**Curriculum Renewal: Analysis and Action Plan Template**

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| **A. Analysis of Indicators**Note: data is **not** recorded in this section of the template.**Reflect on, and discuss, the following indicators in the context of the curriculum and program:**   |
| **Program: Law Clerk /Paralegal ­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­Co-ordinator: Diana Collis Date: March 2015** |
| **1. Industry / Sector Trends**1.1 New or emergent *industry or sector* related issues and trends identified over the past year and their potential impact on the program.* 1. Advisory Committee recommendations from the past year that will affect the positioning, nature, or scope of the program.

1.3 Information / observations generated via faculty and staff professional development, engagement in sectoral and profession associations, and involvement in community and employer networks connected to the field. |
| **2. Curriculum Development**2.1 Curriculum changes in the last year such as changes in program positioning, course content, course / program outcomes, and delivery mode. 2.2 Recent or anticipated initiatives that promote student pathways including high school articulations, program laddering, and university transfer / articulations.2.3 New competitor programs and/or re-positioning of existing programs.2.4 New or changing provincial standards, standards for accreditation, credentials, and / or industry or sector certifications over the past year. 2.5 Progress made from the last curriculum renewal initiative. **An updated curriculum map should be submitted with this document.** |
| **3. Student and Graduate Satisfaction**3.1 Key performance indicators # 4, 8, 9, and 11 (see **Appendix C** for a description of these). |
| **4. Employment Trends** 4.1 New or changing employment trends in the industry or sector. 4.2 Curriculum issues / strengths that have been identified by employers pertaining to graduate job readiness. |

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| **B. Curriculum Strengths and Challenges** Summarize the curriculum strengths and challenges identified by the team.  |
| * Matching of mock scenario assessment and activities application to content delivery meets employment readiness needs
* Shared cross course assignment delivery and assessment
* Team teaching approach
* KPI skills are covered, however students may not recognize. The following will be implemented:

 Common formatting of assessments to include a purpose statement (to include reference to KPI as well as application)and an academic responsibility section (NEW) * Program Manuals – Commentary areas related to KPI skills (NEW)
* Balance between procedural application and substantive law instruction
* Industry/Graduate support of the programs
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| **C. Action Plan**Identify priority actions for the next year and the rationale for their inclusion. For each, indicate the project lead, and the proposed timelines for completion.   |
| * LSUC accreditation renewal and binder update complete – Lead: Amy Maycock
* Schedule a Spring Advisory committee meeting – Lead: Diana Collis
* Schedule a Spring Faculty meeting – Lead: Diana Collis
* Develop new course outline and materials – Lead: Diana Collis and Barb Moyle
* Advertise for Paralegals with teaching experience legal experts are teaching core substantive courses Lead: HR
* Review curriculum map to ensure currency Lead: Diana Collis
* Lecture reference attached to KPI skill requirements
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| **D. Deferred Actions**Record any issues that will need to bemonitored, researched, or deferred for future action. |
| * **Monitor new courses (Immigration and Ethics for Law Clerks) to ensure it meets core competencies**

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File report in:

**Y: DATA: CLT: <*School Name*> : <P*rogram Name*>: Curriculum Renewal Report**

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**Curriculum Map Attached**



