Los Angeles Mission College
One of the nine Los Angeles Community Colleges

Educational Planning Committee

Program Review Meetings with Department Chairs
EPC Response:

Department __________ Cooperative Education

Commendations:
- Director displays a strong commitment to the success of students in the program
- Managing a large program with limited staff and resources

Recommendations:
- Follow up on updates of course outlines for all Cooperative Education courses so that they can be resubmitted for the tech review process and Fall 2010 approval.
- Integrate Cooperative Education courses more closely with the academic disciplines they are aligned with.
- Reduce the number of incomplete grades by pursuing more effective enrollment management strategies such as employment verification before a contract is signed.
- Clarify criteria for all prospective students to qualify for enrolling as an enrollment management strategy.
- Adhere consistently to District and Title 5 guidelines and policy of goal development between employer and student, to be reviewed and approved by the Coop Ed Director.
- Establish a clearly defined process or rubric for employers on which grades will be based.
- Consider implementing project or activity based components for inclusion in the grading process or rubric.
- Implement plans to make Cooperative Education forms and information available on a Cooperative Education website.
- Develop an online format for submission of course agreements and other required documents.
- Return to EPC in one year (Spring 2011) to report on progress on recommendations. Assistance can be received from the VP of Academic Affairs.

Signatures of Co-Chairs:

Alma Johnson-Hawkins
Janice Silver

Date: May 18, 2010

Internet Home Page: http://www.lamission.edu