

NEW PROGRAM PROPOSAL FORM

Name of Institution: Lander University

Name of Program (include degree designation and all concentrations, options, or tracks):
B.S. in Paralegal Studies

Program Designation:

- | | |
|---|--|
| <input type="checkbox"/> Associate's Degree | <input type="checkbox"/> Master's Degree |
| <input checked="" type="checkbox"/> Bachelor's Degree: 4 Year | <input type="checkbox"/> Specialist |
| <input type="checkbox"/> Bachelor's Degree: 5 Year | <input type="checkbox"/> Doctoral Degree: Research/Scholarship (e.g., Ph.D. and DMA) |
| <input type="checkbox"/> Doctoral Degree: Professional Practice (e.g., Ed.D., D.N.P., J.D., Pharm.D., and M.D.) | |

Consider the program for supplemental Palmetto Fellows and LIFE Scholarship awards?

- Yes
 No

Proposed Date of Implementation: August 2020

CIP Code: 220000

Delivery Site(s):

Lander University's main campus (traditional/face-to-face and online)
New Site: University Center of Greenville (blended/hybrid 50% or more online)

Delivery Mode:

- | | |
|--|--|
| <input checked="" type="checkbox"/> Traditional/face-to-face (Main Campus)
*select if less than 25% online | <input checked="" type="checkbox"/> Distance Education |
| | <input checked="" type="checkbox"/> 100% online (Main Campus) |
| | <input checked="" type="checkbox"/> Blended/hybrid (50% or more online) (UCG) |
| | <input type="checkbox"/> Blended/hybrid (25-49% online) |
| | <input type="checkbox"/> Other distance education (explain if selected) |

Program Contact Information (name, title, telephone number, and email address):

Dr. Lucas McMillan
Dean, College of Behavioral & Social Sciences
Lander University
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Institutional Approvals and Dates of Approval (include department through Provost/Chief Academic Officer, President, and Board of Trustees approval):

Department of Government, Criminology, & Sociology	Mar. 29, 2019	[home dept. for program]
Dean, College of Behavioral & Social Sciences	Apr. 8, 2019	
Undergraduate Programs Committee	Apr. 10, 2019	
Curriculum Committee	Apr. 15, 2019	
Faculty Senate	Apr. 23, 2019	
Provost & Vice President for Academic Affairs	Apr. 24, 2019	
President	May 28, 2019	
Lander University Board of Trustees	June 11, 2019	

Background Information

State the nature and purpose of the proposed program, including target audience, centrality to institutional mission, and relation to the strategic plan.

Lander University seeks to offer a B.S. in Paralegal Studies through traditional and online environments on its main campus and through a blended/hybrid environment at the University Center of Greenville. This program would prepare graduates to work in the legal profession in private enterprises (law firms, insurance companies, banks and mortgage companies) or government agencies as a paralegal. The program would provide the necessary skills to succeed as a paralegal with enhanced research, writing, and critical thinking skills to be adaptable in the field of law and, perhaps, gain supervisory responsibility over other staff members. Thus, graduates of this program would have greater career opportunities when compared to a paralegal with only an associate's degree.

The Lander curriculum is structured around core classes in legal studies, business writing, accounting, philosophy (logic and ethics), and speech. Additional program electives provide students with courses in legal studies (different areas of the law as well as legal research) and technical writing to enhance their legal and governmental knowledge as well as writing and research skills. Students come to the program with introductory courses in some areas of the law, so the remaining two years of coursework concentrate on completing Lander's General Education curriculum; enhancing research, writing, and critical thinking skills; and provide choices of courses that fit with a student's specific career goals.

Initial target audiences include: (1) graduates of Greenville Technical College's A.A.S. in Paralegal Studies; (2) Persons with an associate's degree in Paralegal Studies from another institution; (3) persons in Upstate South Carolina who are working as a paralegal and wish to earn a bachelor's degree. As the program is implemented and grows, Lander will explore more options for target audiences.

Lander University's mission is to "offer high-demand and market-driven programs to ambitious and talented students in South Carolina and beyond" and provide a "rich liberal arts environment" to produce marketable graduates. The curriculum of this program aims to provide a breadth of coverage for students to succeed as paralegals within any environment (large or small law firm, government agency, or private business with general practice or within a specialized practice area). The curriculum is structured for students to gain knowledge and skills in key areas that would allow for continued learning in workplace settings. Lander's curriculum would also prepare a student for graduate education—including, but not limited to, law school. Thus, this proposed program is part of Lander University's vision for students to be prepared to continue their education or launch their career upon graduation.

Assessment of Need

Provide an assessment of the need for the program for the institution, the state, the region, and beyond, if applicable.

Both within South Carolina and beyond, employment options for paralegals continue to grow. This growth is due to rising economic development in Upstate South Carolina, the aging workforce within government agencies (particularly within federal agencies), and the growing population of South

Carolina requiring increased services from banks and mortgage companies. Although it is well-known that paralegals are integral for law firms and government agencies, they are also a key resource for many private enterprises, particularly in those offices that focus upon human resources, benefits, or regulatory compliance.

A growing professionalization of paralegal education has occurred in recent decades at both national and state level. For example, the American Bar Association (ABA) now awards its approval to Associate's degree programs,¹ an accolade given to Greenville Tech's A.A.S. in Paralegal Studies and many other technical colleges in our state. The South Carolina Bar has a Board of Paralegal Certification and offers Continuing Legal Education (CLE) credits as a way of professionalizing paralegals and legal assistants. Additionally, organizations such as the S.C. Upstate Paralegal Association (SCUPA) exists and offer events aimed at educating and professionalizing its members.

Of special note, paralegals with only an Associate's degree have less writing and research skills than those with a Bachelor's degree, leading many law firms to seek to hire the latter in recent years. This information has been confirmed by Greenville Tech officials, SCUPA's Vice President for Membership (this official estimates that more than 70% of SCUPA members have bachelor's degrees), and in informal conversations with attorneys.² The program coordinator at Greenville Tech reports that national conferences on paralegal education include discussions on how a bachelor's degree is something that is already required by most large law firms and, although not quite a requirement in large S.C. law firms, is likely to become a requirement in the future. The U.S. Department of Labor's career information website, www.careeronestop.org, reports national data that says 35% of paralegals have a bachelor's degree—a larger percentage than those with an associate's degree or those with university-level coursework but no degree.³

Paralegal educators and attorneys also confirm that changes in technology and the structure of law firms (large and small) mean that attorneys are giving more writing and research assignments to paralegals than was the case in the past. Thus, skills such as writing, research, critical thinking, and analysis which are integral to the operation of a law firm or corporate counsel's office will continue to be so in the future.⁴ The table in the "Employment Opportunities" section that follows shows that professionalization and education among law-related staff members continues to drive changes in the workforce such that paralegals are in growing demand (at a high percentage of increase both in our state and nation), whereas legal secretaries are diminishing in number. And while positions for attorneys are continuing to grow in our state and nation, they do so at only about half the rate for paralegals. Thus, a B.S. in Paralegal Studies would better prepare South Carolinians with the relevant skillset for a successful career.

¹ The ABA approves of associate's degrees in paralegal studies, but does not provide endorsement of bachelor's degrees in any discipline. "The ABA does not recommend any undergraduate majors or group of courses to prepare for a legal education. Students are admitted to law school from almost every academic discipline. You may choose to major in subjects that are considered to be traditional preparation for law school, such as history, English, philosophy, political science, economics or business, or you may focus your undergraduate studies in areas as diverse as art, music, science and mathematics, computer science, engineering, nursing or education. Whatever major you select, you are encouraged to pursue an area of study that interests and challenges you, while taking advantage of opportunities to develop your research and writing skills." Source: American Bar Association, "Pre-Law: Preparing for Law School."

https://www.americanbar.org/groups/legal_education/resources/pre_law/. July 9, 2019.

² Telephone conversation with Greenville Technical College's John Bell (Program Director – Paralegal Studies) and Elizabeth Mann (Interim Dean, Public Service) on Apr. 10, 2019. Correspondence with Wendy MacDonald of SCUPA on Aug. 11, 2016.

³ U.S. Department of Labor, "Occupation Profile: Paralegals and Legal Assistants." July 9, 2019.

