Paulina Palomino  
Transfer Center  
East Los Angeles College  
1301 Avenida Cesar Chavez  
Monterey Park, CA 91754-6099

Dear Ms. Palomino,

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 facilities needs at the Firestone Educational Center are determined through Building User Group input in the programming process. It behooves the Transfer Center to take steps to ensure that its needs are included in the FEC programming.

In line with your program plan goal of visiting high schools, the program is encouraged to collaborate with the Outreach and Recruitment Office and Matriculation and Assessment Office to promote opportunities for eventual transfer to CSUs and UCs.

Commendations:

Commendation for rising to the level of “sustainability” through their excellent work on developing and accessing Student Service Outcomes and successfully implementing improvement activities based on those assessments.
Recommendations:

1) That, in addition to outreach to all students, the program utilize student assessment results to conduct specialized outreach efforts to new students who assess at college-level math and English. The program should conduct this targeted outreach, in collaboration with the Office of Institutional Effectiveness, Counseling, and Academic Departments, to direct students towards courses leading to AA-Ts and/or UC-TAGs.

2) That the program create the Transfer Advisory Board comprised of representatives from colleges/universities where we want to expand transfer opportunities.

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