

Legal Administrative Assistant

Faculty of Education, Community, and
Human Development

Dean's Summary

Submitted by:

Dr. Allyson Jule, Faculty of Education, Community, and Human
Development

Accepted by:

Senate in February 2025

Academic Planning and Priorities Committee in January 2025

MEMORANDUM

Academic Planning and Priorities Committee

TO: Joanne MacLean, Chair, Senate

FROM: James Mandigo, Chair, Academic Planning and Priorities Committee

CC: Allyson Jule, Dean, Faculty of Education, Community, and Human Development

DATE: January 31, 2025

RE: Legal Administrative Assistant Certificate Program Review

The Continuing Education's Legal Administrative Assistant certificate within the Faculty of Education, Community, and Human Development went through a program review in 2024. The Academic Planning and Priorities Committee reviewed all of the documentation related to the program review at its January 29, 2025 meeting and recommend this program review to the Senate for approval.

The APPC expressed appreciation for the work done in the program review by Continuing Education and the dean.

Attachment:

- Action Plan and Dean's Summary

Program Review: Action Plan
Legal Administrative Assistant

Curriculum and Assurance of Learning			
Goal: Enhance Decolonization and Indigenization Efforts			
Allocate resources to actively incorporate decolonization and Indigenization efforts into the curriculum to ensure sustainable engagement with Indigenous perspectives.			
<i>*This top priority will impact the budget and be executed based on budget availability. Funds for these activities will be drawn from the CE PDS account.</i>			
Tasks to complete the goal (add rows as needed): <i>Identify the task(s) and describe the specific steps needed to address the goal, including key milestones and measurable outcomes. Identify potential issues and barriers, if relevant.</i>			
Task	Key Milestone or Measurable Outcome	Timeline	Assigned to
Develop a decolonization/indigenization strategy, including work plan and budget	A decolonization/indigenization strategy was developed and approved, including a work plan and budget.	Q1 2025	CE Director/instructors / UFV Indigenization
Identify decolonization/indigenization gaps and opportunities	Decolonization/indigenization gaps and opportunities identified.	Q2 2025	CE Director/instructors / UFV Indigenization
Develop a decolonization/indigenization timeline	Decolonization/indigenization timeline established.	Q3 2025	CE Director
Execute on key elements of the decolonization/indigenization strategy	Implementation of key elements of the decolonization/Indigenization strategy	Q4 2025 – Q4 2026	CE Director/instructors
Decolonization/indigenization strategy impact assessment	Conduct an iterative assessment of decolonization/indigenization impacts (to goals/objectives)	Q1 2027	CE Director/UFV Indigenization
Goal: Broaden the program content to incorporate legal technology and software training, AI, and security training.			
The inclusion of legal technology and software, as well as AI and security training for students, will better prepare graduates for employment in the legal field.			
<i>*This top priority will impact the budget and be executed based on budget availability. Funds for these activities will be drawn from the CE PDS account.</i>			
Tasks to complete the goal (add rows as needed): <i>Identify the task(s) and describe the specific steps needed to address the goal, including key milestones and measurable outcomes. Identify potential issues and barriers, if relevant.</i>			
Task	Key Milestone or Measurable Outcome	Timeline	Assigned to
Identify software	Software identified	Q1 2025	CE – program coordinator
Develop learning outcomes	Learning outcomes developed	Q2 2025	CE – contract instructor
Provide instructor training	Instructors receive training in software	Q2 2025	CE/IT/TLC
Update curriculum	Curriculum updated	Q3 2025	CE – contract instructor
Goal: Update course content and textbooks.			

Review curriculum and course materials to identify gaps for new course development. Instructors will continue to make minor revisions (such as textbook version changes) under teaching contracts that include the expectation that material is updated before each delivery. Substantive changes, driven by legislative or practice changes, will be undertaken on an 'as needed' basis.

**This top priority will impact the budget and be executed based on budget availability. Funds for these activities will be drawn from the CE PDS account.*

Tasks to complete the goal (add rows as needed):

Identify the task(s) and describe the specific steps needed to address the goal, including key milestones and measurable outcomes. Identify potential issues and barriers, if relevant.

Task	Key Milestone or Measurable Outcome	Timeline	Assigned to
Engage employers and external stakeholders to frame program outline (and courses)	Full course list to be created and validated with external group.	Q1 2025	CE – contract instructor
Create official course outlines	Official course outlines created for all courses	Q1 2025	CE – contract instructor
Develop new courses	New courses developed in Brightspace	Q2/3 2025	CE – contract instructor
Map course alignment / coordination	Framework for course delivery established to ensure course coordination	Q2/3 2025	CE – program coordinator
Update all current courses	All courses updated and migrated to Brightspace	Q2/3 2025	CE – contract instructor

Student Achievement

Goal: Explore flexible payment options for students.