<https://www.careeronestop.org/Toolkit/Careers/Occupations/Occupation-profile.aspx?keyword=Paralegals%20and%20Legal%20Assistants&onetcode=23201100&location=SOUTH%20CAROLINA>

⁴ Telephone conversation with Greenville Technical College's John Bell (Academic Program Director – Paralegal Studies) and Elizabeth Mann (Interim Dean, Public Service) on Apr. 10, 2019 as well as numerous conversations with practicing attorneys.

No other S.C. university currently offers this degree. Greenville Technical College names a pathway for graduates of its Associate’s program in Paralegal Studies as a top priority. Thus, the only current pathways for Greenville Tech students to continue their education are through interdisciplinary studies programs with a limited focus upon skills needed by paralegals. In recent years, Lander graduates in some disciplines (including Political Science) have started successful careers as a paralegal, and Lander students remain interested in Lander’s existing Pre-Law Minor that combines courses in Political Science with other disciplines such as Philosophy and Business. Thus, this proposed program (and its specific courses) have interest from Lander’s technical college partners while the content is also of continuing interest to Lander’s student body.

The proposed curriculum was designed in partnership with Greenville Tech, but Lander would explore partnerships with other technical colleges with an Associate’s program in paralegal studies. S.C. technical colleges with a Paralegal Studies program include: Central Carolina Technical College, Florence-Darlington Technical College, Horry-Georgetown Technical College, Midlands Technical College, Orangeburg-Calhoun Technical College, Technical College of the Lowcountry, Trident Technical College, and York Technical College.

Transfer and Articulation

Identify any special articulation agreements for the proposed program. Provide the articulation agreement or Memorandum of Agreement/Understanding.

A Lander University dean has had meetings and much communication with faculty members, program coordinators, associate deans, and deans from Greenville Technical College about this Program Proposal. All parties have agreed on how best to articulate courses (primarily in Legal Studies and Political Science) and updated these articulations on www.sctrac.org. This has allowed Lander to develop a 2+2 curriculum. Course articulations were agreed upon by program coordinators or department chairs at both institutions and transferability issues in curricula were discussed in detail. Lander will continue to explore possibilities of further formalization of agreements with technical colleges once the program has been approved.

Dr. Jermaine Whirl, VP of Learning and Workforce Development (and chief academic officer) of Greenville Technical College, has provided a letter of endorsement for this program (see attached).

Employment Opportunities

Occupation	State		National		Data Type and Source
	Expected Number of Jobs (2016)	Employment Projection (2026) and % increase (2016-26)	Expected Number of Jobs (2016)	Employment Projection (2026) and % increase (2016-26)	
Paralegal & Legal Assistant	5,560	6,430 (16%)	285,600	327,400 (15%)	U.S. Department of Labor, Bureau of Labor Statistics, <i>Occupational Outlook Handbook</i> , Legal category, https://www.bls.gov/ooh/legal/paralegals-and-legal-assistants.htm
Legal Secretary	2,090	1,720 (-18%)	194,700	157,500 (-19%)	

Attorney (J.D. req.)	8,160	8,870 (9%)	792,500	857,500 (8%)
Arbitrators, Mediators, & Conciliators (J.D. req.)	90	110 (17%)	7,800	8,700 (10%)

and
www.careeronestop.org,
sponsored by the
U.S. Department of Labor

NOTE about arbitrators, mediators, and conciliators:

The U.S. Department of Labor lists only a bachelor's degree as required for these occupations, but the report author's knowledge of this field being oriented toward licensed attorneys is confirmed by the fact that the Career One Stop website says 89% of workers in these occupations have a doctoral or professional degree. The narrative in the BLS website says that these occupations are "usually lawyers or retired judges," thus a Juris Doctor (J.D.) is listed as required in the table above.

Supporting Evidence of Anticipated Employment Opportunities

Provide supporting evidence of anticipated employment opportunities for graduates.

Sample job ads for paralegals within South Carolina (at law firms, private businesses, and hospitals) are provided below. Entries show that a bachelor's degree is either preferred or required for the paralegal position.

Sample job ads from a search on CareerBuilder.com for Paralegal within South Carolina

<https://www.careerbuilder.com/jobs?utf8=%E2%9C%93&keywords=paralegal&location=South+Carolina>

Defense Litigation Paralegal, Gallivan White Boyd (Greenville, SC)

Gallivan, White & Boyd, P.A., one of the Southeast's leading law firms founded more than six decades ago in Greenville, South Carolina, is seeking an experienced Defense Litigation Paralegal in our Greenville, South Carolina office. Serving all of the Carolinas, Gallivan, White & Boyd, handles complex business and commercial matters representing corporations, businesses, and individual clients in business disputes, arbitration, and defense litigation.

Skills

- Ability to handle sensitive information confidentially and take proper precautions to protect information electronically and physically
- Strong technological skills to include: research using internet and legal search systems, such as, Westlaw; ability to electronically organize and manipulate documents; ability to effectively manage calendars; strong knowledge of Microsoft Office (Word, Outlook, Excel, and PowerPoint)
- Strong organization and prioritization skills
- Ability to professionally, and effectively communicate both orally and in writing
- Perform duties with accuracy, quality and integrity
- Handle simultaneous projects, effectively multi-tasking and remaining flexible to last-minute changes
- Work in a team environment, while maintaining a pleasant disposition
- Work independently while using appropriate level of discretion to complete projects/assignments as directed
- Detail oriented
- Thorough knowledge of legal principles, research techniques, legal terminology, and medical terminology
- Strong interpersonal skills

Essential Duties and Responsibilities

- Perform research under attorney direction, including, but not limited to: legal, factual and records research
- Organize and analyze information
- Organize case files including, but not limited to: indexing, and Bates labeling records
- Cross-check and validate information
- Prepare written reports, correspondence, subpoenas, forms and other documents as directed
- Locate and communicate with witnesses and experts as directed
- Interact with clients and opposing counsel as necessary to effectively perform assigned duties for Attorney(s)
- Miscellaneous projects as requested
- Assist attorneys in preparation for hearings
- All other duties as required

The firm offers a competitive salary and excellent benefits package. Benefits include medical, dental, vision, life insurance, short and long term disability, a profit sharing plan with a 401K option, generous paid leave and vacation, support for involvement in legal staff organizations, and staff educational meetings and employee recognition programs.

Education/Experience

- Bachelor Degree a plus, Paralegal Certificate/Certification or equivalent work experience
- 1 - 2 years relevant legal experience to develop necessary knowledge base
- Experience with MS Office, case management software, and Outlook
- Experience with document production/management software

Google search: "paralegal job ad South Carolina"

https://www.google.com/search?q=paralegal+job+ad+south+carolina&rlz=1C1EODB_enUS573US573&og=paralegal+job+ad+south+carolina&aqs=chrome..69i57j0l5.3871j0j7&sourceid=chrome&ie=UTF-8&ibp=htl;jobs&sa=X&ved=2ahUKEwj9gPci7fjAhXDGc0KHRDbCMUQp4wCMAB6BAqLEAE#fpstate=tldetail&htidocid=8-1Ykia0imHUMQw_AAAAAA%3D%3D&htivrt=jobs

Paralegal, Smith Technologies (Spartanburg, SC)

Smith Technologies is currently seeking a certified or trained Paralegal with a minimum of three years of experience in a corporate or law firm environment to perform the following tasks under the supervision of Corporate Counsel:

- review customer and vendor contracts and other company documents;
- draft amendments/addendums, correspondence and other documents as needed;
- manage the legal electronic and hard copy files and workflow by setting up new files, following up on matters, and closing files using the Legal Department's contract management system;
- communicate and interact daily with Smith Tech team members to assist the Legal Department with providing Smith Tech with necessary legal services in a timely manner to support the business unit.

Education:

- Bachelor's degree is preferred but not required. At least three years of experience in the legal field, preferably working with contracts.

Skills:

- Strong skills in using Microsoft Word, Outlook and Excel;
- Strong attention to detail;
- Highly accurate;
- Strong communication skills, both verbally and written;
- Need to be able to work independently with little supervision;
- Ability to prioritize work;
- Willingness to ask questions and learn new skills.

