

# ADMINISTRATIVE UNITS PROGRAM REVIEW

## YEAR FIVE UPDATE ELUMEN INSTRUCTIONS

### MATERIALS TO GATHER

You will need to have downloaded and access to the following materials in order to successfully complete your Program Review Year Five Update:

- The Program Review Year Three Update for your program/unit. You can download a PDF copy of this report via the Program Review Year Three Update Reports Website - <https://www.losmedanos.edu/planning/programreview-reports-2020.aspx>
- You will need to connect to the VPN to access the Tableau Data Dashboards. If you need to install the VPN you may click [here](#). To connect to the VPN you can click [here](#). For instructional videos on accessing Tableau and to locate the dashboards listed below, visit the Data Coaches & Data Dashboard website at <https://www.losmedanos.edu/planning/datadashboard.aspx>. You will need to access the following Tableau Data Dashboards for your Program Review Year Five Update:
  - [Enrollment & Productivity](#)
  - [Course Success](#)
  - [Degree & Certificates](#)
  - [Awards Dashboard](#) (EMP Progress Measures 1 through 5)
  - [CTEOS Data](#) and/or [LaunchBoard](#) *\*if applicable*

### ADMINISTRATIVE PROGRAMS/UNITS PR YEAR FIVE SUBMISSION SCHEDULE

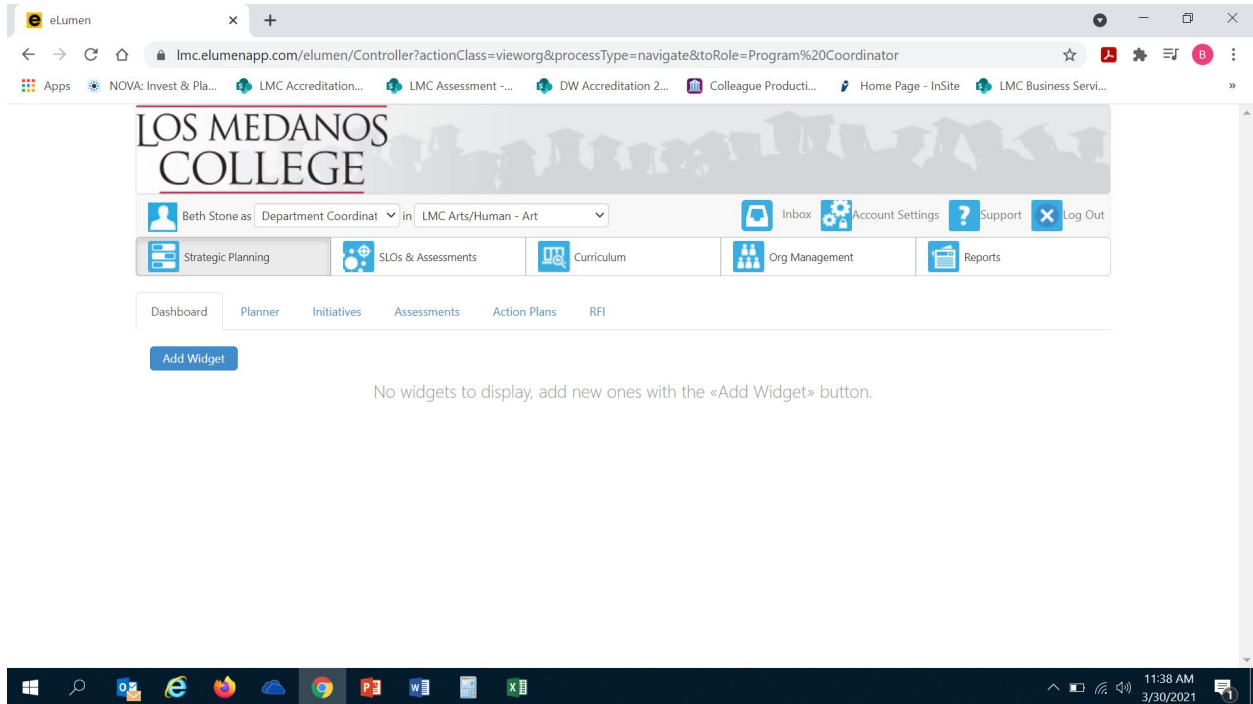
Please note the schedule below with the deadline for submitting your eLumen Program Review Year Five Update. Please be sure to select the “Publish All” button to submit your completed program review on or before its due date to your Dean/Manager.

- **January 15, 2022:** Publish your draft for your Manager/Dean to review and approve.
- **February 3, 2022:** Publish your final draft of your eLumen Program Review Year Five Update for your Manager/Dean to review and approve.

