

Curriculum Committee



New Program Proposal

Note: Before completing this proposal, all core courses for a new program or certificate must have already been reviewed (or submitted for the same meeting) by the Curriculum Committee and approved by the Provost. In addition, the complete catalog page must be included at the end of this document.

School or Division	School of Business and Technology
Proposed by (faculty only)	List faculty name(s) Mary Conwell
Presenter (faculty only)	List faculty name(s) Mary Conwell
Note that the presenter (faculty) listed above must be present at the Curriculum Committee meeting or the proposal will be returned to the School or Division and must be submitted for a later date.	
Submission date	10/30/2019
<p>All Curriculum proposals require approval of the Curriculum Committee and the Provost. Final approval or denial of a proposal is reflected on the completed and signed proposal.</p> <p><input checked="" type="checkbox"/> Approve <input type="checkbox"/> Do Not Approve</p> <p><i>Mary E. Myers</i> 12/10/19 <hr/> Curriculum Committee Chair Signature Date</p>	
<p><input checked="" type="checkbox"/> Approve <input type="checkbox"/> Do Not Approve</p> <p><i>[Signature]</i> 12/2/19 <hr/> Provost Signature Date</p>	
<p>All Curriculum proposals require review by the Office of Accountability & Effectiveness.</p> <p><input type="checkbox"/> Reviewed</p> <p><i>[Signature]</i> 1/6/2020 <hr/> Office of Accountability & Effectiveness Signature Date</p>	

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Section I, Important Dates and Endorsements Required

NOTE: Course and Program changes must be submitted by the dates listed on the published Curriculum Committee Calendar. Exceptions to the published submission deadlines must receive prior approval from the Provost's Office.

Term in which approved action will take place	Fall 2020
Provide an explanation below for the requested exception to the effective date.	
Type in the explanation for exception.	

Any exceptions to the term start date requires the signatures of the Academic Dean and Provost prior to submission to the Dropbox.		
Dean	Signature	Date
Dr. Debbie Psihountas		10/30/19
Provost	Signature	Date
Dr. Eileen DeLuca		

Required Endorsements	Type in Name	Select Date
Department Chair or Program Coordinator/Director	Type name here Mary Conwell	10/30/2019
Academic Dean or Provost	Dr. Debbie Psihountas	10/30/2019

Library Review: Has the Libraries' Collection Manager been contacted about the new program or certificate and discussed potential impacts to the libraries' collections?
Provide information here No, there will be no impact to the libraries' collections

List all faculty endorsements below. (Note that proposals will be returned to the School or Division if faculty endorsements are not provided).
Type in all applicable faculty names here MARY CONWELL

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Section II, New Program or Certificate Information (must complete all items)

<p>List new program or certificate.</p>	<p>List program or certificate name here Real Estate Paralegal Certificate</p>
<p>Describe (below) the process by which the need for the new program or certificate was identified. Along with the summary, delineate the parties that have endorsed the new program such as Advisory Board, Faculty, and/or Ad Hoc Committees. Submit Minutes of meetings and endorsements along with this form.</p>	
<p>List information here This is a new paralegal certificate just approved by the Florida Department of Education.</p>	
<p>Provide a summary of the Program needs analysis.</p>	
<p>List information here This certificate would meet the needs of the local legal community for experienced paralegals who just need a certificate, rather than an A.S. in Paralegal Studies. This certificate would also be a feeder into the A.S. in Paralegal Studies Program and boost the enrollment into Paralegal Studies courses and the A.S. program itself.</p>	
<p>Provide a summary of the Salary Levels that graduates of this Program can expect to make.</p>	
<p>List information here \$40,000 - \$75,000</p>	
<p>Briefly describe the existing resources available needed to implement this new program.</p>	
<p>List information here All four paralegal courses needed for this certificate are already offered at FSW.</p>	
<p>Briefly describe the additional resources needed to implement this new program.</p>	
<p>List information here No new resources are needed, except marketing the certificate.</p>	
<p>Briefly describe any Program Accreditation required for this program.</p>	
<p>List information here ABA would need to be notified.</p>	
<p>Briefly describe any Industry Certification available for student to take during or following completion this program.</p>	
<p>List information here NALA Certified Paralegal Exam; Florida Registered Paralegal status</p>	
<p>Project (below) the average enrollment for core courses.</p>	
<p>List information here 30 per class</p>	

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Describe (below) how this projection was determined.
List information here Based on current class sizes.
List (below) similar programs or certificates at other colleges and universities.
List information here Because this certificate is so new, FSW may be the first state college to offer it.

For AS and Certificate Programs: Attach a Copy of the related FLDOE Curriculum Frameworks. Copy and paste the "Standards" from the FLDOE framework (one standard per row). List the FSW course or courses in which that Standard is taught.

Program Title: Real Estate Paralegal Certificate	
Career Cluster: Law, Public Safety, & Security	
FLDOE Framework Standard	FSW Course
Real Property Law	PLA 2610
Ethics & Code of Professional Responsibility; Employability Skills	PLA 1003
Contract Law	BUL 2241; PLA 2600

Include complete new catalog page as an attachment. Proposals without the new catalog page will not be reviewed by the committee.

Section III, Personnel and Resources Needed (add rows as necessary)

Faculty position(s) (List discipline)	Full time or adjunct?	Total annual expenses
Existing full-time and adjunct faculty can fill faculty positions	Both	\$0
Staff position(s) (List title)	Full time or part time?	Total annual expenses
None needed		\$0
Describe (below) library resources needed to support this program or certificate. Explain rationale for response, even if answer is none.		
None needed as any expenses are already covered by A.S. in Paralegal Studies Program		
Describe (below) the technology, facilities, laboratory, or other resources needed to support this program or certificate. None. This certificate can be completed entirely online.		

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List information here
List (below) the estimated annual amount required for educational materials and supplies or other operating expenses for implementation of the new program or certificate.
List information here \$0
Identify (below) the funding source to be used for personnel and operating expenses.
List information here N/A

Section III, Justification for proposal

Provide justification (below) for this proposed curriculum action.
Type in justification here To meet the demands and needs of the local legal community and enhance visibility of FSW Paralegal Studies Program.

Real Estate Paralegal Certificate

Purpose

This certificate program, recently approved by the Florida Department of Education, offers a sequence of courses that prepares individuals for immediate entry into the expanding opportunities available to real estate paralegals. In addition to becoming real estate paralegals or enhancing the knowledge of currently employed legal professionals, the courses in this certificate provide ideal preparation for real estate title company professionals.

Program Structure

This certificate program is a planned sequence of instruction consisting of 12 credit hours of Paralegal Studies coursework.

Course Prerequisites

Many courses require prerequisites. Check the description of each course in the list below to find prerequisites, minimum grade requirements, and other restrictions related to the course. Students must complete all prerequisites for a course prior to registering for it.

Certificate Completion/Graduation

Students must fulfill all requirements of their program major in order to be eligible for graduation. Students must indicate their intention to attend the commencement ceremony by completing the Commencement Form by the published deadline.

Real Estate Paralegal Certificate Requirements

PLA 1003	Introduction to Paralegal Studies	3 credits
PLA 2610	Real Estate Law	3 credits
BUL 2241	Business Law	3 credits
PLA 2600	Wills, Trusts, & Probate	3 credits

Total Certificate Requirements 12 Credit Hours