June 27, 2014

Jose C. Ramirez  
Chairperson  
Engineering and Technologies Department  
East Los Angeles College  
1301 Avenida Cesar Chavez  
Monterey Park, CA 91754-6099

Dear Mr. Ramirez,

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:**

We noted the department’s plan to have the Engineering Club’s committee on Women in Engineering seek a charter with the Society of Women Engineers. The department can improve its outreach to women by expanding its efforts beyond the use of club.

**Commendations:**

Commendation for the department’s excellent work at developing student success programs in STEM and grant-fund projects, including the use of mentors, boot camps, and extensive outreach to students.
Recommendations:

1) That the department evaluate its curriculum planning and temper its plans with a more realistic timeline for curriculum development and implementation.

2) That the department accurately describe trends affecting the department and discipline. In particular, the department should work with its dean and the Office of Institutional Effectiveness to accurately understand the rubric used by the Enrollment Management Committee for prioritizing section hours by department.

3) That, in the program review process, the department describes its plan for offering new courses in the existing allocation.

4) That the department increase involvement in PLOs for the Engineering and Graphic Design (CADD), A.S. - Computer-Aided Drafting, and S.C. – A+ Certification Training as those programs are currently at the “awareness” level.

5) That the department revise goals in program plan so that all items listed as goals are indeed goals.

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