Smith Technologies is a business unit of the J M Smith Corporation comprised of products and services from the QS/1, Integra LTC, and PUBLIQ Software brands. Over 650 employees develop, train and support customers through their broad network of North American field offices with employees in 26 states. QS/1 and PUBLIQ Software are headquartered at our Smith Tech East facility located in Spartanburg, SC. Integra, LTC is headquartered at our Smith Tech West facility based in Anacortes, WA. Smith Technologies is a division of the J M Smith Corporation, one of the largest privately held companies in South Carolina

Paralegal, Bon Secours Health System Office (Greenville, SC)

POSITION SUMMARY

The Paralegal performs a variety of Legal Department duties including, but not limited to, drafting documents for review, revising corporate policies, revising and maintaining template forms, maintaining legal files (electronic and paper), assisting with governance and corporate tasks, conducting legal research, maintaining legal matter, document and billing databases, and writing reports. Works with highly confidential and/or complex material. Interacts with other internal/external customers who include senior executives, outside law firm attorneys, paralegals and personnel, consultants, etc.

JOB REQUIREMENTS

- A bachelor's degree in business or liberal arts, with a major/focus on pre-law and/or business law from an accredited college or University.
- Paralegal degree or certificate from an American Bar Association (ABA) approved program.
- Minimum of three (3) years' experience within a law firm or in-house legal department.
- Previous experience and proficiency with matter/case management, document management and billing management software systems, and Microsoft Office Suite.
- Experience in research (both legal and business), data analysis and reports.
- Demonstrated ability to manage multiple projects and conflicting priorities and to lead and support project management teams.
- Experience working with senior executives in a demanding corporate environment with access to highly confidential and proprietary information.
- Effective communication, organizational, planning, problem solving, multitasking, technology, analytical, judgment and administrative skills.
- Demonstrated ability to interact at a professional level with clients and attorneys.
- Ability to follow oral or written instructions, work without close supervision, and clearly impart information to others

In addition to these job ads, please also refer to the previous table with employment opportunities across many career paths as provided by data provided by the *Occupational Outlook Handbook published by the Bureau of Labor Statistics, U.S. Department of Labor*. Nearly all career paths have double-digit percentage growth in their national employment projection for 2026.

Description of the Program

Projected Enrollment (Main Campus)			
Year	Fall Headcount	Spring Headcount	Summer Headcount
2020-2021	10	10	0
2021-2022	15	15	0
2022-2023	25	25	0
2023-2024	35	35	0
2024-2025	45	45	0

Projected Enrollment (New Site, University Center of Greenville)			
Year	Fall Headcount	Spring Headcount	Summer Headcount
2020-2021	10	10	0
2021-2022	20	20	0
2022-2023	25	25	0
2023-2024	30	35	0
2024-2025	30	40	0

Explain how the enrollment projections were calculated.

Data from Greenville Technical College on its A.A.S. in Paralegal Studies graduates and students as well as career data on paralegals in South Carolina were used to make the projections in the tables above. Lander is aware that students who have graduated from a technical college may be working professionals and therefore not pursuing a full load of courses. Thus, the enrollment projections in the table above reflect FTE students.

The estimates at University Center of Greenville assume that students spend 2 years as a cohort in the program, having already earned an associate’s degree in Paralegal Studies.

Although Lander expects summer courses to be offered and will respond to students’ level of interest, the planned curriculum does not require summer coursework, so no enrollment estimates are provided for summer terms.

The estimates above are conservative in order to protect institutional budgets, but showcase Lander’s confidence that this new program would start out strong and continue to grow.

Besides the general institutional admission requirements, are there any separate or additional admission requirements for the proposed program? If yes, explain.

Yes

No

A minimum of 12 hrs. of coursework from an accredited Associate's degree in Paralegal Studies (preferably with endorsement by the American Bar Association) is required for admission to the program. Three courses within these 12 hrs. are specifically recommended: Introduction to Law & Ethics; Legal Writing; and Legal Bibliography or Legal Research. Lander would give strong preference to those students who have earned an Associate's degree in Paralegal Studies (usually an A.A.S. degree) because they are more likely to bring in up to 64 hrs. of coursework into Lander, enabling the student to spend two years of full-time study to complete the B.S. in Paralegal Studies.

Curriculum

New Courses

List and provide course descriptions for new courses.

LEG 308.LAW, POLITICS, AND SOCIETY

This course examines various approaches to the law, including philosophical, sociological, political, and historical. Topics include elements of legal reasoning, institutions, functions of the law, and the effects of the law in American society. Cross-listed with POLS 308. Prerequisite: "C" or better in POLS 101. **Three credit hours.**

LEG 311.CONSTITUTIONAL LAW

This course is a study of American federalism, political power of the judicial branch, judicial review, and limitations on the power of the courts. Special emphasis is given to the Supreme Court of the United States. Cross-listed with POLS 311. Prerequisite: "C" or better in POLS 101. **Three credit hours.**

LEG 312.CIVIL RIGHTS AND CIVIL LIBERTIES

This course provides a study of rights guaranteed to American citizens under the Constitution of the United States. This course focuses on court decisions which interpret and protect individual rights and freedoms. Cross-listed with POLS 312. Prerequisite: "C" or better in POLS 101. **Three credit hours.**

LEG 313.JUDICIAL PROCESS

This course will focus on the operation and workings of the courts and the people involved in or behind them, thereby analyzing the courts, not just as formal institutions that are affected by an outside world of politics, but as major and integral parts of state and national politics. Cross-listed with POLS 313. Prerequisite: "C" or better in POLS 101. **Three credit hours.**

LEG 366.INTERNATIONAL LAW

This course examines the ordering principles of world politics including international institutions, regimes, norms, and law. The course will look primarily at the historical evolution, functions and the development of international law. Junior/Senior status recommended. Cross-listed with POLS 366. (General Education - Global Issues and Cultures and General Education Electives). **Three credit hours.**

LEG 499.ADVANCED LEGAL RESEARCH

As the capstone course in the Paralegal Studies program, this course enhances students' legal research skills to be prepared them for various workplace settings that include a private law firm, governmental agency, non-profit organization, or private enterprise. It builds or reinforces knowledge, skills, and abilities important for success in any legal career. This course also includes assessment requirements for the University and the Paralegal Studies program. Prerequisite: "C" or better in LEG 308. **Three credit hours.**

Total Credit Hours Required: 120 hrs.

NOTE: Years 1 and 2 are designed to be completed as part of an accredited Associate's degree in Paralegal Studies at another institution. The plan presented is specific to Greenville Technical College. (It is possible that modifications would need to be made if this curriculum was adapted for partnership with another institution.) Years 3 and 4 are designed to be completed at Lander's main campus or the University Center of Greenville.

Curriculum by Year					
Course Name	Credit Hours	Course Name	Credit Hours	Course Name	Credit Hours
Year 1					
Fall		Spring		Summer	
ENGL 101	3	BA 251	3		
LEG 2xx	3	Gen-Ed: Laboratory Science	4		
LEG 2xx	3	LEG 2xx	3		
LEG 1xx	3	LEG 2xx	3		
MATH 211	3	SPCH 101	3		
Total Semester Hours	15	Total Semester Hours	16	Total Semester Hours	
Year 2					
Fall		Spring		Summer	
HIST 112	3	POLS 101	3		
LEG 2xx	3	LEG 2xx	3		
LEG 2xx	3	LEG 2xx	3		
LEG 2xx	3	LEG 2xx	3		
LEG 2xx	3	LEG 2xx	3		
		Gen-Ed: Foreign Language	3		
Total Semester Hours	15	Total Semester Hours	18	Total Semester Hours	

Course Name	Credit Hours	Course Name	Credit Hours	Course Name	Credit Hours
Year 3					
Fall		Spring		Summer	
ENGL 102	3	Gen-Ed: Humanities & Fine Arts	3		
PHIL 103	3	Gen-Ed: Science & Mathematical Reasoning	3		
LEG 308	3	ENGL 275	3		
LEG 311, 312, 313, or 366	3	LEG 311, 312, 313, or 366	3		
POLS 386	3	Gen-Ed: Elective	3		
Total Semester Hours	15	Total Semester Hours	15	Total Semester Hours	
Year 4					
Fall		Spring		Summer	
ACCT 201	3	LEG 499	3		
LEG 311, 312, 313, or 366	3	PHIL 302	3		
ENGL 350, 373, or 450	3	Gen-Ed: Elective	2		
Gen-Ed: Elective (Global Issues & Cultures)	3	Gen-Ed: 300-level Elective	3		
Gen-Ed: Elective	3	FALS	0		
Total Semester Hours	15	Total Semester Hours	11	Total Semester Hours	

Area Requirements:

Law (select any 3 courses): LEG 311, LEG 312, LEG 313, and/or LEG 366 (9 hours)

Technical Writing (select 1 course): ENGL 350, ENGL 373, or ENGL 450 (3 hours)

Additional Requirements:

12 hrs. of LEG courses from an accredited Associate’s degree program in Paralegal Studies. Three courses are recommended in this category:
 Introduction to Law & Ethics, Legal Writing, Legal Bibliography/ Legal Research.

