Science Elective	3
Total Hours	15
FOURTH SEMESTER	
PARA 202 (Legal Research and Writing II)	3
PARA 204 (Real Property and Title Examination)	3
PARA 206 (Torts)	3
PARA 208 (Legal Assistant Practicum)	3
POSC 101 (American National Government)	3
Total Hours	15
Overall Program Hours	60

The program proposal is the same courses used in the Office Technologies concentration. The Department code and numbers have been changed for the new program; however the courses' names remain the same.

PARALEGAL (PARA) Course Descriptions

103 Legal Terminology 3 credit hours

Offered fall semester and as demand warrants. Three hours lecture a week.

This course is designed to provide knowledge and understanding of terms commonly used in legal settings. Content of the course includes spelling and definitions of terms in the legal field. Students will gain practical knowledge of terms used daily on the television, radio, electronic media, and newspaper.

In order to graduate with a Paralegal degree,, students enrolled in this program must achieve a grade of "C" or better in this course.

104 Litigation 3 credit hours

Offered spring semester as demand warrants. Three hours lecture a week.

Examines stages of civil law suits, from pre-trial preliminaries through trial and post-trial procedures. Covers gathering information through client interviews; drafting of pleadings, motions, and other documents; discovery and disclosures; preparation of briefs and memoranda.

In order to graduate with a Paralegal degree, students enrolled in this program must achieve a grade of "C" or better in this course.

105 Introduction to Legal Assisting 3 credit hours

Offered fall semester and as demand warrants. Three hours lecture a week.

This course is designed to provide the students with an overview of the legal assistant profession. Different legal structures and procedures used in law offices will be discussed. Ethical principles pertinent to attorneys and legal assistants will be emphasized.

In order to graduate with a Paralegal degree, students enrolled in this program must achieve a grade of "C" or better in this course.

106 Legal Administrative Applications 3 credit hours

Offered spring semester. Three hours lecture and discussion.

Students will explore and learn procedures and technologies that enhance law office processes and support the practice of law. Topics will include communications, professionalism, scheduling, timekeeping and billing practices, and electronic software and resources used in the legal office.

In order to graduate with a Paralegal degree, students enrolled in this program must achieve a grade of "C" or better in this course.

Prerequisite or Corequisite: Paralegal 111 or 112 and Computer Technology 101.

108 Contracts and Business Organizations 3 credit hours

Offered spring semester.

This course covers basic issues of the common law of contracts and the Uniform Commercial Code. Subjects covered include the creation and elements of a contract and remedies for breach of contract. Differences between the Uniform Commercial Code and the common law will be highlighted. This course also provides basic issues relating to agency relationships, partnerships, limited liability companies, and corporations. Basic contract drafting will be taught and practiced, as well as drafting of articles for formation of other business entities.

In order to graduate with Paralegal degree, students enrolled in this program must achieve a grade of "C" or better in this course.

111 Beginning Keyboarding 3 credit hours

(Medical Administrative Assistant 111)

Offered fall and spring semesters. Offered as demand warrants in summer session. Three hours lecture, demonstrations, and applications a week.

This course is designed for the beginner who has little or no keyboarding experience. Emphasis is placed on learning the keyboarding using the touch system and applying these skills to the production of written communications.

In order to graduate with a Paralegal degree, students enrolled in this program must achieve a grade of "C" or better in this course.

**112 Document Processing 3 credit hours
(Medical Administrative Assistant 112)**

Offered fall and spring semesters. Offered as demand warrants in summer session. Three hours lecture, demonstrations, and applications a week.

This course is designed for the student to develop formatting skills in Microsoft Word to quickly and accurately accomplish realistic document processing tasks. Emphasis is placed on planning, keyboarding, and proofreading.

In order to graduate with a Paralegal degree, students enrolled in this program must achieve a grade of "C" or better in this course.

Prerequisite: Paralegal 111 or consent of instructor

201 Legal Research and Writing I 3 credit hours

Offered fall semester as demand warrants. Three hours lecture and discussion a week.

Explore major principles of legal research and writing, including introduction to accepted legal research techniques, locating legal authorities such as statutory and case law, and examine current research aids such as Shepard's citations, Westlaw's Digest System, and KeyCiting. Learn and apply writing skills with real-world legal memoranda and case brief assignments.

In order to graduate with a Paralegal degree, students enrolled in this program must achieve a grade of "C" or better in this course.

Prerequisite: English 101 and Paralegal 103.

204 Real Property and Title Examination 3 credit hours

Offered spring semester or as demand warrants. Three hours lecture a week.

This course will examine the basic principles of real property law, including the creation of various estates and interests in land, shared ownership, easements, covenants, mortgages, and deeds of trust. Students will gain practice in the preparation of documents such as leases, sales contracts, settlement statements, deeds, notes, mortgages, and other documents. Students will also be exposed to the rudiments of title examination.

In order to graduate with a Paralegal degree, students enrolled in this program must achieve a grade of "C" or better in this course.

203 Family and Estate Law 3 credit hours

Offered spring semester. Three hours lecture and discussion per week.

Explore laws governing the family, parenting, custody, wills, estates and trusts. Analyze legal matters relating to marriage, divorce, custody, child support, adoption, and related topics. Examine the Paralegal's role in the client relationship, including drafting documents, administering wills and estates, and organizing trusts.

