June 27, 2014

Adrian Banuelos, Chairperson
Automotive Technology Department
East Los Angeles College
1301 Avenida Cesar Chavez
Monterey Park, CA 91754-6099

Dear Mr. Banuelos,

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:
None

Commendations:
The department is commended for scheduling courses at good times for students including short-term classes and for using technology for homework.

Recommendations:
1) It is recommended that the department increase involvement in PLOs as they are currently at the “awareness” level for the Automotive Technology program.
2) It is recommended that the department evaluate their curriculum planning and temper their plans with more realistic timeline for curriculum development and implementation.

3) It is recommended that Auto Tech investigate how many additional courses can be offered prior to garage reaching critical capacity.

4) It is recommended that Auto Tech develop a plan for increasing attainment of an AA degree in Automotive Technology.

5) It is recommended that Auto Tech develop a plan that addresses the need for Electric Car maintenance and repair.

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

Sincerely,

[Signature]

Marvin Martinez
President
East Los Angeles College

cc: L.M. Ramirez, Vice President
    P. De La Cerda, Dean