NOTE: Lander seeks to concentrate its attention on upper-level LEG courses rather than the lower-level LEG courses that would be part of a technical college’s curriculum. Thus, lower-level LEG courses from technical colleges earn academic credit at Lander as LEG 2xx and will keep their original title. 12 hrs. of lower-level LEG courses count within the major program whereas any additional LEG courses would count as additional or general electives.

PROGRAM REQUIREMENTS – B.S. IN PARALEGAL STUDIES

	Credit Hours
GENERAL EDUCATION REQUIREMENTS	
A. Humanities and Fine Arts	
PHIL 103: Logic	3
Humanities and Fine Arts elective	3
B. Behavioral and Social Perspectives	
* POLS 101: American National Government	3
* HIST 111: US History to 1877 or HIST 112: US History since 1877	3
C. Scientific and Mathematical Reasoning	
(7 hours selected from different disciplines, 1 lab science required)	7
D. Core Academic Skills (13 hours)	
ENGL 101	3
* ENGL 102	3
Mathematics	3
Foreign Language	3
LINK 101	1
FALS 101 (15 FALS-approved events)	0
E. General Education Electives	
A sufficient number of additional General Education Electives must be taken to meet a total of 42 hours of General Education Requirements. (Select from categories A, B, or C; Global Issues and Cultures; Foreign Language; or courses approved for category E)	
Δ Global Issues and Cultures: Students are required to take at least one of these courses prior to graduation.	
TOTAL GENERAL EDUCATION REQUIREMENTS	42
MAJOR PROGRAM CORE REQUIREMENTS	
ACCT 201: Financial Accounting Principles	3
BA 251: Business Law	3
ENGL 275: Business Writing	3
PHIL 302: Ethics	3
LEG 308: Law, Politics, & Society	3
LEG 499: Advanced Legal Research	3
POLS 386: State & Local Government	3

SPCH 101: Public Speaking 3

MAJOR PROGRAM ADDITIONAL REQUIREMENTS

Law (select 3): LEG 311: Constitutional Law, LEG 312: Civil Rights and Civil Liberties, LEG 313: Judicial Process, and/or LEG 366: International Law 9

Technical Writing (select 1): ENGL 350, ENGL 373, or ENGL 450 3

MAJOR PROGRAM ELECTIVES

200-level LEG electives 12

These four courses will be offered by an accredited Associate's degree program in Paralegal Studies (preferably with endorsement by the American Bar Association). Three specific courses are recommended: Introduction to Law & Ethics, Legal Writing, and Legal Bibliography/Legal Research.

TOTAL MAJOR PROGRAM REQUIREMENTS 48

ADDITIONAL ELECTIVES 30

TOTAL FOR BS DEGREE 120

* Students must earn "C" or better as pre-requisites for other courses.

Coursework must include at least 30 hours earned in 300 or above level courses, of which 12 hours must be in the major.

Similar Programs in South Carolina offered by Public and Independent Institutions

Identify the similar programs offered and describe the similarities and differences for each program.

Program Name and Designation	Total Credit Hours	Institution	Similarities	Differences
B.A. in Social Science, focus area in Pre-Law	121 hrs.	Allen University	Allen’s program requires a 200-level technical writing course, as does Lander. There are some similarities between Allen’s gen-ed curriculum and Lander’s.	Allen’s program is offered in a face-to-face environment only. Allen’s program is more focused upon Criminal Justice or Criminology coursework, with required courses such as Criminal Procedure, Corrections, and Criminal Investigation. Other than two Criminal Law courses, Allen’s curriculum does not seem to explicitly address many areas of the Law. There are no other Law or Legal Studies courses in Allen’s curriculum, whereas Lander’s Paralegal Studies program would have many law courses and Lander’s existing Pre-Law minor would have more Law courses than what is currently offered at Allen. <i>Allen’s program is best compared to Lander’s B.S. in Criminology program.</i>
B.S. in Interdisciplinary Studies (not B.S. in Professional Studies as listed in CHE inventory)	128 hrs.	Bob Jones University	BJU offers an associate’s degree in Paralegal Studies, so it has some similar courses as would be part of Lander’s program (intro courses in Legal Writing and Legal Bibliography; Business Law, etc.) as would be provided by a technical college for transfer to Lander, but it does not have upper-level Law or Legal Studies courses that would be provided in the Lander program.	<i>BJU’s B.S. degree in Professional Studies is listed in the CHE inventory, but not included on BJU’s website or in its catalog. Thus, the closest thing is BJU’s B.A. or B.S. program in Interdisciplinary Studies.</i> BJU’s program is offered in a face-to-face environment only. This BJU program is very different than Lander’s proposed program because it is an interdisciplinary degree or general studies degree that has coursework from as many as three disciplines. Students choose a combination of coursework from two or three disciplines and propose their own specific career goals to faculty members for approval in designing a curriculum. Thus, students could choose Criminal Justice as a discipline, but there

			Law minor and could be taken as an elective by students in Lander's major in Paralegal Studies.	<i>The Citadel's program is best compared to Lander's existing B.S. in Political Science program in which a student completed a Pre-Law minor.</i>
Bachelor of Professional Studies (B.P.S.) in Professional Studies, concentration in Legal Studies	122 hrs.	The College of Charleston (C of C)	C of C's curriculum requires upper-level courses on Advanced Legal Research, Ethics, and professional writing, similar to Lander's program requirements. C of C's program is offered on its primary campus and through blended distance education, as would be the case with Lander offering its program on its main campus and through blended distance education through the University Center of Greenville.	C of C's program is offered in a face-to-face environment as well as in blended distance education, but not fully online as at Lander. C of C's B.P.S. is not fully framed within the Liberal Arts and Sciences like the program at Lander. Rather, it is designed to be a customizable degree completion program that combines the liberal arts with applicable practical skills. Thus, Lander's program has a larger Gen-Ed/ core curriculum and is framed within more traditional definitions of academic disciplines. C of C's core requirements are not labeled within any specific discipline, but rather as Professional Studies with courses that address skills or topics including leadership, critical thinking, creativity, global society, and work skills. Lander's program is more oriented toward Paralegals and skills specific to that profession. Thus, Lander has Legal Studies courses such as Law, Politics & Society, Constitutional Law, Civil Rights & Liberties, Judicial Process, International Law, etc. whereas none of these courses are required or offered as electives at C of C. Instead, C of C offers electives including Personal Injury law, Workers' Comp, Social Security Disability, and Immigration Law, none of which are offered at Lander. A Human Resources Mgmt. course is required at C of C, but not at Lander (although this is an elective choice for students at Lander). <i>This C of C program is best compared to Lander's existing Interdisciplinary Studies program.</i>