In order to graduate with Paralegal degree, students enrolled in this program must achieve a grade of "C" or better in this course.

Prerequisite or corequisite: Paralegal 201.

202 Legal Research and Writing II 3 credit hours

Offered spring semester. Three hours lecture and discussion a week.

Learn and apply advanced legal research techniques, electronic legal research, and advanced legal writing techniques. Explore federal and state legal research issues, multi-jurisdictional practice, and emerging trends in legal research. Learn and apply advanced writing skills to prepare legal memoranda, briefs, and other legal documents.

In order to graduate with a Paralegal degree, students enrolled in this program must achieve a grade of "C" or better in this course.

Prerequisite: Paralegal 201.

206 Torts 3 credit hours

Offered spring semester as demand warrants. Three hours lecture a week.

Introduces the elements of tort law; negligence, duty of care, foreseeability, proximate cause, breach, damages and recovery, specific torts, and their defense. Examines pre-trial, trial, and appellate procedures.

In order to graduate with a Paralegal degree, students enrolled in this program must achieve a grade of "C" or better in this course.

208 Legal Assistant Practicum 3 credit hours

Offered spring semester. Criminal Background Check.

Students will spend 120 hours per semester (approximately 8 hours per week) in a law office or other legal field setting working under the direct supervision of an attorney, paralegal, or other professional in the office. Students will have an opportunity to gain workplace experience. Classroom meetings will focus on paralegal ethics and career skills.

In order to graduate with a Paralegal degree, students enrolled in this program must achieve a grade of "C" or better in this course.

Currently licensure or certification is not required of paralegal. However, students will be encouraged to acquire a voluntary certification from the National Association of Legal Assistants (NALA) or the National Federation of Paralegal Associations (NFPA) at the time of graduation.

C. CRITICAL AND COMPELLING REGIONAL OR STATEWIDE NEED AS IDENTIFIED IN THE STATE PLAN

The role and need for paralegals is increasing nationwide. The Paralegal program curriculum is designed to provide students with a quality education with ease of access and affordability. The college will work with local law offices and government offices to provide internships which will offer students opportunities to contribute to their communities while learning. The curriculum is designed to promote academic excellence in the area of communication skills so that graduates will have the ability to communicate creatively and clearly. Academic effectiveness will be measured by assessing student achievement of learning outcomes, graduation rates, and employment rates. Two of the goals of Allegany College of Maryland are to provide convenient geographical access to post-secondary education to people within the service region of the college and to provide financial access to a college education by assuring reasonable tuition rates, comprehensive financial assistance, and college scholarship opportunities. The curriculum is structured to provide students with an opportunity to become educated on the law and be prepared to either enter the workforce as an entry-level paralegal or to transfer to a four-year school to continue their studies. The student-centered learning is based on regular assessment during a course and end of course assessment as a foundation for determining student level of achievement. Additionally, the Program will work with its Program Advisory Committee to ensure that our program is in sync with the needs of the regional job market.

D. QUANTIFIABLE AND RELIABLE EVIDENCE AND DOCUMENTATION OF MARKET SUPPLY AND DEMAND IN THE REGION AND SERVICE AREA

The Paralegal profession is a growing profession nationwide. The Bureau of Labor Statistics indicates that between 2014 and 2024 the Paralegal profession is expected to increase at a rate of 8%, which is higher than the average percent change of 7%, and is considerably higher than the expected increase of 5% to all legal professions. Additionally, in Maryland, the Bureau of Labor Statistics projects that the Paralegal profession will grow 8.4% between 2014 and 2024. With Allegany College's close proximity to West Virginia and its presence in Pennsylvania, evidence from Pennsylvania and West Virginia is also critical. According to Workforce West Virginia, it is expected that the Paralegal profession will grow 11.9% in West Virginia from 2012 to 2022. In Pennsylvania, the Pennsylvania Department of Labor and Industry projects an 18.4% increase in paralegals in Pennsylvania from 2012 to 2022. Accordingly, ample quantifiable and reliable evidence support that there is market supply and demand for paralegals. As for local demand, many members of our Program Advisory Committee have submitted letters of support for this program. These letters are attached hereto and incorporated herein. These letters provide documentation of market supply and demand in the local area.

E. REASONABLENESS OF PROGRAM DUPLICATION

In the western Maryland region, the closest Paralegal Program offered is at Hagerstown Community College. The college is located approximately 72 miles from the college. The Office Technologies – Legal Assistant concentration has been offered since the early 80s filling the need of training legal assistants and paralegals for the local area. With the change in regulations, this concentrator no longer meets the guidelines to offer this training.

The community colleges located in West Virginia or Pennsylvania within a reasonable travel distance to Allegany County does not offer a paralegal curriculum. Therefore, the program will not be duplicated in this region of western Maryland. We are confident that students from these areas will continue to travel to Allegany College of MD to pursue paralegal training.

F. RELEVANCE TO THE HISTORICALLY BLACK INSTITUTIONS (HBIS)

None of the historically black institutions in the state of Maryland are located in Western Maryland and this program would therefore not be in competition with similar programs at those institutions.