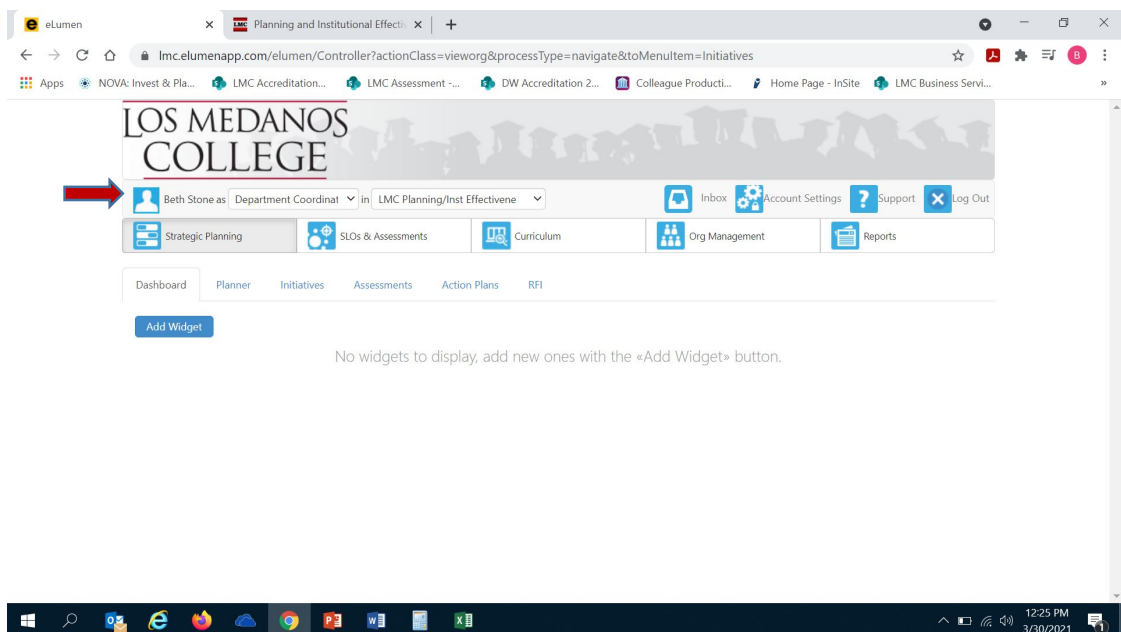
**Please note** – The following buttons located in each section of the template and at the top right of the template. Their corresponding functions are detailed below:

- “Save all as draft” – By clicking this button it will save your entire template as a draft so you can save what you have already done and revisit it again to add more content or revise what you have already entered.
- “Publish all” – By clicking this button you are submitting your entire Program Review Year Five Update for review and approval by your Dean/Manager. This button **is only used when you have completed your entire program review** and are ready to submit it.
- At the bottom of each section the following buttons are available to use:
  - “Cancel Changes” – Used if you have entered content and want to remove it. This button will clear out any information you just entered in this section.
  - “Save draft” – Used to save the content you have entered and return to it at another time to add more content or revise what you have already entered.
  - “Publish” – Used to submit this particular section only for review by your Dean/Manager. Note, this button does not submit your entire Program Review Year Five Update it only submits this section.

To begin your Administrative Unit Program Review Year Five Update in eLumen, you will first need to connect to eLumen utilizing the following link – [lmc.elumenapp.com](https://lmc.elumenapp.com). Please note, the application will prompt you to login to the 4CD InSite portal. Once you have successfully logged in and connected to eLumen you will see the following screen:



You will note at the top of the screen your name and role. For the purpose of completing your Program Review please ensure your role is that of Department Coordinator. You will also note the program/unit you are logged in with. If you are responsible for completing program review for more than one program/unit, please ensure that the program/unit you are completing the Year Five Update for is correct. Once you have confirmed you are logged in under the appropriate role and correct program/unit, you are ready to proceed to the next step.



Next you will click on the tab labeled “Strategic Planning”, and the link titled “Initiatives”.

The screenshot shows the eLumen application interface. At the top, the user is logged in as Beth Stone, a Department Coordinator, in the LMC Planning/Inst Effectivene department. The main navigation bar includes 'Strategic Planning', 'SLOs & Assessments', 'Curriculum', 'Org Management', and 'Reports'. Below this, a secondary navigation bar shows 'Dashboard', 'Initiatives', 'Assessments', 'Action Plans', and 'RFI'. A red arrow points to the 'Strategic Planning' tab, and another red arrow points to the 'Initiatives' link. Below the navigation, there is an 'Add Widget' button and a message: 'No widgets to display, add new ones with the «Add Widget» button.'

After you click on “Initiatives” you will see the screen below. Please be sure you click on the drop-down box self-populated with “Accreditation Self-Study” and select “Program Review”.