<p>B.A. in Interdisciplinary Studies, concentration in Criminal Justice and Legal Studies</p>	<p>128 hrs.</p>	<p>North Greenville University (NGU)</p>	<p>NGU's degree requires an advanced writing course for its senior project, so this may have some similarities to Lander's requirement of an upper-level technical writing course as well as the writing emphasis in upper-level coursework in the major. The Gen-Ed curriculum has some similarities to Lander's Gen-Ed, but there are no other similarities to address in the major program itself.</p>	<p>NGU's program is offered in a face-to-face environment only. NGU's program requires 24 hrs. for a primary concentration and 18 hrs. for a secondary concentration, and students would choose one of these. NGU's only required courses are Criminal Justice ones, not Legal Studies. Thus, no Legal Studies courses seem to be required, meaning that Lander's proposed curriculum is wholly different. NGU's programs are framed within a specific Christian tradition and each major program's curriculum has relevant coursework given this specific institutional orientation. <i>This NGU program is best compared to Lander's existing Interdisciplinary Studies program.</i></p>
<p>B.A. in Criminal Justice and Legal Studies</p>	<p>128 hrs.</p>	<p>North Greenville University (NGU)</p>	<p>NGU and Lander both require 48 hrs. within their respective majors and both require courses such as Intro to American Government and State and Local Government (this is listed as required in one place and as an elective in another place in NGU's catalog). Judicial Process is an elective course at NGU (and a choice within Lander's program), but it is labeled as a CJUS course at NGU.</p>	<p>NGU's program is offered in a face-to-face environment only. NGU's program is not focused upon Paralegals like Lander's program. NGU requires CRIM courses such as Intro to Criminal Justice, Theories of Criminology, and Ethics in Criminal Justice and offers electives in such as Terrorism, similar to the required courses and elective courses within Lander's B.S. in Criminology program. NGU does not require nearly as many Law or Legal Studies courses as would be the case at Lander. The only required course would include Criminal Law and the elective courses would include a Judicial Process course and a Legal Issues course whereas Lander would offer many more courses specifically about areas of the Law. NGU's programs are framed within a specific Christian tradition and each major program's curriculum has relevant coursework given this specific institutional orientation. <i>This NGU program is best compared to Lander's B.S. in Criminology program.</i></p>

<p>B.S. in Legal Studies</p>	<p>135 hrs. (South's website says 180 credits but classes are each 4 credit hours, hence 45 courses. If these were compared to course of 3 hrs., then the total = 135 hrs.)</p>	<p>South University</p>	<p>South's curriculum includes similar required course in ethics, legal research and writing, business law, advanced legal research, and public speaking. South's curriculum builds upon its A.S. in Paralegal Studies, so it includes many lower-level courses in areas of the law that would be required or offered at Greenville Tech (and perhaps at other technical partners in the future). Within South's upper-level electives are some of the upper-level courses that would be offered at Lander. South has similar objectives to Lander such as enhanced communication skills (oral and written) and critical thinking skills.</p>	<p>South only offers this program online in South Carolina, whereas Lander would offer its program online and in a face-to-face environment. South's curriculum does not require upper-level courses in Law, Politics, & Society or from the choices of Constitutional Law, Civil Rights and Liberties, Judicial Process, or Intl. Law. Instead, it requires courses on Litigation Support and Employment Law. Thus, major requirements for the programs are quite different and South puts less emphasis on many of the upper-level courses that Lander requires or has among major program choices such that the lower-level coursework has greater similarities than the upper-level courses. <i>This South University program does not compare with any existing Lander program.</i></p>
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Faculty

Rank and Full- or Part-time	Courses Taught for the Program	Academic Degrees and Coursework Relevant to Courses Taught, Including Institution and Major	Other Qualifications and Relevant Professional Experience (e.g., licensures, certifications, years in industry, etc.)
Professor of Political Science & Dept. Chair	LEG 311	PhD in Political Science (American Politics & Political Philosophy), University of North Carolina	
Associate Professor of Political Science & Dean	LEG 366	PhD in Political Science (Intl. Relations & American Politics), University of South Carolina	
Assistant Professor of Political Science	POLS 386	PhD in Public Administration and Public Policy, Auburn University	Experience working for a state agency
Part-Time Faculty Member (existing)	LEG 311, 312, 313	JD, University of South Carolina School of Law	S.C. Bar member (license to practice); legal experience includes private practice, as assistant solicitor, and as assistant public defender
Part-Time Faculty Member (existing)	LEG 311, 312, 313	JD, University of Kansas School of Law	S.C. Bar member (license to practice); legal experience includes private practice, and as deputy solicitor
Part-Time Faculty Member (existing)	LEG 311, 313	JD, University of South Carolina School of Law; MS in Public Administration, Florida State University	S.C. Bar member (license to practice); legal experience includes private practice and as county attorney
Part-Time Faculty Member (existing)	LEG 308, 499	JD, Samford University Cumberland School of Law	Former member of Alabama State Bar; Legal experience in private practice
Professor of Philosophy	PHIL 103, 302	PhD in Philosophy, Emory University	
Part-Time Faculty Member (existing)	PHIL 103, 302	MA in Philosophy, University of Tennessee	
Associate Professor of Accounting	ACCT 201	JD, University of South Carolina School of Law; Graduate work in Bridge Program of Accounting, University of Florida	Certified Public Accountant, SC; S.C. Bar member (license to practice); legal experience includes private practice
Assistant Professor of Accounting	ACCT 201	MAcc, Louisiana Tech University; PhD in Educational Leadership, Clemson University	Certified Public Accountant, SC
Professor of Accounting	ACCT 201	PhD in Accounting, University of Alberta	
Associate Professor of English	ENGL 275, 373, 450	PhD in English (Composition & Rhetoric), University of Tennessee	
Associate Professor of English	ENGL 275, 373, 450	PhD in English (Composition & Rhetoric), Georgia State University	

Total FTE needed to support the proposed program:

Faculty: 1.5 existing FTE faculty; 3.0 new faculty
New faculty: 2 additional faculty FTE for main campus; 1 additional FTE for UCG
(details are explained below)

Staff: 1.0 new (for both sites)
The number of current students within the Department of Government, Criminology, and Sociology will require an additional Administrative Specialist to assist with students' needs.

Administration: .25 (for both sites)
The Chair of the Department of Government, Criminology, and Sociology would have responsibility over 200+ students. In Year 2, a faculty member in Legal Studies would take over the Program Coordinator role.

Faculty, Staff, and Administrative Personnel

Discuss the Faculty, Staff, and Administrative Personnel needs of the program.

Full-time faculty members at Lander University teach 24 credit hours. Part-time faculty members are limited to 9 credit hours per semester.

Needs for Main Campus:

Lander University already operates healthy majors in Political Science, English, and Business – Accounting, minors in both Pre-Law and Philosophy, as well as a M.S. in Emergency Management. These teaching responsibilities relate to the existing faculty members that would assist with this program. Other than Accounting faculty members, all faculty in these disciplines contribute to Lander's General Education curriculum as well. Thus, some additional part-time faculty members will be needed in Year 1, and an additional FTE faculty member in Legal Studies and in Philosophy will be needed in future years. The necessary academic degrees and credentials are explained below.

In Year 2: Assistant Professor of Legal Studies, Political Science, or Criminology (rank and title depend on credentials). This person would become Program Coordinator and take that role away from the Chair, Department of Government, Criminology, & Sociology.

Academic degrees and credentials: PhD in Political Science (focus on Judicial Politics or Public Law), PhD in Criminology (focus on Law), or JD from an ABA accredited School of Law with some practice experience. (Some interdisciplinary doctoral degrees would also be appropriate, such as American University's PhD in Justice, Law, & Criminology.)

Courses taught: LEG 308, 311, 312, 313, 499; perhaps LEG 366; special topics courses in LEG, POLS, or CRIM

In Year 4: Assistant Professor of Philosophy

Academic degrees and credentials: PhD in Philosophy (focus on ethics and law)

Courses taught: PHIL 103, PHIL 302; special topics courses in LEG and PHIL

At present, Lander has half of its PHIL courses taught by a part-time faculty member. The Paralegal Studies program requires teaching PHIL 103: Logic and PHIL 302: Ethics, but there are also needs on these courses given their place in Lander's General Education curriculum. Thus, the Paralegal Studies program will need an additional FTE faculty line in Philosophy by Year 4.

In Year 1 and beyond, Lander will seek to hire any needed part-time faculty members with these credentials:

- 1) a minimum of a law degree (J.D.) and a preference for experience as a practicing attorney for the teaching needs associated with LEG 308, 311, 312, 313, and 366.
- 2) a minimum of a Master of Public Administration (M.P.A.) or a M.A. in Political Science (and preference for experience working in a local or state agency) for the teaching needs associated with POLS 386: State and Local Government.

Beginning in Year 2, a new full-time staff member, an Administrative Specialist, will be hired to assist students' needs. Time will be split between assisting on the main campus and at University Center of Greenville.