G. IF PROPOSING A DISTANCE EDUCATION PROGRAM, PLEASE PROVIDE EVIDENCE OF THE PRINCIPLES OF GOOD PRACTICE (AS OUTLINED IN COMAR 13B.02.03.22C)

This is not intended to be a distance education program.

H. ADEQUACY OF FACULTY RESOURCES

Since this program has already existed for a large number of years as an option under our Office Technologies department and does not include the creation of any new courses, the current full-time and adjunct faculty are adequate to meet the needs of the program. The Program will be coordinated by Brandon James Hoover, a full-time faculty member who is admitted to the bar in the States of Maryland and West Virginia. Brandon will teach several of the Paralegal Program courses himself. Additionally, Thea Hosselrode, a full-time faculty member at the College serves part of her contract for this Program. Finally, various adjuncts from the community are used from time to time. Presently, the local Court Administrator for Allegany County will be an adjunct instructor. In the past, we have had local attorneys serving as adjunct instructor for the Program, as well.

All of the general education courses currently exist and will be taught by existing full-time and adjunct faculty with teaching credentials and excellent teaching skills. The education courses will be taught by current full-time and adjunct faculty who are also properly credentialed and have excellent teaching skills.

Faculty Name	Status	Degree	Courses Taught
Brandon J. Hoover Assistant Professor	Full-Time Coordinator	Jurist Doctor	PARA 105 Intro to Legal Assisting PARA 201 Legal Research and Writing I PARA 202 Legal Research and Writing II PARA 208 Practicum PARA 108 Contracts and Business Orgs PARA 206 Torts
Thea Hosselrode Associate Professor	Full-time (part of which is in this Program)	Masters of Education	PARA 111 Keyboarding PARA 112 Document Processing PARA 103 Legal Terminology PARA 106 Legal Administrative Apps.

Anne SanGiovanni Instructor Local Court Admininstrator	Adjunct	Bachelor's in Legal Studies	PARA 204 PARA 104 PARA 203	Real Property and Title Exam Civil Litigation Family and Estate Law
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I. ADEQUACY OF LIBRARY RESOURCES

The implementation of this program requires no new courses and the current library holdings are appropriate to meet the needs of the program and are consistent with COMAR 13B.02.02.18. The resources include on-site collections as well as computerized access to holding in other libraries. Additionally, paralegal students have access to Westlaw, a major legal researching database. Finally, the Allegany County Circuit Court Law Library is 2.6 miles from the ACM campus and is open to the public. Attached hereto and incorporated herein is a statement of support from Dr. Cynthia Bambara, President of Allegany College of Maryland in support of the adequacy of the library resources.

J. ADEQUACY OF PHYSICAL FACILITIES, INFRASTRUCTURE, AND INSTRUCTIONAL EQUIPMENT

As mentioned previously, this program does not require any new courses. Accordingly, it will be using the same physical facilities, infrastructure, and instructional equipment as has been used by the Legal Assistant Option of Office Technologies. Attached hereto and incorporated herein is a statement of support from Dr. Cynthia Bambara, President of Allegany College of Maryland in support of the adequacy of the physical facilities, infrastructure, and instructional equipment.

K. ADEQUACY OF FINANCIAL RESOURCES WITH DOCUMENTATION CONSISTENT WITH REGULATION .14

As previously noted, this program involves no new courses. Additional faculty (except possibly adjunct), equipment or other institution resource allocations will not be needed. We anticipate an additional ten new students per year in the proposed Paralegal program. Additional enrollment in existing career and transfer courses will make these courses more cost efficient. If additional resources are needed at a later date due to increased enrollment, the President assures that those resources will be made available.

TABLE 1: RESOURCES

Resources Categories	Year 1	Year 2	Year 3	Year 4	Year 5
1. Reallocated Funds[1]	0	0	0	0	0
2. Tuition/Fee Revenue[2] (c+g below)	81,370	138,840	169,460	172,880	205,245
a. #F.T Students	10	15	20	20	25
b. Annual Tuition/Fee Rate	5,341	5,448	5,557	5,668	5,781
c. Annual Full Time Revenue (a x b)	53,410	81,720	111,140	113,360	144,525
d. # Part Time Students	10	20	20	20	20
e. Credit Hour Rate	233	238	243	248	253
f. Annual Credit Hours	120	240	240	240	240
g. Total Part Time Revenue (d x e x f)	27,960	57,120	58,320	59,520	60,720
3. Grants, Contracts, & Other External Sources[3]	0	0	0	0	0
4. Other Sources	0	0	0	0	0
TOTAL (Add 1 – 4)	81,370	138,840	169,460	172,880	205,245

[1] Whenever reallocated funds are included among the resources available to new programs, the following information must be provided in a footnote—origin(s) of reallocated funds, impact of the reallocation on the existing academic program(s), and manner in which the reallocation is consistent with the institution’s strategic plan.

[2] This figure should be a realistic percentage of tuition and fees which will be used to support the new program. Factors such as indirect costs linked to new students and the impact of enrolling continuing students in the new program should be considered when determining the percentage.

[3] Whenever external funds are included among the resources, the following information must be provided in a footnote

--source of the funding and alternative methods of funding the program after the cessation of external funding.