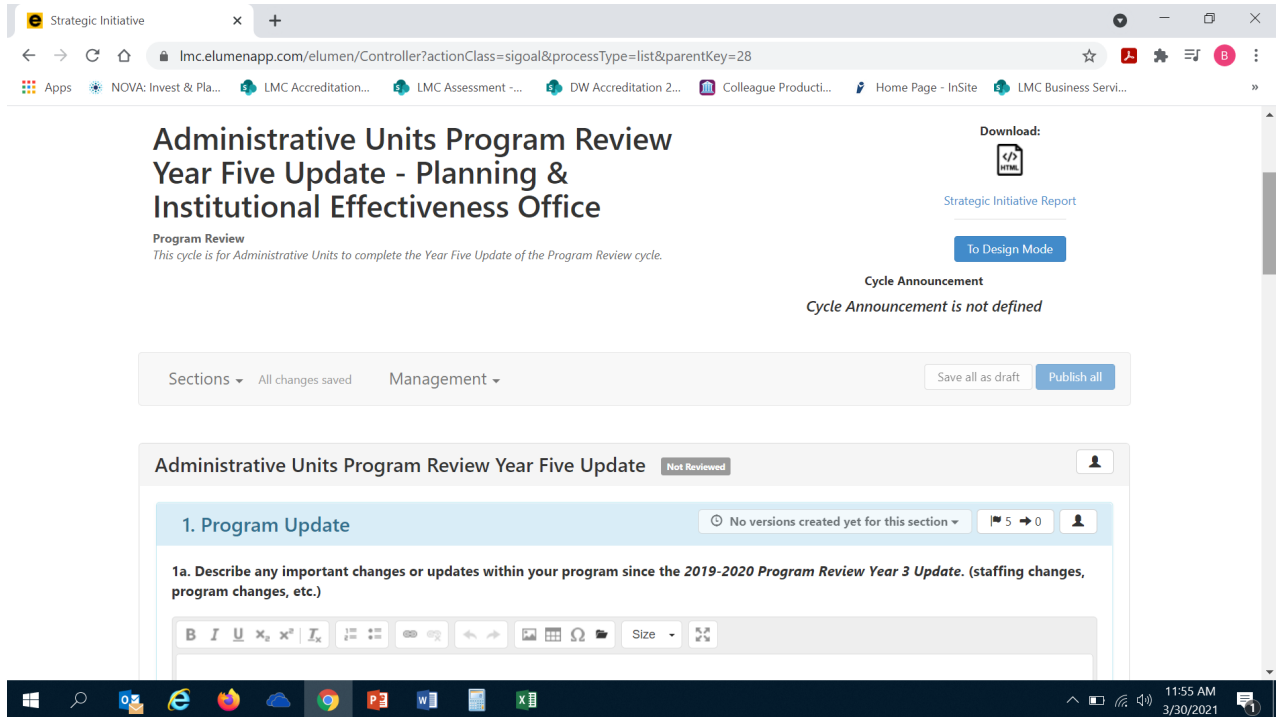
The screenshot shows the eLumen application interface after clicking on 'Initiatives'. The main navigation bar is the same. Below it, the 'Initiatives' section is active. There are tabs for 'Cycles' and 'Budgets'. A red arrow points to a dropdown menu that is currently set to 'Accreditation Self-Study'. Below the dropdown is a horizontal timeline with tabs for 'Spring 2021', 'Fall 2020', 'Summer 2020', 'Spring 2020', 'Fall 2019', and 'Summer 2019'. Below the timeline, there are three dropdown menus: 'Organization' (set to LMC Planning/Inst Effectivene), 'Type' (set to None selected), and 'Included in this term' (set to None selected). Below these are two buttons: 'Add Cycle' and 'Add Cycle'. At the bottom, there is a table with two columns: 'Name' and 'Description'. The table contains one row: 'Administrative Units Program Review Year' with the description 'This cycle is for Administrative Units to complete the Year Five Update of the Program Review cycle.'

The screenshot shows the eLumen web application interface. At the top, the user is logged in as Beth Stone, Department Coordinator. The main navigation bar includes Strategic Planning, SLOs & Assessments, Curriculum, Org Management, and Reports. The current view is 'Initiatives' with sub-tabs for Dashboard, Planner, Initiatives, Assessments, Action Plans, and RFI. A dropdown menu for 'Cycles' is open, showing options: Accreditation Self-Study (selected), College Plan, General, Program Review, and LMC Planning/Inst Effectiveness. A red arrow points to the 'Program Review' option. Below the dropdown, a table shows 'No Parent Cycles found' for Summer 2020, Spring 2020, Fall 2019, and Summer 2019. There are also fields for 'Type' and 'Included in this term', both set to 'None selected'. At the bottom, a table lists a cycle: 'Administrative Units Program Review Year Five Update - Planning & Institutional Effectiveness Office' with a description: 'This cycle is for Administrative Units to complete the Year Five Update of the Program Review cycle.'

Once you have selected “Program Review” from the drop-down box you will see the screen below. You are now ready to start your Program Review Year Five Update. You will note at the bottom of the screen a link titled “Administrative Units Program Review Year Five Update...” with a hyphen and the name of your program/unit. For example, in the screenshot below you see “Administrative Program Review Year Five Update-Planning & Institutional Effectiveness Office”. Click on the link to access the template to begin and complete your Program Review. Please be sure to click on the link and not the check box.

