Dear Ed:

The Educational Planning Committee would like to thank you for presenting your program review to the committee March 24, 2014.

This process enabled us to learn a great deal about your program, your strengths, challenges and plans for growth, and will therefore allow us to better 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 have also included an attachment which provides greater detail on the first three 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 following report.

Sincerely,

Michael Allen, Co-Chair
D’Art Phares, Co-Chair

July 7, 2014
Los Angeles Mission College
One of the nine Los Angeles Community Colleges

Educational Planning Committee

Comprehensive Program Review
EPC Response:

Department: Co-operative Education

Recommendations:

- **Three-Year Plan for Comprehensive Program Review**: Professor Raskin should develop a three-year plan for the program which includes data-driven decision making, and report back to EPC with this plan by the end of Spring, 2015. (See attachment for details)

- **Compliance with State Codes and District Policy Governing Coop Ed**: Professor Raskin must bring the Coop Ed. Program into compliance with state law and district policy by the end of Spring 2015. (See attachment for details)

- **Prior Program Review Recommendations**: The responses to the recommendations made by this committee in 2009-2010’s Program Review were not properly addressed in this year’s Annual Update or Comprehensive Review. Professor Raskin should revise responses to all recommendations from the review in 2009-2010 by the end of September 2014. Responses should include specifics as to what changes have been made and include supporting data add documentation where appropriate. All “in progress” items must include a target completion date and objective completion criteria. (See attachment for details)

- **General and Occupational Coop Ed Courses**: Professor Raskin must complete CORs for the General Coop Ed courses (195, 295 & 395). These should be on the Curriculum Committee’s agenda for review by early spring 2015. In addition, Professor Raskin must work with the various disciplines to better integrate Occupational Coop Ed. Courses into their disciplines. The lack of this coordination has led several disciplines to archive Coop Ed. courses. This coordination will take time and is expected to take several semesters to finalize.

- **Curriculum**: Complete updates of CORs for currently active Coop Ed courses (921, 931 & 941) in various disciplines by end of Fall 2014 semester. All COR’s currently in Professor Raskin’s ECD in-box must be reviewed and submitted to the Curriculum Committee by the end of September 2014.
Recommendations (continued):

- Meet with the Coop Ed advisory committee at least once per semester.

- Complete all SLO’s for Coop Ed courses.

Signatures of Co-Chairs:

Michael Allen

D’Art Phares

July 7, 2014