June 27, 2014

Pauletta Daw
Coordinator, Distance Education
East Los Angeles College
1301 Avenida Cesar Chavez
Monterey Park, CA 91754-6099

Dear Ms. Daw,

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:

Challenges and general strategies for improving success rates have been identified, but a plan for specifically addressing success rates does not appear developed. In reviewing the analysis of success rates by ethnicity, the DE program makes some assumptions about student preparedness and skills that may not be based on data. It would be helpful if the DE program were provided with overall retention and success rates by ethnicity and gender as well as rates by discipline and course. Providing data in this manner may have allowed DE to more thoughtfully analyze enrollment and success by ethnicity and gender. Solutions for addressing these discrepancies in success are not provided. No analysis was provided for enrollment by gender or ethnicity. The DE program has undertaken a number of actions to reach out to departments and students to inform them of DE options. DE Goal 1 & 2 should be linked to EMP; DE Goals 4, 5 & 6 are vague and difficult to measure. Once rephrased, these goals should be linked to the EMP if appropriate.
Commendations:
None

Recommendations:

1) It is recommended that the program continue 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 DE Committee follow the advice of the Learning Assessment Committee and broaden the scope of their Student Services Outcomes since the assessment results indicate that 99% of students are successful.

3) It is recommended that the program plan be revised with more precise program goals because what is currently listed is either college-wide goals or resources needed.

4) It is recommended that, upon Senate approval of the Distance Education Philosophy Statement, the program work with Academic Senate to promote courses and programs as appropriate under the philosophy statement.

5) It is recommended that the program stop making assumptions about the level of student preparedness and develop a plan with solutions for discrepancies in student success based on analysis of data. This plan should be incorporated into the next DE substantive change report. The program should work with OIE if technical assistance is necessary.

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
    A. Toledo, Dean