Assumptions: 12 credit hours for FT & 6 credit hours PT per semester; 2 semesters per year;		
2% annual increase tuition fee rate;		
FT	PT	
24	1	Credit hours
4,896	204	Tuition (using average tuition rate)
70	6.00	Registration Fees
168	7	Student & Technology Fees
183	15	Average Course fee (4 per year both FT & PT)
5,341	233	Estimated Revenue per student per year
0.02	0.02	Annual rate increase
FY17 Tuition Rates		
117	In County	
225	Out of County	
270	Out of State	
204	Average tuition rate	
Mandatory Fees		
35	Registration	
3	Student fee per credit hour	
4	Techonology fee per credit hour	
Course Fees		
-	103	Legal Terminology (OFTE 120)
55	104	Litigation (was OFTE 123)
50	105	Intro to Legal Assisting (was OFTE 116)
40	106	Legal Administrative Applications (was OFTE 128)
55	108	Contracts and Business Organizations (OFTE134)
45	111	Beg Keyboarding (was OFTE 101)
45	112	Document Processing (was OFTE 102)
55	201	Legal Research and Writing I (was OFTE 126)
55	202	Legal Research and Writing II (was OFTE 228)
55	203	Family and Estate Law (was OFTE 221)
55	204	Real Property & Title Examination (was OFTE 219)
55	206	Torts (was OFTE 124)
30	208	Legal Assist. Practicum. (OFTE208)
46		Average course fee rate

TABLE 2: EXPENDITURES

Expenditure Categories	Year 1	Year 2	Year 3	Year 4	Year 5
1. Faculty (b + c below)	55,280	56,386	57,514	58,664	59,838
a. # FTE	1.20	1.20	1.20	1.20	1.20
b. Total Salary	47,478	48,428	49,397	50,385	51,393
c. Total Benefits	7,802	7,958	8,117	8,279	8,445
2. Admin. Staff (b+c below)	13,061	13,322	13,589	13,861	14,139
a. # FTE	0.20	0.20	0.20	0.20	0.20
b. Total Salary	9,407	9,595	9,787	9,983	10,183
c. Total Benefits	3,654	3,727	3,802	3,878	3,956
3. Support Staff (b+c below)	17,158	17,501	17,851	18,208	18,572
a. # FTE	0.30	0.30	0.30	0.30	0.30
b. Total Salary	11,874	12,111	12,353	12,600	12,852
c. Total Benefits	5,284	5,390	5,498	5,608	5,720
4. Equipment	0	0	0	0	0
5. Library	0	0	0	0	0
6. New or Renovated Space	0	0	0	0	0
7. Other Expenses	3,759	3,834	3,911	3,989	4,069
8. TOTAL (Add 1 – 7)	89,258	91,043	92,865	94,722	96,618

Assumptions: Annually (30 cr hr load) Coordinator/Director faculty 20%/30% (6 cr hrs admin 9 teaching);								
Teaching faculty 40% (Fall and Spring 6 cr hrs - 1.5 111; 1.5 112; and 6 cr hrs 103 fall/106 spring);								
FTE 50% (15/30) - 6 cr hrs Overload estimate rate \$820 and 9 cr hrs Adjunct rate \$755;								
Staff 30% Administrative Assistant; not increase to faculty or staff for the 1st 5 years.								
0.02 Adjust personel annual increas by 2% annually & other expenses								
Faculty			0.0181	Fica & WC				
%	Pay	Ben.	Total			Pay	Ben.	Total
0.30	14,111	5,481	19,592	FT Coordinator/Dir teach (part of contract)		47,037	18,269	65,306
0.20	4,920	89	5,009	OL Coordinator/Dir teaching		6	820	
0.40	21,652	2,109	23,761	FT Teaching faculty (part of contract)		54,129	5,272	59,401
0.30	6,795	123	6,918	Adjunct faculty		9	755	
1.20	47,478	7,802	55,280	Totals				
Admin Staff (Coordinator/Director Release								
0.20	9,407	3,654	13,061	FT Coordinator/Director release		47,037	18,269	65,306
Admin Staff (Coordinator/Director Release								
0.30	11,874	5,284	17,158	FT Admin. Assistant/Secr.		39,579	17,613	57,192
Other expenses								
2,034	CS-WestLaw							
125	CS-NALA							
500	CS-American Association for Paralegal Ed							
1,100	Supplies - Various							
3,759	Total Other expenses							

L. ADEQUACY OF PROVISIONS FOR EVALUATION OF PROGRAM

Several lawyers of provisions are in place to evaluate the program, faculty, and student learning outcomes.

Specifically, Allegany College of Maryland has a Program Review cycle wherein the Program will be comprehensively reviewed every three (3) years to ensure that the program is properly meeting the needs of our students and is fulfilling its program goals. The College is also in the process of instituting a Program Viability Program wherein Programs are provided with Program Report Cards which indicate the overall health of the program. This process will allow Programs to be constantly assessed and to take corrective action when necessary to ensure overall program health.

The Program will also complete Program Assessment on a yearly basis. The Program has created the following Program Student Learning Outcomes:

Legal/Paralegal Assistant Program Student Learning Outcomes

1. Students will engage in effective interpersonal, written, oral and nonverbal communication techniques as required of legal assistants and paralegals.
2. Students will demonstrate technical, problem-solving, and legal research skills frequently used by legal assistants and paralegals.
3. Students will recognize common ethical situations encountered by legal assistants and paralegals, and be prepared to respond appropriately.
4. Students will practice legal assisting/paralegal with sensitivity and recognition of cultural and socioeconomic differences.
5. Students will recognize the importance of life-long learning in the legal assisting/paralegal field.

