June 27, 2014

Gabriel Castro  
Director  
Math Lab Program  
East Los Angeles College  
1301 Avenida Cesar Chavez  
Monterey Park, CA 91754-6099

Dear Mr. Castro,

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:
None

Commendations:
None

Recommendations:
1) That the program work with the Dean of South Gate to identify ways that the program can provide robust tutoring services at the South Gate Center to complement tutoring services currently provided by other departments.
2) That, in collaboration with other providers of tutoring services, the program participate in an assessment of the frequency, benefits, and costs of tutoring services offered on campus. This tutoring assessment report should be provided to Academic Senate and the Educational Planning Subcommittee in order to determine whether additional resources are needed for learning improvement.

3) That the program develop and implement a plan to outreach to students every session on the main campus and at South Gate.

4) That the program increase involvement in the Student Services Outcome (SSO) process as they are currently at the “awareness” level.

5) That the program director regularly attend the Educational Planning Subcommittee and Student Success Committee.

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
    Dr. C. Kozeracki, Dean