June 27, 2014

Elaine Shibata, Chairperson
Computer Applications and Office Technology Department
East Los Angeles College
1301 Avenida Cesar Chavez
Monterey Park, CA 91754-6099

Dear Ms. Shibata,

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 statement that the new online courses were not being permitted is factually incorrect. Errors in fact should be avoided in program review documents.

Commendations:
CAOT is commended for the development and growth of its Technology and Logistics program, and their continued work to develop external funding sources for the program through grants.

Recommendations:
1) It is recommended that the department take further initiative to expand collaboration with other departments that have identified computer skills deficiencies as a problem for students in their programs.
2) It is recommended that the department reviews and revises goals to ensure that all items listed as goals in program plan are indeed goals.

3) It is recommended that the department increase involvement in the PLO process as they are currently at the “awareness” level for the Legal Assistant, Office Support, Technology & Logistics, Internet Specialist programs.

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
    P. De La Cerda, Dean