June 26, 2014

Vi Ly, Dean
Jeremy Allred, Dean
International Students
East Los Angeles College
1301 Avenida Cesar Chavez
Monterey Park, CA 91754-6099

Dear Ms. Ly and Mr. Allred,

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.

Questions:
Are there special assessment sessions only open to potential International Students?

Comments:
The program should consider providing the Budget Committee information on its expenditures relative to revenue along with an assessment on how well the college is meeting the needs of International Students.

The PRSE was thorough and frank.

Commendations:
None
Recommendations:

1) That the program utilize the planned faculty advisory committee to solicit input on plans for diversifying the international student populations.

2) That the program, in collaboration with other units such as Counseling, Distance Education, and English, offer student workshops on academic skills, including academic integrity, and widely publicize its availability.

3) That the program seek senate and shared governance support for the proposed policy of creating shadow seats or other processes for ensuring seats for F1-Visa students.

4) That the program expand its outreach to educate faculty and staff about the services available for students and benefits of the program for the college.

5) That the program collaborate with the Academic Senate for adoption of Philosophy Statement on International Student Program.

6) That the program provide professional development for faculty to better prepare them for instruction of International Students and to address concerns and reported misunderstandings.

7) That the program increase representation on college shared governance and decision-making committees.

8) That the unit increase involvement in the SSO process as they are currently at the “awareness” level.

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