June 27, 2014

Sara Maga, Chairperson
Foreign Languages Department
East Los Angeles College
1301 Avenida Cesar Chavez
Monterey Park, CA 91754-6099

Dear Ms. Maga,

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 is submitting an AA-T in Spanish. The program plan must be revised to only list in the “department goal” column the goals and not the activities intended to achieve the goals. The department’s smart classroom needs is supposed to be addressed in the new Student Success and Retention Center building by 2015.

Commendations:
None
Recommendations:

1) It is recommended that the department evaluate its curriculum planning and temper their plans with more realistic timeline for curriculum development and implementation.

2) It is recommended that, in the program review process, the department describes its plan for offering new courses in the existing allocation.

3) It is recommended that the department collaborate with the Administration of Justice department in the development of the Spanish for Law Enforcement course.

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

5) It is recommended that the department research the feasibility of the goal of establishing Italian, Japanese, and Spanish Study Abroad programs.

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
    K. McMahan, Dean