These Student Learning Outcomes are assessed on a regular rotation to determine whether they are being met. Additionally, courses will regularly undergo course assessment to ensure that Course Student Learning Outcomes are being satisfied.

Next, the faculty of the courses are evaluated every semester by the students. These student evaluations help to ensure that the faculty are providing quality education to the students. Additionally, all faculty are observed yearly by their supervisors and a report is provided to each faculty member as to teaching.

M. CONSISTENCY WITH THE STATE'S MINORITY STUDENT ACHIEVEMENT GOALS

None of the historically black institutions in the state of Maryland are located in Western Maryland and this program would therefore not be in competition with similar programs at those institutions. This program will be promoted in a similar fashion as other programs at ACM and the college does not discriminate against students or prospective students for reasons of race, sex, color, religion, national or ethnic origin, age, veteran's status, conditions of disability, or sexual orientation. This program will not have specialized admission criteria and will be open to anyone meeting admission requirements to the college.

N. RELATIONSHIP TO LOW PRODUCTIVITY PROGRAMS IDENTIFIED BY THE COMMISSION

The Program is not a low productivity program as identified by the Commission.

Supporting Documentation

- Paralegal AAS Proposal



ALLEGANY COLLEGE
of MARYLAND
OFFICE OF THE PRESIDENT

October 31, 2016

Dr. James D. Fielder, Jr.
Secretary of Higher Education
Maryland Higher Education Commission
6 North Liberty Street
Baltimore, Maryland 21201

RE: Statement of Support for Adequacy of Facilities and Equipment for Paralegal Program

Dear Dr. Fielder:

The purpose of this letter is to provide a statement of support relating to the adequacy of facilities and equipment for the Paralegal Program at Allegany College of Maryland.

I am in support of the approval of the Paralegal Program at Allegany College of Maryland. As indicated in the proposal, although the actual Paralegal Program at Allegany College of Maryland will be a new program, we have offered Legal Assisting courses through our Office Technologies Department for many years. The "new" Paralegal Program will not require the creation of any new courses, nor will it require any additional equipment or facilities other than those used by current Legal Assistant Option of the Office Technologies Program.

Accordingly, I am in agreement that the current facilities and equipment for the Legal Assisting option of Office Technologies are appropriate to meet the needs of the Paralegal Program.

Should you have any questions, please do not hesitate to contact me.

Very truly yours,

Cynthia S. Bambara, Ph.D.
President

CYNTHIA S. BAMBARA, PRESIDENT
301-784-5270 | 301-784-5050 (Fax) | cbambara@allegany.edu



ALLEGANY COLLEGE
of MARYLAND
OFFICE OF THE PRESIDENT

October 31, 2016

Dr. James D. Fielder, Jr.
Secretary of Higher Education
Maryland Higher Education Commission
6 North Liberty Street
Baltimore, Maryland 21201

RE: Statement of Support for Adequacy of Library Resources for Paralegal Program

Dear Dr. Fielder:

The purpose of this letter is to provide a statement of support relating to the adequacy of library resources for the Paralegal Program at Allegany College of Maryland.

I am in support of the approval of the Paralegal Program at Allegany College of Maryland. As indicated in the proposal, although the actual Paralegal Program at Allegany College of Maryland will be a new program, we have offered Legal Assisting courses through our Office Technologies Department for many years. The "new" Paralegal Program will not require the creation of any new courses, but will simply be a renumbering of our current Legal Assisting classes.

Accordingly, the current library resources for the Legal Assisting option of Office Technologies are appropriate to meet the needs of the program and are consistent with COMAR 13B.02.02.18. The resources include on-site collections, a program-specific collection which includes reference materials, as well as computerized access to holdings in other libraries. Additionally, our paralegal students will be provided access through the Paralegal Program to Westlaw, a major legal researching database. Finally, the Allegany County Circuit Court Law Library is 2.6 miles from the ACM campus and is open to the public.

Accordingly, I agree that there are appropriate library resources for the Paralegal Program. Should you have any questions, please do not hesitate to contact me.

Very truly yours,

Cynthia S. Bambara

Cynthia S. Bambara, Ph.D.
President

CYNTHIA S. BAMBARA, PRESIDENT

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October 25, 2016

Dr. James D. Fielder, Jr.
Secretary of Higher Education
Maryland Higher Education Commission
6 North Liberty Street
Baltimore, Maryland 21201

**RE: Allegany College of Maryland's Application for the
Creation of a Paralegal Program**

Dear Dr. Fielder:

I write in support of the application of Allegany College of Maryland seeking approval from Maryland Higher Education Commission for the creation of an independent Paralegal Program beginning in the Fall 2017 academic term.

I attended Allegany College of Maryland as a part-time student during the mid-seventies and currently serve on the Program Advisory Committee in connection with the Paralegal Program. As a single mother, furthering my education at Allegany College provided an incredible opportunity for myself and my family to develop a long-term career. After attending Allegany College part-time, I knew I wanted to get my bachelor's degree. I ultimately took early retirement from a position with the State of Maryland and was able to complete my bachelor's degree at Frostburg State University and obtain my juris doctorate from the University of Baltimore. For over 25 years, I have practiced law in Allegany County and throughout Western Maryland.

