

# Law Office Management Assessment Report

## Fall 2018

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### 1 INTRODUCTION

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Florida SouthWestern State College's Business Department gathers a multitude of data from various courses as assessment tools. One of the courses included in assessment is PLA 2763 *Law Office Management*. The assessment outcomes are intended to provide a baseline and measurement of achievement moving forward as well as investigate the strength and performance of items in the exam. The assessment plan also provides comparisons between dual enrollment (concurrent) and non-dual enrollment students, online versus traditional students, and by site, where possible. Where data is sufficient, additional analyses are provided including distribution studies and longitudinal studies.

For additional detail or further analysis not provided in this report, please contact Dr. Joseph F. van Gaalen, Asst. Vice President, Institutional Research, Assessment & Effectiveness, Academic Affairs ([jfvangaalen@fsw.edu](mailto:jfvangaalen@fsw.edu); x16965).

### 2 PLA 2763

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#### 2.1 LEARNING OBJECTIVES AND DESCRIPTIVE STATISTICS

The FSW Business faculty defined one area of interest for evaluation in support of the state framework outcome for PLA 2763. The SLO and the measure of success related to PLA 2800 is:

- SLO 1 – The Law Office Management Project from the Law Office Management course (PLA 2763) will be used to demonstrate student knowledge in this assessment. Benchmark for this assessment method specifies that 85% of candidates will achieve a score of 85% or higher on this assignment for the 2018-19 academic year.

During the fall 2018 semester, 31 artifacts were scored tallied from 1 of 1 sections of PLA 2763 with an enrollment of 31. Of the 31 artifacts, 29 scored 85 or higher (max = 100) resulting in a percentage achieving 85% or higher of 94%. Results are shown in Table 1.

	<b>n</b>	<b># Scoring 85% or Higher</b>	<b>% Scoring 85% or Higher</b>
Assessment	31	29	94%

Table 1. Law Office Management Project assessment percentage of scores achieving score of "85% or higher".

#### 2.2 EXPLORATORY ANALYSIS AND SIGNIFICANCE TESTING

Multiple comparisons of artifact scores across varying formats, campuses, and student types were made, where possible, in order to add depth to the causes of the distribution of the artifacts. Each course was

divided into the appropriate subgroups to perform the analysis. In cases where a subgroup is not represented in the course comparisons were not conducted and are noted for comprehensiveness.

#### 2.2.1 Dual Enrollment to Non-Dual Enrollment Comparison

No dual enrollment sections of the course were run during fall 2018 so no comparison study between dual enrollment and non-dual enrollment could be completed.

#### 2.2.2 Online to Traditional Comparison

Only one section of the course was run, so no comparison study could be completed.

#### 2.2.3 Comparison by Campus/Site

Only one section of the course was run, so no comparison study could be completed.

### 2.3 LONGITUDINAL STUDY

As further data is collected in coming terms, this section will track achievement through time and highlight strengths, weaknesses and any long term trends beginning fall 2019.

## 3 CONCLUSIONS

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FSW's Business Department has employed a common assignment for PLA 2763 to assess achievement in the course and measure the outcome. The results are intended to provide a baseline achievement moving forward.

### 3.1 PLA 2763

A drill-down of PLA 2763 results are as follows:

1. In a study of outcome objective, "The Law Office Management Project from the Law Office Management course (PLA 2763) will be used to demonstrate student knowledge in this assessment. Benchmark for this assessment method specifies that 85% of candidates will achieve a score of 85% or higher on this assignment for the 2018-19 academic year.", the results exhibit the percentage of artifacts meeting expectations is 94%. Of the 31 artifacts, 29 scored 85 or higher (max = 100) resulting in a percentage achieving 85% or higher of 94%.
2. No dual enrollment (concurrent) sections of the course were run during fall 2018 so no comparison study between dual enrollment and non-dual enrollment could be completed.
3. Only one section of the course was run, therefore no comparison between online and traditional could be completed.