Dear Dr. Rude,

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:**

Recognized for the high volume of successful grant applications submitted by the program.

**Commendations:**

None

**Recommendations:**

1) That the program collaborate with the Vice Presidents and other units on campus to clearly define roles in the grant management process.
2) That the program develop a cycle of outreach to other departments and units to ensure that they are aware of how to pursue ideas for grant opportunities.

3) That the program publish, and regularly update, on college website the grants the college has received and the outcomes from the grant-funded activities.

4) That the program increase involvement in Administrative Unit Outcomes (AUO) as they are currently at the “deficient” level. “Deficient” level means there is no AUO for the Resource and Institutional Development Office.

Thank you again for your dedicated work on improving the College and your programs.

Sincerely,

Marvin Martinez
President
East Los Angeles College

cc: S. Chi, Dean