The Paralegal Program at Allegany College of Maryland can and will provide these type of stepping stone opportunities for the next generation of young people in Western Maryland. As a practicing attorney in a law firm which handles a variety of litigation matters throughout the region, I can attest that having an independent Paralegal Program is both an important piece of the educational offerings available to local students as well as a vital learning and training opportunity necessary to meet the professional employment needs of the legal services industry throughout our region.

Several years ago, both I and my son, also an attorney, who currently serves in the House of Delegates representing Allegany County, had the opportunity to teach several classes in Allegany College's Paralegal Program. We can attest that the program offers substantial and meaningful education opportunities, provides a basis for students to advance to 4-year degrees or professional degrees in legal related fields, and acts as a springboard to employment for those

Dr. James D. Fielder, Jr.

RE: Allegany College of Maryland's Application for the Creation of a Paralegal Program

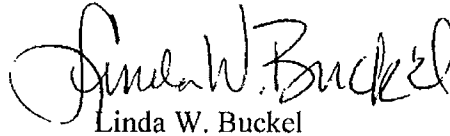
October 25, 2016

Page Two

students who wish to enter the legal services workforce directly upon completion of the program requirements.

I hope and trust that Maryland Higher Education Commission will see fit to approve Allegany College's application in connection with the Paralegal Program. The existence of this field of study at Allegany College is an important resource for our community and its citizens.

Very truly yours,

A handwritten signature in cursive script that reads "Linda W. Buckel". The signature is written in black ink and is positioned above the printed name.

Linda W. Buckel

/lwb

Allegany Law Foundation, Inc.

110 GREENE STREET
CUMBERLAND, MARYLAND 21502
(301) 722-3390
(301) 722-3393 Fax

EXECUTIVE DIRECTOR
Melissa Buskirk

Paralegal
Kelsey Merkel

October 12, 2016

Dr. James D. Fields, Jr.
Secretary of Higher Education
Maryland Higher Education Commission
6 N. Liberty Street
Baltimore, MD 21201

Dear Dr. Fields,

It is my pleasure to write this letter to support the creation of a new Paralegal Program at Allegany College.

I am a 2005 graduate of the Paralegal Program at Allegany College and over the past seven years have served as a member on the Paralegal Advisory Committee. After graduation I started my career in an entry level paralegal position with Allegany Law Foundation, a non-profit legal services agency. The lessons, skills, and experience I received from Allegany College laid the foundation for my career advancement. I am now the Executive Director of Allegany Law Foundation and was happy to hire a 2015 graduate of the Paralegal Program.

The United States Department of Labor, Bureau of Labor Statistics, reports that the paralegal occupation is expected to grow by 8% from 2014-2024. With the positive projection in growth the career will become increasingly competitive. In order to provide students with the most experienced skills for future job prospects it is important that the program at Allegany College be separate from other departments.

I fully support Allegany College in their efforts to create a new Program to meet the increasing need for paralegal studies.

Sincerely,



Melissa Buskirk

LAW OFFICES
G. Gary Hanna
71 PROSPECT SQUARE
CUMBERLAND, MARYLAND 21502
CUMBERLAND (301) 759-2777

October 11, 2016

Dr. James D. Fielder, Sr.
Secretary of Higher Education
Maryland Higher Education Commission
6 North Liberty Street
Baltimore, MD 21201

Dear Dr. Fielder:

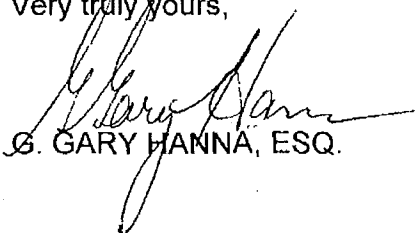
It has come to my attention that the paralegal program at Allegany College of Maryland may be required to relocate from its present position as a part of the Office Technologies Department. Please consider this letter to be in support of the request that the paralegal program be favorably considered by the Maryland Higher Education Commission.

I have served on the Program Advisory Committee for a number of years and have been impressed with the quality of the paralegal program graduates. We have provided internship opportunities for a number of the participants, and we have found them to be well prepared and anxious to utilize the skills that they have developed.

There is certainly a need for properly trained paralegals in our community, whether they work for a law firm or in some other office capacity.

Thank you for your consideration in this matter.

Very truly yours,


G. GARY HANNA, ESQ.

GGH:tam

12508 Gramlich Road, SW
LaVale, MD 21502
October 21, 2016

Dr. James D. Fielder, Jr.
Secretary of Higher Education
Maryland Higher Education Commission
6 North Liberty Street
Baltimore, MD 21201

Dear Dr. Fielder:

Re: Paralegal Program, Allegany College of Maryland (ACM)

I am a member of the Paralegal Program Advisory Committee at ACM and am honored to support Peggy Hughes, M.Ed. and Brandon Hoover, J.D. in their request to elevate the Paralegal Certificate Program to its own program by the fall 2017 semester.

