June 27, 2014

Janet Huang  
Career-Job Placement Center  
East Los Angeles College  
1301 Avenida Cesar Chavez  
Monterey Park, CA 91754-6099

Dear Huang,

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 program demonstrated effective planning in its program review self-evaluation.

The program is at the level of “sustainability” in the work on Student Services Outcomes.

Commendations:

Commendation for services delivered despite staffing limitations.

Recommendations:

1) That the program expand its services to include interaction with local businesses, development of job and internship opportunities for students, and
job placement services. These expansion should occur in collaboration with
CTE programs and advisory boards.

2) That the program expand their cycle of outreach to other departments and units
to ensure that they are aware of the services available to students.

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

Sincerely,

Marvin Martinez
President
East Los Angeles College

cc: O. Valeriano, Vice President