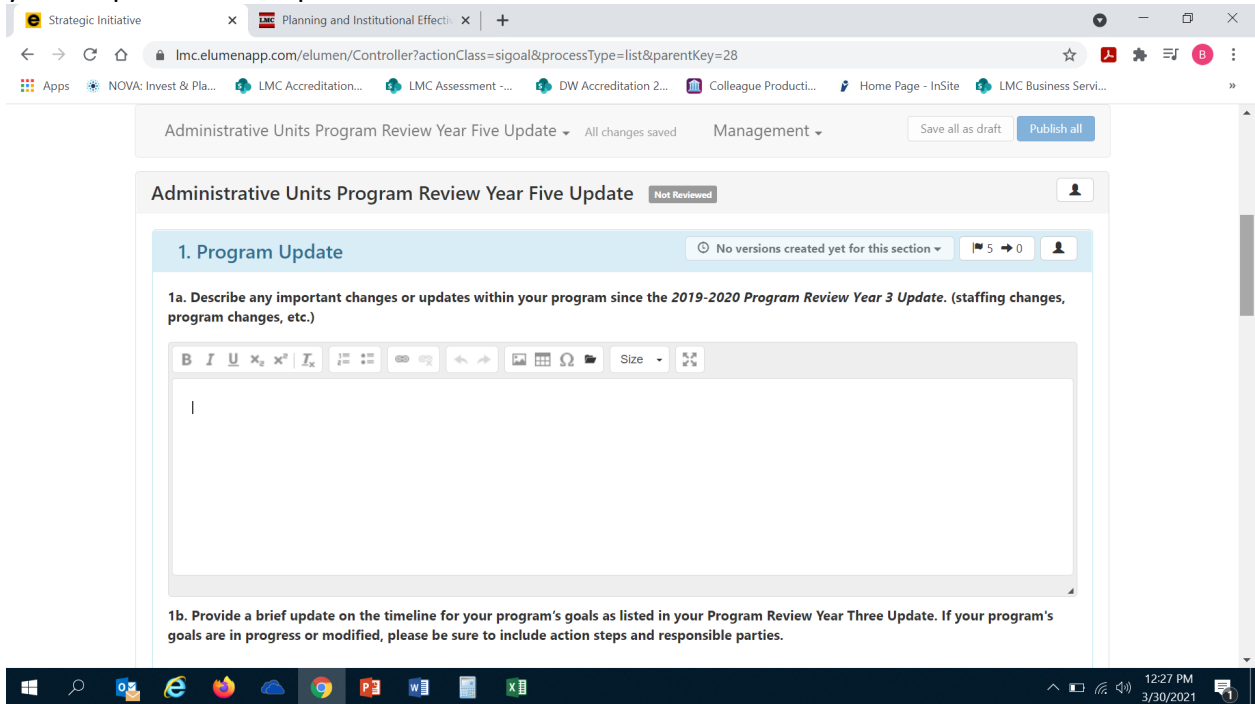
The screenshot shows the eLumen web application interface after selecting 'Program Review'. The 'Cycles' dropdown menu is open, showing options: Administrative Units Program Review Year Five Update (selected), Instructional Units Program Review Year Five Update, Student Services Units Program Review Year Five Update, and Learning Communities Year Five Update. A red arrow points to the selected option. Below the dropdown, a table shows cycles for Spring 2021, Fall 2020, Summer 2020, Spring 2020, Fall 2019, and Summer 2019. There are also fields for 'Organization' (set to LMC Planning/Inst Effectiveness), 'Type' (None selected), and 'Included in this term' (None selected). At the bottom, a table lists a cycle: 'Administrative Units Program Review Year Five Update - Planning & Institutional Effectiveness Office' with a description: 'This cycle is for Administrative Units to complete the Year Five Update of the Program Review cycle.'

After you click on the link for your template, you will see the screen below and you are now ready to begin your program review update with “1. Program Update”.

