East Los Angeles College (ELAC) is pleased to submit this *Institutional Self Study for Reaffirmation of Accreditation*. Formal planning for this study began in spring 2001 with the selection of the faculty self study chair by the president and approval by the Academic Senate. The self study chair also serves as the Accreditation Liaison Officer (ALO) for the college. The organizational structure for the self study was developed during summer 2001 for implementation during fall 2001.

**Training for the Self Study Process**

- The ELAC community was introduced to the accreditation process by Dr. Darlene Pacheco, ACCJC Associate Director, during a keynote presentation and breakout sessions at Opening Day for Fall Semester, August 2001.

- The September 2001 training session scheduled by the Accrediting Commission for Community and Junior Colleges (ACCJC) for Southern California colleges undergoing self study was cancelled because of the September 11 events. Instead, training was provided online through the ACCJC Web site, and the ACCJC staff answered questions by e-mail and telephone.

- Two training sessions for members of the steering committees and standards co-chairs from the three LACCD colleges undergoing self study were held. At each meeting, a District representative was present to provide input to the accreditation process; also discussions were conducted about common issues for the three colleges. At the November 2001 meeting at Los Angeles Trade-Technical College, the attendees received training from Darlene Pacheco. A follow-up training session was held in March 2002 at Los Angeles City College. A panel of representatives from the three LACCD colleges that had previously completed their self studies discussed issues that they faced and presented tips for developing valuable self studies.

- The self study chair and some members of the Steering Committee and co-chairs of the standards received additional training at the fall 2001 and fall 2002 Assessment Institutes.

**Participation in the Self Study Process**

- **By Standard Co-Chairs.** The co-chairs for the ten standards were selected by a campus leadership group, including the Academic Senate president, the self study chair/ALO, and the vice presidents of Academic Affairs, Workforce Education, and Administrative Services and Student Services. The co-chairs were selected from three campus personnel groups, faculty, classified, and administrative. At least one faculty member and one classified employee or administrator were selected to co-chair each standard.
• **By Committee Members.** Communications inviting participation in the process were circulated to all campus personnel via e-mail, the *Weekly Bulletin*, and flyers. The self study chair made presentations to the Academic Senate, the department chairs, and the East Los Angeles Planning and Budget Advisory Committee (EBPAC), the primary shared governance body. The Associate Dean of Students assisted in the effort to recruit students. Students were invited via the *Campus News*. Direct invitations were made to the officers of the Associated Student Union. Standards co-chairs also recruited committee members from faculty, staff, and students.

Ultimately, over 100 persons representing all segments of the college community participated directly in the self study process, with many others participating by completing surveys related to accreditation/college issues and reviewing the draft of the self study before its publication.

• **By the Steering Committee.** The Steering Committee, chaired by the self study chair and comprised of one co-chair from each of the ten standards, the Academic Senate president, the Associate Dean of Planning, the Associate Dean of Research, and the president of the Associated Student Union, was established to oversee the process. The Steering Committee members communicated regularly at meetings and via e-mail.

• **By the District.** Two years ago, the Los Angeles Community College District (LACCD) participated in a pilot program organized by the Accrediting Commission for Community and Junior Colleges aimed at clarifying lines of accountability and authority in districts with multiple colleges. Known as the Multi-College Pilot Program (MCPP), this effort involved representatives from Los Angeles Valley College, Los Angeles Pierce College, and Los Angeles Mission College, all of which participated in the self study process during the 1999-2000 and 2000-2001 academic years. During this period, members of the steering committees of each college’s accreditation teams met independently, and on occasion with ACCJC representatives, to explore issues of Districtwide authority and accountability. These meetings led to the creation of a “matrix” of 417 questions, which was then submitted to the District Administration, the Board of Trustees, the District Academic Senate, and the leadership of the faculty bargaining unit. While incomplete, the answers to these questions helped the colleges define lines of responsibility and to respond more effectively to specific issues included in Accreditation Standards.