I will do my best to address the four concerns of your Commission:

1. The need for the program in our region:
 - a. Students pursuing an AA paralegal degree will now be able to consider ACM as their choice for this education.
 - b. While there is no guarantee that students graduating from ACM or FSU remain in our communities, it is still beneficial to the communities to offer sought-after programs of which the Paralegal Program is one (Offer it and they will come!).
 - c. It will provide our legal community and court system with local Paralegal graduates.
 - d. The graduate will have a Paralegal degree. As a result, the Paralegal will be recognized as a professional career by our local courts and legal community.
 - e. Frostburg State University offers a Major in Law and Society, providing graduates of ACM's Paralegal Program an option to further their legal education locally.
 - f. This professional program will be a positive addition for Allegany County; a positive for future growth.
 - g. The ability for ACM to expand programs and course offerings may be affected in the future if the Paralegal Program is not supported by the Maryland Higher Education Committee, limiting the growth of the college and further impacting the communities.
 - h. In the future, ACM's Paralegal Program may be one of the American Bar Association certified programs.
 - i. This program will also offer students enrolled in the Law and Society program at FSU, the opportunity to change direction and pursue Paralegal studies at ACM.

- j. A Paralegal Degree from ACM would open doors for career-changers of all ages.
 2. Market demand for paralegal graduates
 - a. With the increase in demand for legal services, there will be an increased need for paralegals/legal assistants.
 - b. As costs increase, paralegals provide assistance to the attorney, lowering billing costs to the clients.
 - c. Paralegals are employed in the court system, legal system and in many types of businesses.
 3. The successes of our program
 - a. The success of this program will begin with the support of the Maryland Higher Education Commission.
 - b. The Paralegal Certificate program will enable ACM to further offer professional 2 year and transfer degrees to not only our local students but students living outside the local area who may be seeking the professional programs offered by ACM.
 - c. The success of this program may encourage FSU to offer additional law programs.
 - d. Graduates and students will be able to become members of NFPA (National Federation of Paralegal Associates) and NALA (National Association of Legal Assistants) and continue their legal education and professional development as a Paralegal/Legal Assistant.
 4. Your support for this program.
 - a. I am committed as an Advisory Board member to the success of this program and the continued success of ACM.
 - b. This program will be successful, because of the dedication of Peggy Hughes, Brandon Hoover, the Advisory Board members, administration and staff of ACM, the local legal community and with the support of the Maryland Higher Education Commission.

As an Advisory Board Committee member, I am privileged to be a part of this process and encourage the Maryland Higher Education Committee to approve moving the Paralegal Program from the Office Technology Department to its own Program for the Fall 2017 Semester. If I can be of any assistance, please let me know.

Sincerely,



Sharon L. Leasure
Paralegal Advisory Committee member

Personal note:

At age 45, I earned a BA in Business Administration from the College of Notre Dame of Maryland. In my senior year, I signed up for a careers class and one of the career interest test results listed my two top career choices as Private Investigator and Legal Assistant. That was a complete surprise to me. I moved to the City of Fairfax, VA at age 49, and retired at age 50 from AT&T. I developed an interest in the legal field and now I had the opportunity to pursue a career in that field. I completed a few classes at George Washington University and later earned a Paralegal Certificate at George Mason University. Unfortunately, at my age and with no legal experience, it was difficult to find a position in a law firm. However, my Paralegal Certificate opened the door for me with the court system and I started my new career as a Courtroom Clerk with at Fairfax County Juvenile and Domestic Relations District Court. To this day I say it was the best job I ever had. My paralegal certificate also gave me the opportunity to work as a Court Crier with the United States Court of Appeals for the DC Circuit, of which I am very proud. The reason I mention this is because, even at age 50, I was able to change my career and enjoy the "best job I ever had" because I pursued my interest in the legal field. The Paralegal Program will offer students another direction and an opportunity to pursue their interest in the field, with age not being a factor!

AMANDA D. MATTINGLY

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October 21, 2016

Dr. James D. Fielder, Jr.
Secretary of Higher Education
Maryland Higher Education Commission
6 North Liberty Street
Baltimore, MD 21201

RE: Allegany College of Maryland
Paralegal Program

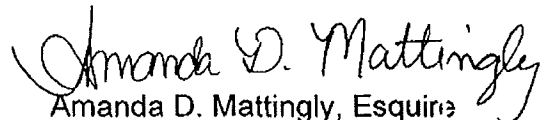
Dear Dr. Fielder:

My name is Amanda D. Mattingly, Esquire, and I am a private practice attorney in Oakland, Garrett County, Maryland. I am writing this letter in support of the formation of a new Paralegal Program at Allegany College of Maryland.

To my knowledge, there currently are no other programs dedicated to Paralegal Studies in Garrett or Allegany County. I do believe there is a demand in this area for paralegal graduates. There are a number of law firms in the area that could benefit from having the ability to hire a trained paralegal. In the past, I have only had the option of hiring someone with no formal training to be trained on the job. In my opinion, the current program at Allegany College of Maryland has produced well trained graduates, however a program dedicated solely to paralegal studies is bound to produce even more qualified paralegals.

If you should have any questions or need additional information, please feel free to contact me.