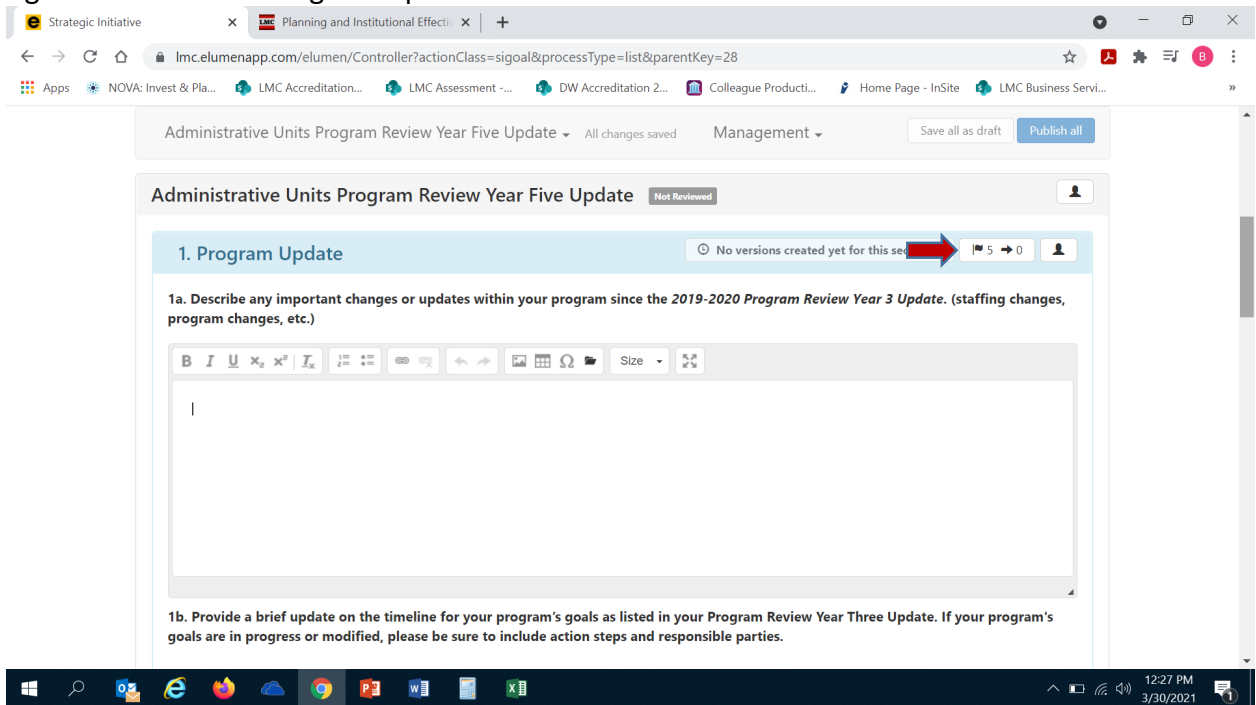


## 1. PROGRAM UPDATE

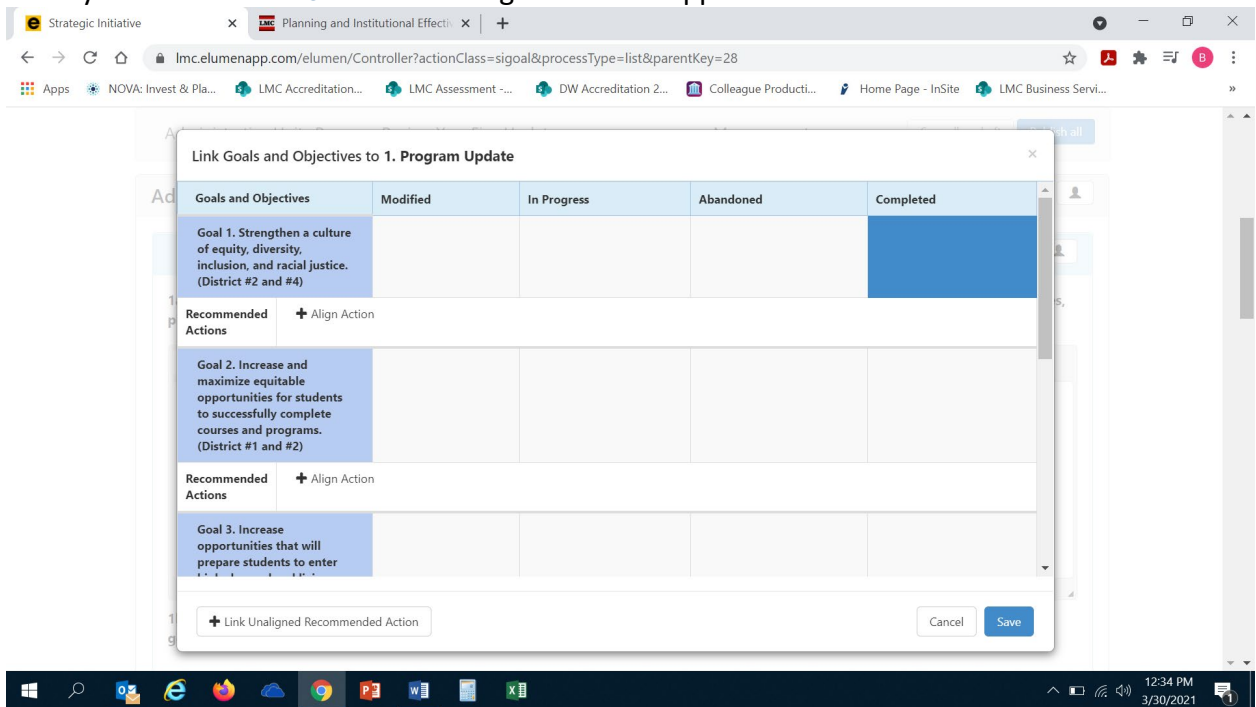
1a. Click on the open text box so your cursor will now appear in the box and you can enter in your response to this question.



After you enter in your response to Question 1a, you will click on **5** in the box in the upper right corner of the “Program Update” title.