Needs for University Center of Greenville

In Year 1 and beyond, Lander will hire needed part-time faculty members with these credentials:

- 1) a minimum of a law degree (J.D.) and a preference for experience as a practicing attorney for the teaching needs associated with LEG 308, 311, 312, 313, and 366.
- 2) a minimum of a Master of Public Administration (M.P.A.) or a M.A. in Political Science (and preference for experience working in a local or state agency) for the teaching needs associated with POLS 386: State and Local Government.
- 3) a minimum of a master's degree in the disciplinary field for any other courses that are part of this program (e.g. ACCT 201 as well as ENGL 275, 373, or 450) and cannot be covered by existing full-time or part-time faculty or those hires planned at Lander University's main campus.

In Year 5, an additional FTE faculty member in Legal Studies will be hired in order to continue to meet the teaching needs of the program. The necessary academic degrees and credentials are explained below:

Assistant Professor of Legal Studies, Political Science, or Criminology (rank and title depend on credentials).

Academic degrees and credentials: PhD in Political Science (focus on Judicial Politics or Public Law), PhD in Criminology (focus on Law), or JD from an ABA accredited School of Law with some practice experience. (Some interdisciplinary doctoral degrees would also be appropriate, such as American University's PhD in Justice, Law, & Criminology.)

Courses taught: LEG 308, 311, 312, 313, 499; perhaps LEG 366; special topics courses in LEG, POLS, or CRIM

No new Administrative Personnel are needed for this site location.

Resources for the Main Campus

Library and Learning Resources

Explain how current library/learning collections, databases, resources, and services specific to the discipline, including those provided by PASCAL, can support the proposed program. Identify additional library resources needed.

Lander University's Jackson Library subscribes to a variety of online and print resources that support the curriculum for the degree B.S. in Paralegal Studies to be housed within the Department of Government, Criminology, & Sociology.

In addition to the full-text multidisciplinary database **Academic Search Complete** library database holdings include:

Index to Legal Periodicals and Books Full Text: provides an excellent resource for students of criminology. This database includes access to scholarly articles, symposia, jurisdictional surveys, court decisions, books, book reviews and more. Full text is available for almost 500 periodicals, many of them peer-reviewed, dating back to 1981.

Criminal Justice Abstracts with Full Text: contains records selected from the most important journals and magazines related to criminal justice and criminology. Many of the full-text sources are peer-reviewed and available with no embargo. This database provides nearly 600,000 records and coverage of more than 600 journals from around the world.

SocINDEX with Full Text: offers the world's most comprehensive coverage of sociology, encompassing all sub-disciplines and closely related areas of study through an online database of *900 full-text journals and magazines and more than 850 full-text books*. In addition to full-text journals, it contains informative abstracts for core coverage journals dating as far back as 1895. This highest quality database also provides data mined from priority coverage journals and selective coverage journals. Complete with extensive indexing for books, monographs, conference papers and other non-periodical content sources, this database also includes searchable cited references. Subject areas include law, criminology, criminal justice, ethnic and racial studies, social psychology, sociological theory, violence, substance abuse and other addictions.

Social Sciences Full Text: provides access to a wide assortment of the most important English-language social science journals. This database includes full text of articles from some 620 journals dating as far back as 1895. Subject coverage includes addiction studies, economics, ethics, family studies, gender studies, international relations, law, criminology, criminal justice, mass media, minority studies, political science, psychiatry, psychology, public welfare, urban studies, and much more.

Psychology and Behavioral Sciences Collection: covers a broad range of subjects in psychology, behavioral sciences and related fields. This database provides access to nearly 800 full-text journals. Content areas related to Psychology include mental processes, emotional and behavioral characteristics, observational and experimental methods, and psychiatry and psychology.

Opposing Viewpoints in Context: with over 20,000 pro/con viewpoints, approximately 19,000 reference articles, interactive maps, infographics, and more, students will be able to study any side of a chosen issue.

Book and Film Collections

Our print resources include more than 2,000 books dealing with legal studies. Library services subscribes to two major eBook databases, *EBSCO EBook Collection* and *ProQuest Ebrary Collection*. The *EBSCO EBook Collection* contains nearly 20,000 books on legal studies. The *ProQuest Ebrary Collection* contains over 8,000 books on sociology and its subfields. The library also subscribes to a database of documentary films called *Films on Demand*, which contains over 1,300 films on legal studies.

Newspaper Resources

Newspaper Source Plus gives access to more than 1,200 full-text newspapers, news from 160 newswires, more than 83 million full-text articles, and nearly 2 million television and radio news transcripts. The library has also purchased campus-wide access to *The New York Times* as well as full-text digital collections of newspapers through *Newspapers.com: South Carolina Collection*.

Government resources

Library services at Lander University is a selective government documents depository. Our holdings contain publications of the United States Department of Justice and the underlying units. While many publications are now offered electronically, the library still has a substantial paper documents collection.

- In addition to Lander's on-site print collections, the university's membership in PASCAL provides rapid delivery of books from other member libraries across the state. This enhances the service capacity by many thousands of high quality titles.
- The Financial Support table and Budget Justification sections explain that the Jackson Library will purchase Westlaw, the premier legal research tool, in order to support this program.

Student Support Services

Explain how current academic support services will support the proposed program. Identify new services needed and provide any estimated costs associated with these services.

Lander University's main campus has an Academic Success Center (ASC) that offers a Peer Tutoring Program free of charge to students. This service is linked to many courses within the existing programs, such as Political Science, and will be utilized with the new major in Paralegal Studies.

The ASC also provides academic advisement to first-year students. Full-time faculty serve as advisors for sophomore, junior, and senior students. These advising services are already covered as costs and the expectations for faculty to serve as advisers is already been established.

Lander also has a Wellness Center (disability services, counseling center, and health services) available to students as well as a Division of Student Affairs division (student activities, etc.) that are established and ready to serve students.

Physical Resources/Facilities

Identify the physical facilities needed to support the program and the institution's plan for meeting the requirements.

Lander will utilize existing spaces on the university's main campus.

Equipment

Identify new instructional equipment needed for the proposed program.

No equipment is needed, except for new office and computer equipment related to new teaching faculty members that is reflected in the budget. The cost for the Westlaw legal research tool is addressed in Library Resources.

Resources for the New Site, University Center of Greenville

Library Resources

No additional resources are needed to serve the University Center of Greenville site because students taking courses at UCG would have full access to the online and print collections of Lander's Jackson Library.

Students at all University Center of Greenville Member Universities share access to a 7000 sq. ft. library with Dell mid-range computers, large seating areas, numerous private student/group study rooms, and no-cost printing services that are available to all students enrolled in member institution courses. Member Universities also participate in an interlibrary loan program, where any enrolled student has access to any resource at any institution's library. They may order items that are delivered to UCG or may go to the main campus library of any consortium member and use the resources there.

University Center of Greenville is open Monday – Thursday 8:00 am to 9:00 pm, Friday – Saturday 8:00 am to 5:00 pm, and Sunday (Library only) 1:00 pm to 5:00 pm. UCG provides a Director of Library Services who holds a Master of Library and Information Science degree as well as Library and Operations Specialists to assist students, faculty, staff, and visitors.

Student Support Services

Consistent with this mission, Lander University provides a comprehensive array of coordinated student programs and services designed to maximize student success and enhance students' educational and co-curricular experiences outside of the classroom. A supportive learning environment is provided through the collaboration of numerous departments within the divisions of Academic Affairs, Student Affairs, and Business and Administration.

Lander University has approximately 3,000 students enrolled with approximately 50% of those students living off-campus and commuting to classes each day. In addition, some students are enrolled exclusively in online classes. Therefore, Lander already provides access to a variety of student support services through online mechanisms. For online students and commuting students, Student Affairs has a designated Off-Campus Student Services website (<http://www.lander.edu/Student-Affairs/off-campus-student-services/overview>) offering health, safety, and community resources and information. The site also provides students with a link to a printable Campus Map. Lander students at the University Center of Greenville will be welcome to use any of the student support services and facilities located on the main campus in Greenwood, SC (50 miles away).

Initially, Lander's offices at University Center of Greenville will be staffed by a full-time Director of Strategic Enrollment Programs. Additional support staff from the Offices of Admissions, Financial Aid, Military and Veterans Services, as well as Advising representatives will schedule office hours on-site on an as needed basis, probably one day per week. Lander University will continuously monitor growth of the academic programs and will provide additional student support services as needed.

