June 27, 2014

Alan Khuu, Chairperson
Chemistry Department
East Los Angeles College
1301 Avenida Cesar Chavez
Monterey Park, CA 91754-6099

Dear Mr. Khuu,

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 department needs to keep abreast of the development of the AA-T in Chemistry, address it in their statement of trends affecting the discipline, and modify the related department goal as needed. The alignment of program goals to the college’s strategic goals program plan must be revised. The department goals do not specifically align with the tech plan or facilities plan.

Commendations:
Chemistry is commended for collaborating with science departments in scheduling to maximize student access to science courses.
Recommendations:

1) It is recommended that the department communicates with other departments and the articulation officer when making decisions about archiving courses or restructuring curriculum.

2) It is recommended that the department upgrade its program plan to include department goals to address deficiencies in effective teaching practices noted in the PRSE.

3) It is recommended that the department further analyze problems with equity and access and develop strategies for improvement.

4) It is recommended that department must utilize the program review process to keep track of trends in their discipline and develop plans for improvement as needed.

5) It is recommended that the department increase involvement in the PLO process as they are currently at the “development” level for the Chemistry program.

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

Sincerely,

Marvin Martinez
President
East Los Angeles College

cc: Dr. R. Moyer, Vice President
Dr. A.A. Mullen, Dean