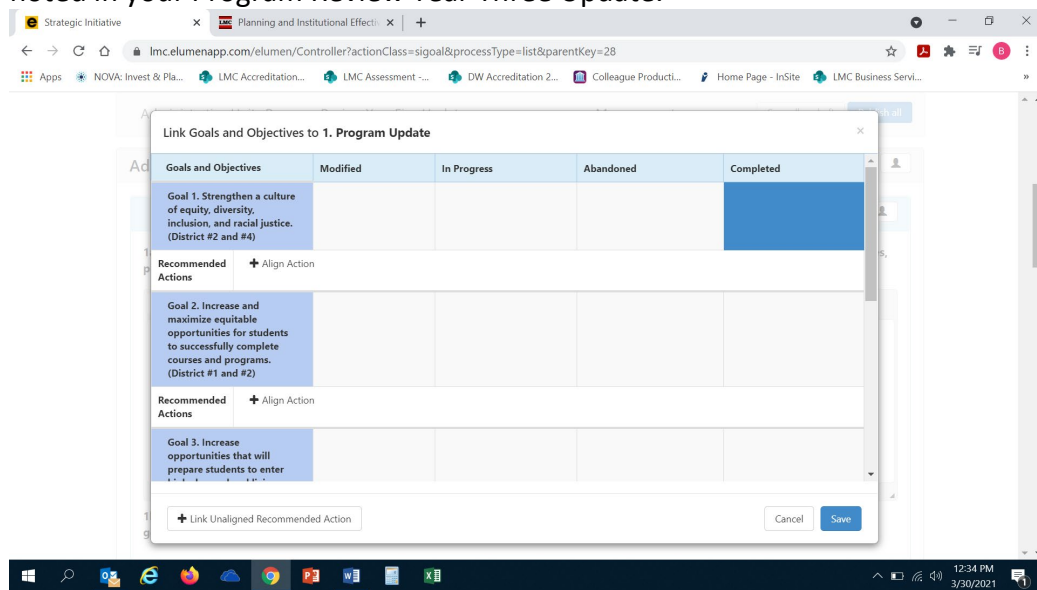


Once you click on the **5** the following screen will appear:

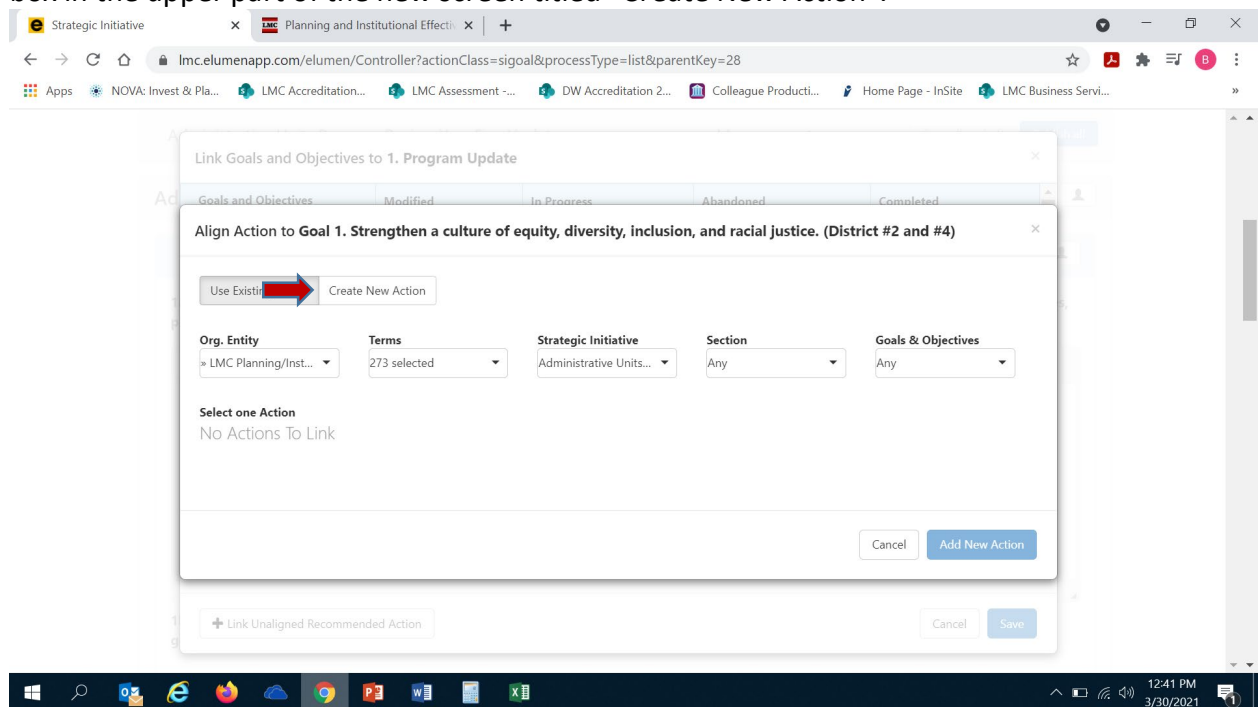


This is where you are going to enter in your program/unit goals as outlined in your Program Review Year Three Update and align each goal with an *LMC Educational Master Plan 2020-2025* goal. The *EMP 2020-2025* goals are in blue in the left hand side of the screen. Review each of the five (5) *EMP 2020-2025* goals and determine which goal closely aligns with your program/unit goal. **Please note** –No new goals need to be created, you are only entering your previously established goals from your Program Review Year Three Update, aligning it with the appropriate *EMP 2020-2025 Goal*, and providing a current status on these goals

(Modified, In Progress, Abandoned, Completed). Once you have identified which EMP goal aligns with your first program/unit goal, you will click on the “+ Align Action” box to enter in your program/unit goal. You will repeat this step for each of your program/unit goals as noted in your Program Review Year Three Update.