In the 2001-2002 academic year, the MCPP effort was continued by the next set of LACCD colleges to be involved in accreditation self studies: Los Angeles City College, Los Angeles Trade-Technical College, and East Los Angeles College. Accreditation liaison officers and faculty chairs from the three colleges met repeatedly in the summer and fall of 2001 to compare notes on their approaches to the accreditation process, coordinate their activities, and plan Districtwide meetings dedicated to promoting the quality of the accreditation effort on their campuses. As the result of this Districtwide collaboration, two intercollegiate meetings on accreditation were held during the 2001-2002 academic year. The first, held on
November 30, 2001, at Trade Tech and featuring ACCJC’s Associate Director Darlene Pacheco, offered steering committee members an overview of the accreditation process and an opportunity to review the “matrix” generated during the original MCPP and the responses that it solicited. The second meeting, held on March 15, 2002, at City College, featured presentations by former members of the original Multi-College Pilot Project and invited steering committees to raise questions about the District’s role in accreditation.

As a result of these Districtwide coordination meetings, a “Functional Map” was developed to clarify District and college responsibilities (See Appendix). This document addresses responsibilities for all functions identified in the ten accreditation standards and identifies whether they pertain to the District (Administration and Board of Trustees), the nine LACCD colleges (Administration or local Academic Senates), or a Districtwide body (the AFT, District Academic Senate, or Districtwide committees). The “Functional Map” was reviewed and critiqued by members of the Accreditation Steering Committees of the three colleges involved in self studies in the 2002-2003 academic year. To complete their collaborative planning effort, the Districtwide coordination team met again in fall 2002 to refine the “Functional Map” and to discuss local review and approval processes for their self study reports. The “Map” itself has been adopted as an accurate representation of District lines of accountability by the District Administration and the Board of Trustees. All three colleges presented their self studies to the Board of Trustees for committee review and formal approval in December 2002.

Data Gathering for the Self Study

The college researcher provided regional demographic and economic data, prepared and administered a faculty/staff/administrator survey, produced a student and faculty profile, and provided the data from the District-administered student survey. The researcher also assisted the committees in evaluating the data.

Campuswide Review of the Draft of the Self Study

The drafts of the standards were available for review and comment for a two-week period from October 1 to October 15. Announcements were made in the Weekly Bulletin and Campus News, via e-mail, and in presentations to the Academic Senate, the department chairs, and EBPAC. The drafts were posted on the campus network; distributed on floppy disk to the members of the Academic Senate, the department chairs, and EBPAC; and distributed in hard copy to the Associated Student Union government. Hard copies of the drafts were available in the library, the President’s office, and the student government office in the Student Center. Hard copy or disk could also be requested directly from the self study chair. During the review period, five campuswide discussion forums were held at varying times, including late afternoon.

This self study report is the outcome of the dialogue that occurred throughout the above described process. The self study is recognized as an ongoing process and is a significant
part of the college's long-term planning strategy. It will serve to strengthen the institution's directions and decision-making processes for preparing its students to function efficiently and effectively in a rapidly changing world. It reflects an open and honest interpretation of the state of health of the college and the issues that confront the Los Angeles Community College District and consequently the college.

**LEADERSHIP FOR THE SELF STUDY**

Ernest H. Moreno, President  
Brenda Baity, Accreditation Liaison Officer/Faculty Self Study Chair

**Steering Committee**

- **Gladys Alvarado**, President, Associated Student Union
- **Dean Athans**, Dean of Academic Affairs representing Standard 2
- **Margaret Avila**, faculty representing Standard 5
- **David Beaulieu**, President, Academic Senate
- **Kathleen Burke-Kelly**, Dean of Academic Affairs representing Standard 7
- **Karen Daar**, faculty representing Standard 4
- **Lurelean Gaines**, faculty representing Standard 3
- **Rachel Mason**, Associate Dean of CalWORKs representing Standard 9
- **David Morin**, faculty representing Standard 8
- **Richard Moyer**, Vice President of Academic Affairs representing Standard 10
- **Leonor Perez**, Associate Dean of Institutional Planning
- **Holliday Wagner**, Associate Dean of Institutional Research
- **Robert C. Williams III**, Dean of Special Programs and Student Development representing Standard 1
- **Maria Elena Yepes**, faculty representing Standard 6