Equipment

No new equipment is needed, except for office and computer equipment related to new teaching faculty members that is reflected in the budget. The cost for the Westlaw legal research tool is addressed in Library Resources on the budget for the main campus.

University Center of Greenville provides state of the art instructional and digital technology which includes wired and wireless internet access consisting of Clemson University's C-Light Internet2 Fiber Optic Research University Internet and Spirit Commercial Internet along with over 60 high capacity seamless Aerohive wireless access points/devices. Therefore, students can connect to online or Main Campus resources from any mobile device.

Facilities

Lander University is leasing space from the University Center of Greenville and these costs (per student charge and percentage of rental fees attached to this program) are reflected in the Financial Support table. The lease agreement includes shared access to 65 classrooms including 5 computer classrooms. UCG is conveniently located near a variety of restaurants, banks, and other businesses.

University Center of Greenville provides facility security through Greenville Technical College Safety Officer and Police and Greenville City Police. Administrative staff for the facility includes Operations Director, Director of Community Relations, and various support staff.

Impact on Existing Programs

Will the proposed program impact existing degree programs or services at the institution (e.g., course offerings or enrollment)? If yes, explain.

Yes

No

Financial Support for Main Campus

Sources of Financing for the Program by Year												
Category	1st		2nd		3rd		4th		5th		Grand Total	
	New	Total	New	Total								
Tuition Funding	\$107,000	\$107,000	\$160,500	\$160,500	\$267,500	\$267,500	\$374,500	\$374,500	\$481,500	\$481,500	\$1,391,000	\$1,391,000
Program-Specific Fees	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Special State Appropriation	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reallocation of Existing Funds	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Federal, Grant, or Other Funding	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total	\$107,000	\$107,000	\$160,500	\$160,500	\$267,500	\$267,500	\$374,500	\$374,500	\$481,500	\$481,500	\$1,391,000	\$1,391,000
Estimated Costs Associated with Implementing the Program by Year												
Category	1st		2nd		3rd		4th		5th		Grand Total	
	New	Total	New	Total								
Program Administration and Faculty/Staff Salaries	\$47,300	\$54,550	\$130,100	\$137,300	\$134,900	\$142,100	\$198,600	\$205,800	\$208,200	\$215,400	\$719,100	\$755,150
Facilities, Equipment, Supplies, and Materials	\$0	\$0	\$10,000	\$10,000	\$10,000	\$10,000	\$20,000	\$20,000	\$20,000	\$20,000	\$60,000	\$60,000
Library Resources	\$9,000	\$9,000	\$9,000	\$9,000	\$9,000	\$9,000	\$9,000	\$9,000	\$9,000	\$9,000	\$45,000	\$45,000
Other (prof mem)	\$750	\$750	\$750	\$750	\$750	\$750	\$750	\$750	\$750	\$750	\$3,750	\$3,750
Total	\$57,050	\$64,300	\$149,850	\$157,050	\$154,650	\$161,850	\$228,350	\$235,550	\$318,950	\$326,150	\$827,850	\$863,900
Net Total (Sources of Financing Minus Estimated Costs)	\$49,950	\$42,700	\$10,650	\$3,450	\$112,850	\$105,650	\$146,150	\$138,950	\$162,550	\$155,350	\$563,150	\$527,100

Note: New costs - costs incurred solely as a result of implementing this program. Total costs - new costs; program's share of costs of existing resources used to support the program; and any other costs redirected to the program.

Budget Justification for Main Campus

Provide an explanation for all costs and sources of financing identified in the Financial Support table. Include an analysis of cost-effectiveness and return on investment and address any impacts to tuition, other programs, services, facilities, and the institution overall.

The **Sources of Financing** comes from tuition generated from the new students that would be part of this program. It is assumed that no current Lander students switch into this new degree program.

The **Estimated Costs** are explained below:

Program Administration & Faculty/Staff Salaries

Year 1 = 10 classes taught by part-time faculty (7 new/3 continuing) + ½ Administrative Specialist + Bar memberships and CLE costs

Year 2 = new faculty line in LEG/POLS/CRIM + 4 classes taught by part-time faculty (1 new/ 3 cont) + ½ Administrative Specialist + Bar memberships and CLE costs

Year 3 = new faculty line in LEG/POLS/CRIM + 6 classes taught by part-time faculty (3 new/ 3 cont) + ½ Administrative Specialist + Bar memberships and CLE costs

Year 4 = new faculty line in LEG/POLS/CRIM + one new faculty line in PHIL + 4 classes taught by part-time faculty (1 new/ 3 cont) + ½ Administrative Specialist + Bar memberships and CLE costs

Year 5 = new faculty line in LEG/POLS/CRIM + new faculty line in PHIL + 8 classes taught by part-time faculty (5 new/ 3 cont) + ½ Administrative Specialist + Bar memberships and CLE costs

The costs associated with any full-time faculty or staff member assumes 37% of the total cost is devoted to benefits and insurance.

Facilities, Equipment, Supplies, and Materials –Existing campus facilities are used for the teaching needs of this program. New costs relate to the office and equipment needs of new full-time faculty and part-time faculty as well as increased needs on Lander’s Office of Information Technology Services to provide online teaching and Blackboard workshops for faculty members.

Library Resources of \$9000 annually cover the purchase of campus-wide access to WestLaw (the premier legal research tool) as well as a small fund for additional collection development needs.

Other Costs of \$750 include institutional memberships in the American Association for Paralegal Education as well as the SC Upstate Paralegal Association.

It should be noted that general overhead costs (utilities, costs of general university operations) are not included as costs on the table above.

Financial Support for New Site, University Center of Greenville

Sources of Financing for the Program by Year												
Category	1 st		2 nd		3 rd		4 th		5 th		Grand Total	
	New	Total	New	Total								
Tuition Funding	\$107,000	\$107,000	\$214,000	\$214,000	\$267,500	\$267,500	\$347,750	\$347,750	\$374,500	\$374,500	\$1,310,750	\$1,310,750
Program-Specific Fees	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Special State Appropriation	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reallocation of Existing Funds	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Federal, Grant, or Other Funding	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total	\$107,000	\$107,000	\$214,000	\$214,000	\$267,500	\$267,500	\$347,750	\$347,750	\$374,500	\$374,500	\$1,310,750	\$1,310,750
Estimated Costs Associated with Implementing the Program by Year												
Category	1 st		2 nd		3 rd		4 th		5 th		Grand Total	
	New	Total	New	Total								
Program Administration and Faculty/Staff Salaries	\$32,000	\$32,000	\$65,300	\$65,300	\$65,300	\$65,300	\$74,900	\$74,900	\$131,500	\$131,500	\$369,000	\$369,000
Facilities, Equipment, Supplies, and Materials	\$28,670	\$28,670	\$30,810	\$30,810	\$32,950	\$32,950	\$34,234	\$34,234	\$40,090	\$40,090	\$166,754	\$166,754
Library Resources	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other (prof mem)	\$6,000	\$6,000	\$6,000	\$6,000	\$6,000	\$6,000	\$6,000	\$6,000	\$6,000	\$6,000	\$30,000	\$30,000
Total	\$66,670	\$66,670	\$102,110	\$102,110	\$104,250	\$104,250	\$115,134	\$115,134	\$177,590	\$177,590	\$565,754	\$565,754
Net Total (Sources of Financing Minus Estimated Costs)	\$40,330	\$40,330	\$111,890	\$111,890	\$163,250	\$163,250	\$232,616	\$232,616	\$196,910	\$196,910	\$744,996	\$744,996

Note: New costs - costs incurred solely as a result of implementing this program. Total costs - new costs; program's share of costs of existing resources used to support the program; and any other costs redirected to the program.

Budget Justification for University Center of Greenville

Provide a brief explanation for all new costs and sources of financing identified in the Financial Support table.

The **Sources of Financing** comes from tuition generated from the new students that would be part of this program. No current Lander students or students enrolled at the main campus generate tuition revenue.