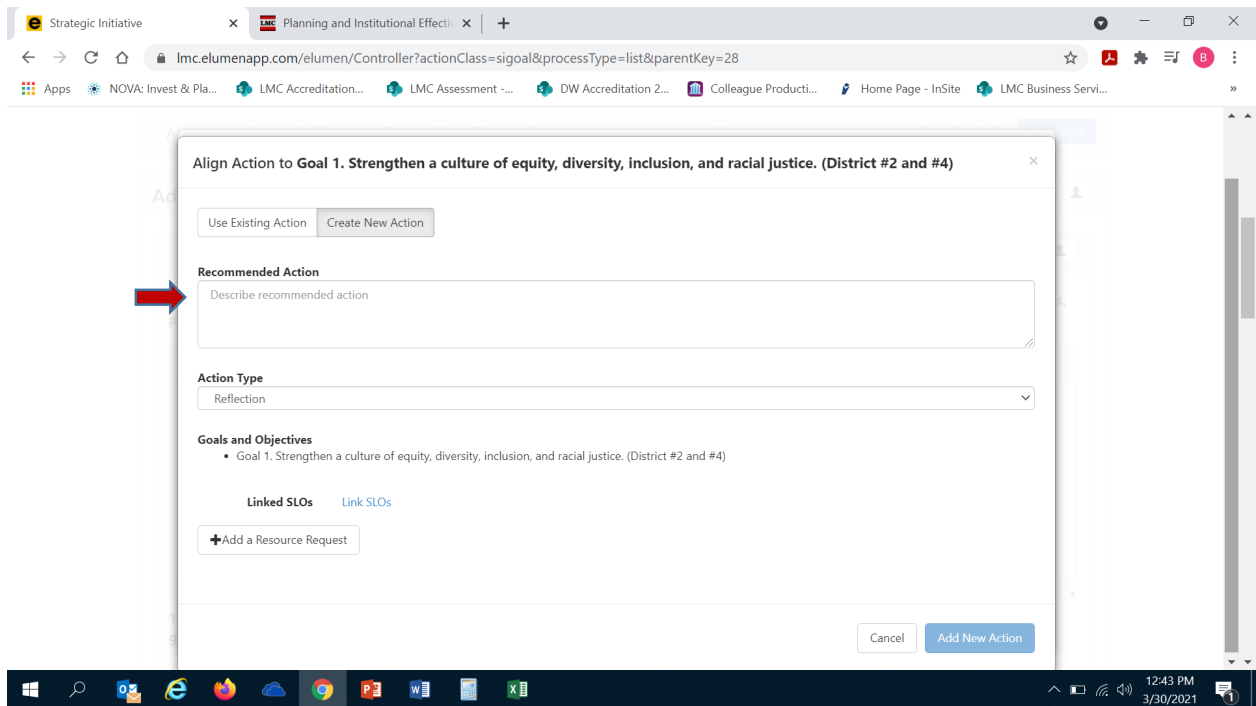


Once you click on “+ Align Action” the following screen will appear. You will then click on the box in the upper part of the new screen titled “Create New Action”.



Once you click on “Create New Action” the following screen will appear for you to enter your program/unit goal that aligns with the *EMP 2020-2025* goal you identified in the previous step. Click your mouse to position your cursor in the “Recommended Action” textbox. Enter in your program/unit goal in this textbox and be sure to include the following information:

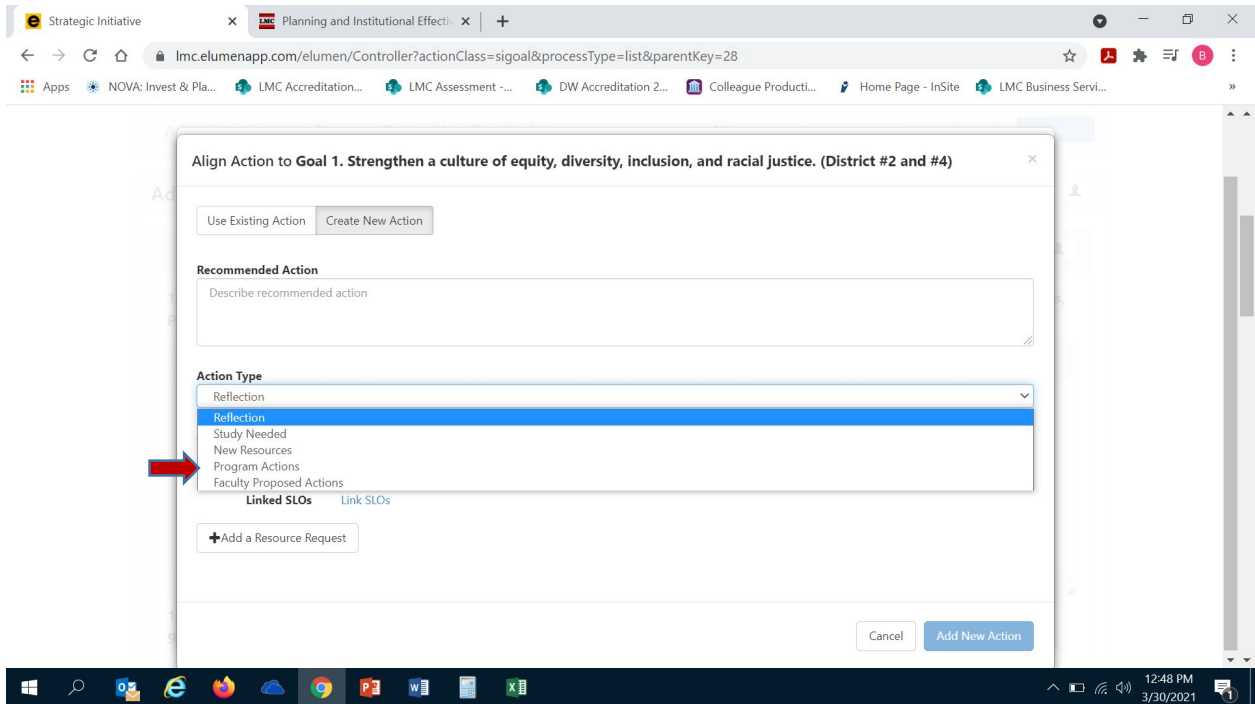
- Your program/unit goal
- Anticipated timeline for achieving this goal
- Responsible parties assigned to this goal
- Anticipated outcome (i.e. increase faculty participation in professional development)