Tasks to complete the goal (add rows as needed):

Identify the task(s) and describe the specific steps needed to address the goal, including key milestones and measurable outcomes. Identify potential issues and barriers, if relevant.

Task	Key Milestone or Measurable Outcome	Timeline	Assigned to
Explore options for flexible payments	Flexible payment options explored; recommendation made.	Q2/3 2025	CE/OReg/Finance
Implement flexible payment (if feasible)	Payment options are implemented as feasible. *To align with the new online registration system.	Q1 2026	CE/OReg/Finance

Goal: Enhance industry (stakeholder) partnerships to enhance Indigenous content and program outcomes.

Establish partnerships with Indigenous stakeholders to ensure culturally relevant educational experiences that will prepare graduates for culturally aware practice.

Tasks to complete the goal (add rows as needed):

Identify the task(s) and describe the specific steps needed to address the goal, including key milestones and measurable outcomes. Identify potential issues and barriers, if relevant.

Task	Key Milestone or Measurable Outcome	Timeline	Assigned to
Establish a stakeholder committee and define TOR	Stakeholder committee identified; TOR established	Q1 2026	CE
Research collaboration opportunities and make recommendations	Collaboration framework established	Q1 2026	CE
Develop and sign off on the integration/enhancement plan	The integration plan was signed off.	Q1 2026	CE

Implement enhancements	On-going implementation of enhancements	Q2/3 2026	CE
Conduct annual “pulse” checks to measure impact	Annual pulse check conducted	Q1 2027	CE

Governance and Resources

Goal: The three goals in this section—Indigenous resources, review of tuition payment structure, and instructor support around software—are addressed in Curriculum and Assurance of Learning and Student Achievement (above).

Planning and Sustainability

Goal: Establish the program’s competitive edge (value proposition) and market as such.

UFV’s LAA program has the potential to be distinguished from other LAA programs in BC, particularly with a renewed focus on aspects of Indigenous law and cultural sensitivity.

Tasks to complete the goal (add rows as needed):

Identify the task(s) and describe the specific steps needed to address the goal, including key milestones and measurable outcomes. Identify potential issues and barriers, if relevant.

Task	Key Milestone or Measurable Outcome	Timeline	Assigned to
Develop a program marketing plan with messaging to highlight competitive advantage and “relaunch” of LAA program post updates and revisions.	A comprehensive marketing plan ((and budget) developed	Q2 2025	CE/Marketing
Execute marketing plan	Marketing activities kicked off and were undertaken	Q3 2025 onward	CE
Conduct an evaluation of impact.	Assess the impact of marketing activities; create an impact report	Q3 2026	CE/Marketing/IR
Update marketing plan	Revise marketing plan and strategies as required.	Q3 2026	CE/Marketing

Goal: RELATED TO “OTHER” – Compensate students for their input into program reviews.

While students contribute to the review, they are the only stakeholders who are not compensated for their input and effort. If UFV values students’ input and time, they should be compensated. CE raised this issue, and the External Review Committee also brought it forward independently.

Tasks to complete the goal (add rows as needed):

Identify the task(s) and describe the specific steps needed to address the goal, including key milestones and measurable outcomes. Identify potential issues and barriers, if relevant.

Task	Key Milestone or Measurable Outcome	Timeline	Assigned to
Establish a compensation model for students.	Student compensation model and framework established	Q1 2025	PDQA/UFV
Deliver compensation for students.	Students are fairly compensated for their contribution to program reviews	Q1 2025	PDQA/UFV

Dean’s Summary Statement

I am very pleased that the LAA program has been so well reviewed and that the recommendations have been so well considered. There are some suggestions here, such as compensation for students, that are beyond our capacity to fund but, overall, the suggestions are helpful. Continuing Education does an excellent job of keeping its programs fresh and up-to-date. The recommendations that concern marketing will be taken seriously by CE. I look forward to seeing what CE does with the suggestions to nurture partnerships with Indigenous groups. I know CE is committed to Indigenization. I appreciate the work of the review committee as well as the leadership in CE to attend well to the realities of this program and to recommend some positive ways forward.

Action Plan reviewed and approved by:

Information verified by:

Department Head: Carolyn MacLaren

Date: November 19, 2024

Dean: Dr. Allyson Jule

Date: November 28, 2024