June 27, 2014

Choonhee Rhim
Chairperson, Library
East Los Angeles College
1301 Avenida Cesar Chavez
Monterey Park, CA 91754-6099

Dear Ms. Rhim,

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 recognizes that will some of the facilities needs will not be met until final DSA approval of the building. When possible, the department should process facilities request through the appropriate work order system. Those types of facilities needs should be in the program review. Continue outreach to faculty to increase their collaboration with Library Staff. Continue outreach to students to increase Library utilization. The department collaborates with English Department to train faculty and departments about information competency and Library service.

Commendations:

Library is commended for rising to the level of “sustainability” through their excellent work on developing and assessing Student Service Outcomes and successfully implementing improvement activities based on those assessments.
Library is commended for offering full services to the campus through challenging facilities transitions.

Library is commended for offering of 24/7 online research assistance.

Recommendations:

1) It is recommended that the department to report on the technology and facilities needs in the annual update and work with supervising dean to get them met. In addition, the department should continue to work with IT to ensure Go Print is meeting students’ needs in the library.

2) It is recommended that department prioritize its most meaningful goals, i.e. those that are concrete but that rise above operational tasks, before including the goals in the program plan. In addition, the goals in the program plan must be aligned with the college’s master plans. The outcome of these revisions to the program plan should be a shorter list of goals. The Library can 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: L.M. Ramirez, Vice President
A. Toledo, Dean