**Standard Committees and Members**

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<tr>
<th>Standard One</th>
<th>Institutional Mission</th>
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<tr>
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<td>Margaret Ozuna, faculty</td>
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|               | Robert C. Williams III, 
|               | administration               |
| Co-Chairs     | Gladys Alvarado, student      |
|               | Dorothy Dixon, faculty        |
|               | Jose Garcia, campus security  |
|               | Ralph Martinez, classified    |
|               | Alicia Mendiola, faculty      |
|               | Leonor Perez, administration  |
| Members       | Brigette Thompson, faculty   |

*East Los Angeles College*  
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*Organization for the Self Study*
Standard Two  Institutional Integrity

• Co-Chairs  Dean Athans  administration
                Joe Kazimir  faculty

• Members  Brenda Baity  faculty
                Lisa Deutsch  faculty
                Marilyn Ladd  faculty

Standard Three  Institutional Effectiveness

• Co-Chairs  Leonor Perez  administration
                Lurelean Gaines  faculty
                Suzette Morales-Guerra  faculty

• Members  Francisco Acosta, Jr.  student
                Patricia Anaya  classified
                Sandra Arakawa  student
                Juanita Jenny Cuevas  student
                Holliday Wagner  administration
                Yuen M. Tiew  classified
                Maria Elena Yepes  faculty

Standard Four  Educational Programs

• Co-Chairs  Karen Daar  faculty
                Patrick Hauser  faculty
                Holliday Wagner  administration

• Members  Debbie Anderson  faculty
                Gina Chelstrom  classified
                Jose A. De Arcos  student
                Kim Flores  student
                Janet Huang  faculty
                Renee D. Martinez  administration
                Jeanine Nolan  faculty
                Paulina P. Palomino  faculty
                Lakshmi Reddy  faculty
                Danny Telles  classified
                Karl Traber  faculty
                Olita Tulifua  classified
                Isabel Yeung  faculty
                Carol Zacarias  student
Standard Five  Student Support and Development

- Co-Chairs
  Jeremy Allred  administration
  Margaret Avila  faculty
  Barbara Moore  faculty
- Members
  Ali Ahmadpour  adjunct faculty
  Gladys Alvarado  student
  Elvia Barajas-Gonzalez  faculty
  Roseanna Duenas  student
  Phyllis Hirsch  faculty
  Daniel Judge  faculty
  Manuel J. Montero  classified
  Daniel Ornelas  faculty
  Ana Salazar  classified
  Melari Su  faculty
  Courtney Ukita  faculty
  Oscar Valeriano, Jr.  classified

Standard Six  Information and Learning Resources

- Co-Chairs
  Evelyn Escatiola  faculty
  Alma Johnson-Hawkins  administration
  Maria Elena Yepes  faculty
- Members
  Frank Amichia  classified
  Michael Colling  faculty
  Jao Liao  faculty
  David Montag  classified
  Salvador Valencia  student
  Oscar Valeriano, Jr.  classified

Standard Seven  Faculty and Staff

- Co-Chairs
  Kathleen Burke-Kelly  administration
  Gerri Paredes  faculty
  Sharon Tate  administration
- Members
  Consuelo Cervantes  student
  Mary Ellen Eckhert  faculty
  Alex Immerblum  faculty
  Alba Jiron  classified
  Walter M. Kangas  faculty
  Maritza Palacios  classified
  David Senensieb  faculty
Standard Eight  Physical Resources
- Co-Chairs  Patricia Combes-Brighton  faculty
  Richard Guy  management
  David Morin  faculty
- Member  Viviana Castellon  faculty

Standard Nine  Financial Resources
- Co-Chairs  Erlinda De Ocampo  administration
  Rachel Mason  administration
  Michael Simone  faculty
- Members  Roberto Isomoto  administration
  Virginia Mercado  classified
  Teresa Ramirez  classified

Standard Ten  Governance and Administration
- Co-Chairs  David Beaulieu  faculty
  Richard Moyer  administration
- Members  Renee Martinez  administration
  Leonor Perez  administration
  David Senensieb  faculty

Editing Staff
- Daniel Frise, faculty
- Rebecca Hsiao, faculty
- Gerri Paredes, faculty
- Colleen Sakoda, faculty
- Elaine Shibata, faculty

Support Staff
- Olga Barnes, President’s Office
- Jacqueline Bravo, President’s Office
- Patricia Glover, President’s Office
- Ralph Martinez, Student Services Office
- Catalina Medina, President’s Office
- Heidy Peralta, President’s Office