Date: November 21\textsuperscript{st}, 2011

Dear Stephanie and Dennis,

The Educational Planning Committee would like to thank you for presenting your program review to the committee on Monday, November 7\textsuperscript{th}, 2011.

This process enabled us to learn a great deal about your program, your strengths, challenges and plans for growth, and will therefore be better able to support your needs and requests as our college moves forward.

Enclosed please find the written report from the committee with our commendations and recommendations. We look forward to reviewing your progress on the recommendations at the next annual update of your program review.

Please let us know if you have any questions or comments regarding the enclosed report.

Sincerely,

Alma Johnson-Hawkins, Co-Chair

Janice Silver, Co-Chair

Nov. 21, 2011

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

Educational Planning Committee

Program Review Meetings with Department Chairs
EPC Response:

Department: Non-Credit/Special Academic Programs

Commendations:
- Thorough and complete responses to all screen prompts in unit assessment
- Passionate commitment to the program
- Successful outreach and personal contact with students
- Increased efforts to accurately report positive attendance
- Hiring of instructors with Master’s Degrees
- Adaptation to the physical relocations
- Successful recognition of student achievement through Awards Ceremony

Recommendations:
- Enrollment and growth changes must be separated and analyzed for each component of the program (ESL, GED, CAHSEE, Citizenship, etc.)
- Develop an orientation program to provide a bridge to credit programs
- Document numbers of students that bridge to credit, graduation and transfer
- Continue to work with the Office of Academic Affairs and utilize campus resources to update course curricula
- Review courses to determine which can be developed into programs focused on common goals and outcomes
- Develop SLO’s and assessments for all courses to meet campus deadlines (Pat Flood will assist)
- Pursue integration and formalize communication between non-credit and credit ESL, Dev Com, English and Math
- Pursue development of courses based on levels of need for GED preparation skills
- Clarify the faculty position being requested
- Clarify the composition and role of the Advisory Committee being developed
- Explore ways to collaborate with faculty from other departments to provide information and bridges to credit programs.

Signatures of Co-Chairs:
Alma Johnson-Hawkins
Janice Silver

Date: Nov 21, 2011

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