The **Estimated Costs** are explained below:

Program Administration & Faculty/Staff Salaries

Year 1 = 10 courses taught by part-time faculty

Year 2 = 14 courses taught by part-time faculty + ½ Administrative Specialist

Year 3 = 14 courses taught by part-time faculty + ½ Administrative Specialist

Year 4 = 17 courses taught by part-time faculty + ½ Administrative Specialist

Year 5 = 9 courses taught by part-time faculty + ½ Administrative Specialist + 1 LEG faculty line

The costs associated with any full-time faculty or staff member assumes 37% of the total cost is devoted to benefits and insurance.

Facilities, Equipment, Supplies, and Materials – Fees per student taking courses through the University Center of Greenville as well as this program's share of facilities rent by Lander University have been included in this category. Additional monies for office and equipment needs of teaching faculty and technology training for hybrid course delivery are also a part of this category.

Library Resources are \$0 because all expenses are included on the costs of the program tied to Lander's main campus. Students taking courses at the University Center of Greenville would have full access to all resources (print and online) of Lander's Jackson Library.

Other Costs include expenses for per diem and travel to the University Center of Greenville by teaching faculty members or administrators based on Lander University's main campus in Greenwood.

It should be noted that general overhead costs (utilities, costs of general university operations) are not included as costs on the table above.

Evaluation and Assessment

Program Objectives	Student Learning Outcomes Aligned to Program Objectives	Methods of Assessment
Knowledgeable students who understand different practice areas of the law	Demonstrate knowledge and understanding	Exams and assignments in the program’s core classes will measure knowledge and understanding. LEG 499 will administer the National Survey of Student Engagement (NSSE) every three years and use its score for students’ ability for “acquiring job or work related knowledge and skills.”
Students with research and critical thinking skills to succeed in a workplace setting.	Demonstrate research skills and the ability to think critically	This will be measured in projects and assignments within LEG 499 as well as the ETS Proficiency Profile that measures critical thinking skills. Every three years LEG 499 will administer the National Survey of Student Engagement (NSSE) and use its score for students’ ability to “think critically and analytically.”
Students with communication skills to succeed in a workplace setting	Demonstrate writing and oral communication skills	Each of the upper-level courses in the Law category (POLS 311, 312, 313, and 366) will measure written communication skills through papers and oral communication skills through presentations.

Explain how the proposed program, including all program objectives, will be evaluated, along with plans to track employment. Describe how assessment data will be used.

The American Bar Association has a discussion of the core skills, values, knowledge and experience that are appropriate for students interested in pursuing legal careers. These include problem solving; critical reading; writing and editing; oral communication and listening; research; organization and management; public service and promotion of justice; relationship-building and collaboration; background knowledge; exposure to the law.⁵ This list has informed the curriculum for the B.S. in Paralegal Studies as well as the program objectives outlined in the table above.

The progress of program assessment will be multifaceted and designed to evaluate all aspects of the proposed program. Course assignments, exams, and projects across many courses as well as the ETS Proficiency Profile are the primary components of this comprehensive assessment plan. Data from these measures will be analyzed annually by the Program Coordinator or Department Chair to identify strengths and any areas that may need modification. Feedback from the summary data will be provided to teaching faculty to improve the goal of providing students with knowledge and enhancing critical thinking and communication skills.

⁵ American Bar Association, “Pre-Law: Preparing for Law School.” https://www.americanbar.org/groups/legal_education/resources/pre_law/. July 9, 2019.

Faculty members teaching core classes will supervise all measures of assessing knowledge and understanding and will design assignments based upon scaffolding so that as students move from introductory knowledge, to development of skills, to master of skills so that students' understanding as well as writing and research skills are enhanced over time. The scaffolding of the program's objective of knowledge and understanding as well as students' understanding of different practice areas of the law will be measured in LEG 499: Advanced Legal Research. In addition, Lander administers the National Survey of Student Engagement (NSSE) to seniors on a three year reporting cycle. One of the reports generated is perceived gains among students. This reflects the degree to which students rate their own proficiency, development, and growth in a given area due to their experiences through the curriculum at Lander. NSSE's score of students "acquiring job or work related knowledge and skills" will be another measure of the knowledge students have gained within this curriculum.

The goal of enhancing research and critical thinking skills will be measured through different assignments and projects (particularly using Westlaw) within LEG 499: Advanced Legal Research. Lander administers the ETS Proficiency Profile every semester to students in all major capstone courses. One of the scores generated by this test is a critical thinking score that tests students' ability to "recognize assumptions, recognize the best hypothesis according to information presented, recognize flaws and inconsistencies in arguments, and draw valid conclusions from information presented." Thus, this ETS score will also measure critical thinking skills. Again, NSSE has a measure of students' ability to "think critically and analytically," so this measure every three years is another indicator of the critical thinking goal.

The goal of enhancing oral and written communication skills will be measured through papers and presentations that are a part of each of the upper-level courses in the Law category: LEG 311: Constitutional Law, LEG 312: Civil Rights and Civil Liberties, LEG 313: Judicial Process, and LEG 366: International Law. All students will take at least three of these courses, so faculty will ensure that students demonstrate a high level of written and oral communication skill—a skill frequently mentioned within job ads for paralegals.

Instructors of LEG 499 will administer exit surveys that seek to measure students' thoughts about the curriculum and its delivery, but also give feedback about certain content and gain students' information about initial employment and long-term plans. These surveys will be anonymous, but instructors will separately gather personal contact details in order to administer surveys to alumni periodically in the future. A new software system recently obtained by The Lander Foundation (that operates the Office of University Advancement) will enable the Department Chair or Program Coordinator to readily keep up with alumni of this program and gain information to track employment data.

Accreditation and Licensure/Certification

Will the institution seek program-specific accreditation (e.g., CAEP, ABET, NASM, etc.)? If yes, describe the institution's plans to seek accreditation, including the expected timeline.

Yes

No

Will the proposed program lead to licensure or certification? If yes, identify the licensure or certification.

Yes

No

Certification is voluntary and not required by governments or all states' bar associations, so Lander will not use this exam as an assessment tool.⁶ The National Association of Legal Assistants (NALA) is the only National Commission for Certifying Agencies accredited paralegal certification program and is one of the most respected national paralegal association. NALA is one organization that operates exams for the Certified Paralegal credential that 19,000+ paralegals have earned since 1976. Although this is not used as an assessment tool or program objective, graduates of Lander's B.S. in Paralegal Studies would have the ability (and requisite knowledge) to earn the Certified Paralegal credential.

Explain how the program will prepare students for this licensure or certification.

n/a – see remarks above

If the program is an Educator Preparation Program, does the proposed certification area require national recognition from a Specialized Professional Association (SPA)? If yes, describe the institution's plans to seek national recognition, including the expected timeline.

Yes

No

⁶ The Certified Paralegal program "has been recognized by the American Bar Association as a mark of high professional achievement and more than 47 other paralegal organizations and numerous bar associations also acknowledge the credential as the paralegal standard. Source: NALA, "Why NALA?" <https://www.nala.org/node/1031>. July 9, 2019.

Letter of Endorsement



P.O. Box 5616 • Greenville, SC 29606-5616
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Barton Campus • Benson Campus • Brasher Campus
Center for Manufacturing Innovation • Northwest Campus

July 12, 2019

Scott L. Jones, PhD
Provost and Vice President of Academic Affairs
Lander University
Greenwood, SC 29649

Dear Dr. Jones,

It is with great gratitude and excitement that I write this letter of support on behalf of Greenville Technical College's administration, faculty, staff and specifically the students within the programs of human services and paralegal studies.

The development of your proposed baccalaureate completion degrees in the areas of human services and paralegal studies at the University Center of Greenville, approximately five minutes from our Barton Campus, provides a seamless pathway for students completing our Associate of Applied Science Degree within these respective areas. Until now, we have not had a transfer institution for our graduates to attend after completing their degree and our students are excited about these programs.

With 163 active students in our human service students and 123 paralegal students, I believe that enrollment in both programs will grow with students knowing that completion program exists within their community; and the brand and academic quality of Lander University makes this an attractive option for our students.

We look forward to working with you and your faculty on developing this pathway as we both attempt to fill the workforce needs in these professions within the region. Thanks again for your partnership and leadership in making this opportunity a reality.

Sincerely,

A handwritten signature in black ink, appearing to read 'Jermaine Whirl'.

Dr. Jermaine Whirl
VP of Learning and Workforce Development

cc: Dr. Pamela Wash, Dean of Education and Professional Studies