June 27, 2014

Patrick Hauser, Chairperson  
Administration of Justice/Fire Technology  
East Los Angeles College  
1301 Avenida Cesar Chavez  
Monterey Park, CA 91754-6099

Dear Mr. Hauser,

The College has completed its process its Comprehensive Program Review. We would like to thank you for all the work you have put into providing the College with detailed information on your programs through the Program Review Self-Evaluation. The following comments, commendations and recommendations are the culmination of a campus-wide validation process that included the Strategic Planning Committee, Educational Planning Subcommittee, Facilities Planning Subcommittee, Technology Planning Subcommittee, Enrollment Management Committee, Learning Assessment Committee, Program Review and Viability Committee and the ELAC Shared Governance Council.

The following comments, commendations and recommendations are provided for incorporation in your annual planning. Each recommendation will need to be addressed in your Annual Update Plan (AUP) due at the end of September 2014. To be clear, these recommendations serve as part of our process for continual quality improvement. Typically, recommendations require planning improvements that will be implemented over time. Through collegial dialog on the recommendations, each department should develop a strategy for addressing the recommendations. The program review AUP allows a department to report on its efforts and identify needed resources. The Office of Institutional Effectiveness and the Program Review and Viability Committee are available to assist departments through this process.

Comments:
The PRSE contained a very thorough discussion of the broad impacts on the Administration of Justice program on the campus, at the transfer level, and in professional organizations. The department has made many positive actions to address the issues of high demand and course cutbacks. However, it was not always entirely clear if just Administration of Justice was being addressed or if Fire Technology was included in the assessment of trends, events, and activities impacting the department.

Commendations:
The Administration of Justice Department is commended for its well-conceived mission statement and its alignment with the college mission and strategic goals.
The Administration of Justice Department is commended for the level of high quality analysis of retention, success, and completion rates. Analysis was thoughtful, using data provided by OIE, as well as external information presented by the department.

The Administration of Justice Department is commended for developing and implementing orientations for students in the Administration of Justice and Fire Technology programs.

The Administration of Justice Department is commended for their development and use of an internal prioritization system for optimizing course offerings based on student needs for transfer and degree/certificate completion.

Recommendations:

1) It is recommended that the department continues to report on the technology and facilities needs in the annual update and work with supervising dean to get them met.

2) It is recommended that the department increase involvement in PLOs as they are currently at the “development” level for the Administration of Justice Program and “awareness” level for the Fire Technology Program.

Thank you again for your dedicated work on improving the College and your programs.

Sincerely,

Marvin Martinez
President
East Los Angeles College

cc: L.M. Ramirez, Vice President
    L. Flores, Dean