Very Truly Yours,


Amanda D. Mattingly, Esquire



TIMOTHY W. MILLER—Clerk
CIRCUIT COURT FOR GARRETT COUNTY

Court House
P.O. Box 447
Oakland, Maryland 21550-4447
Phone: (301) 334-1937 · Fax: (301) 334-5017



October 19, 2016

Dr. James D. Fielder, Jr.
Secretary of Higher Education
Maryland Higher Education Commission
6 North Liberty Street
Baltimore, Maryland 21201

Dear Mr. Fielder,

As a member of the Legal (Paralegal) Program Advisory Committee, I am writing to express support of the Paralegal Program at Allegany College of Maryland. The program is currently seeking to relocate from the Office Technologies Department to its own Program by Fall 2017

Student enrollment in the program has increased since its inception with new classes being offered to improve the student's abilities to enter the work force. Also, the need for educated paralegal personnel in the local counties and communities has increased, therefore creating a demand for qualified individuals.

In conclusion, I fully support this effort of the Office Technologies Department. Any program that can help the students fulfill their goals of acquiring an education in this desired field of study would certainly benefit, not only that individual, but the community at large.

Thank you for your consideration.

Sincerely,

Tim Miller



FOURTH JUDICIAL CIRCUIT OF MARYLAND

Anne M. SanGiovanni
Court Administrator

Telephone: 301.777.5925
Fax: 301.777.2055
email: ane.sangiovanni@mdcourts.gov

Circuit Court for Allegany County
30 Washington Street
Cumberland, MD 21502

Hon. W. Timothy Finan
Administrative Judge

October 17, 2016

Hon. Jeffrey S. Getty
Associate Judge

James T. Speis, Jr.
Family Magistrate

Armand M. Pannone Jr.
Child Support Magistrate

Anne M. SanGiovanni
Court Administrator

Linda A. Pecoraro
Family Services Coordinator

Debra A. Miller
Assistant to Judge Finan

Amy J. McDonald
Assistant to Judge Getty

Eugene T. Frazier II
Jury Commissioner and
Assignment Clerk

M. Sue Crowe
Assistant to Magistrate Speis

Barbara J. Castle
Assistant to Magistrate Pannone

Jacob W. Memon
Law Clerk to Judge Finan

Joan C. Leatherman
Law Clerk to Judge Getty

Dr. James D. Fielder, Jr.
Secretary of Higher Education
Maryland Higher Education Commission
Six North Liberty Street
Baltimore, MD 21201

Dear Dr. Fielder:

I am writing in support of the application of Allegany College of Maryland for the establishment of an independent paralegal program to begin in the fall of 2017. Currently, the program falls under the auspice of the Office Technologies Department.

I have worked in the legal field for over 36 years, all but three of those years have been in Cumberland, Maryland. I attended Allegany College of Maryland (ACM), as well as the University of Maryland University College (UMUC). I have a certificate in Office Technologies – Legal option from ACM, a certificate in Paralegal Studies from UMUC, and a Bachelor of Science degree in Legal Studies also from UMUC. I have worked as a legal secretary, a title examiner, a judicial assistant, and in my current position as Court Administrator for Allegany County Circuit Court. I am a certified instructor for the Institute of Court Management and will be an adjunct instructor at Allegany College of Maryland for the spring semester 2017 teaching in the Office Technologies Department.

My experience in the legal field, both working in private law offices, as well as the State of Maryland court system, has given me a unique perspective on the need for qualified paralegals in our region. The State of Maryland Judiciary is in the process of becoming a paperless court system. There are approximately 11 counties currently using the Maryland Electronic Courts (MDEC) system. Six additional counties will be online late next summer, with the remainder of the State being online by the end of 2020. This system will require all pleadings to be filed electronically with the courts. This bold step

Dr. James D. Fielder, Jr.
October 17, 2016
Page Two

will drive the need for qualified paralegals to assist attorneys in this new program. With the demands on attorneys' time, it is imperative that they have qualified individuals who have the skills and the knowledge to play a vital role in client interviews, legal research, document preparation and filing.

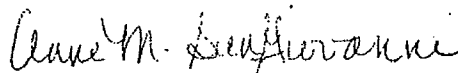
Currently, there is no school of higher education in our region that solely offers a paralegal curriculum. The need for qualified paralegals in our region is rapidly growing. The demand for paralegals will continue to increase over the course of the next several years as attorneys and the court system will be adopting new practices and procedures with regard to case filings in the court system. The skills and knowledge needed in the modern day law office are far more than those that fall under office technologies. Law offices and court systems across the State of Maryland and surrounding areas are looking for individuals who have the special skills of research and writing that goes beyond basic clerical skills.

The success of the Office Technologies program at Allegany County of Maryland has produced many skilled and well trained individuals who have supported legal communities in our region for many years. However, it is imperative that those individuals who choose to enter the legal field be given the opportunity to obtain a paralegal degree which will give them the skills to perform legal research, the ability to draft case memoranda, the ability to prepare legal documents, and the acumen to assist attorneys in operating an efficient law office.

I currently supervise five employees who attended Allegany College of Maryland. The knowledge and skills they brought to their jobs with the court have been invaluable to me. Without hesitation, I highly support and recommend that the application of Allegany County of Maryland for the establishment of a paralegal program separate from the office technologies program be granted.

Please do not hesitate to contact me if you would like to discuss this matter further.

Very truly yours,



Anne M. SanGiovanni