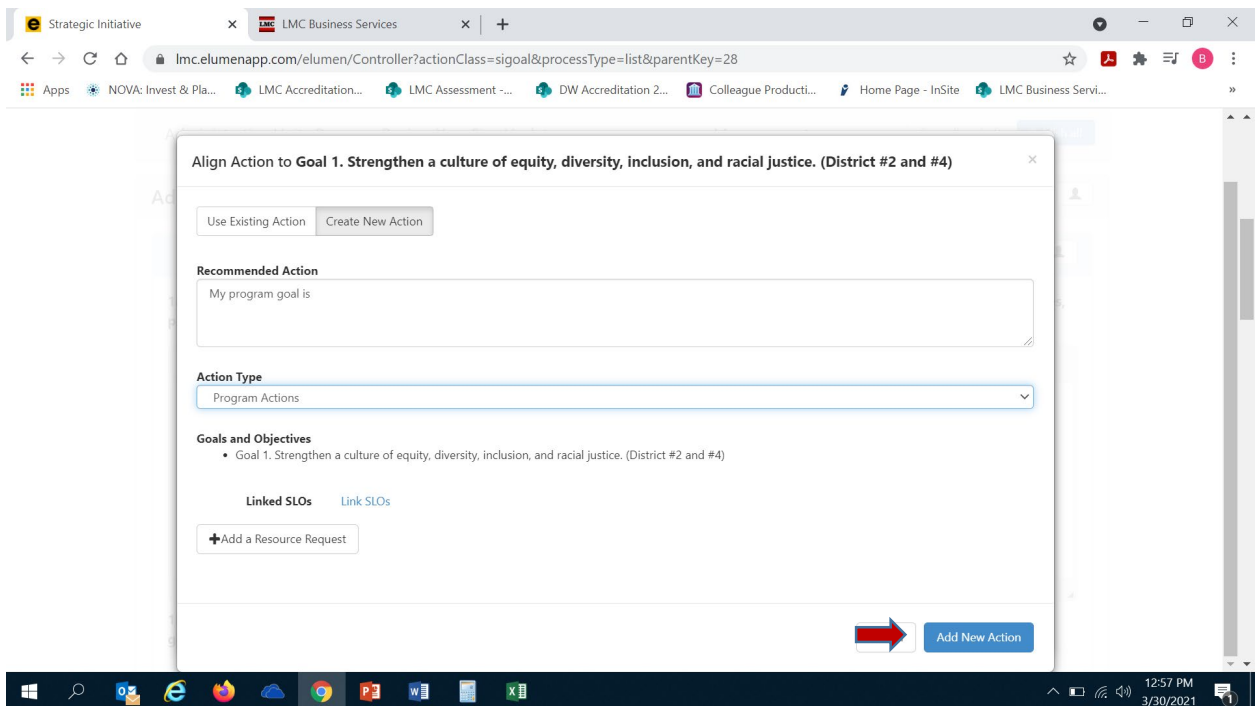
After you enter in your program/unit goal, you are ready to select “Action Type”. Definitions for each of the “Action Types” are provided below for your reference. Please select the most appropriate action type for each goal.

- **Program Actions:** Most commonly used action type for goals, as it refers to actions your program is anticipated to take to achieve your goal. For example, if my program/unit goal is “Increase faculty participation in data coaching program” I would select “Program Actions” as my goal’s action type as there are actions my program/unit will take to achieve this goal such as offering Flex credit and Zoom trainings.
- **Reflection:** Defined as reflecting or revisiting a previous project, strategy or activity to inform and assist achievement of this goal. For example, my program/unit has a goal of “Expand data coaching program to allow for increase in number of participants” I would select “Reflection” as my program/unit will review the last data coaching program project to see the number of participants, amount of monies utilized and the structure to best determine how we could expand it to allow for more participants.
- **Study Needed:** Defined as research or data needed either within your program/unit or through a Research Request to the P&IE Office and/or District Research in order to achieve this goal. For example, my program/unit has a goal of “Increase data democracy by offering Tableau trainings in various modalities” I would select “Study Needed” as my program/unit will conduct a survey to College employees on the top modalities that would be preferred (i.e. Zoom appointments with a Data Coach, video trainings on website, detailed instructional guides, etc.).

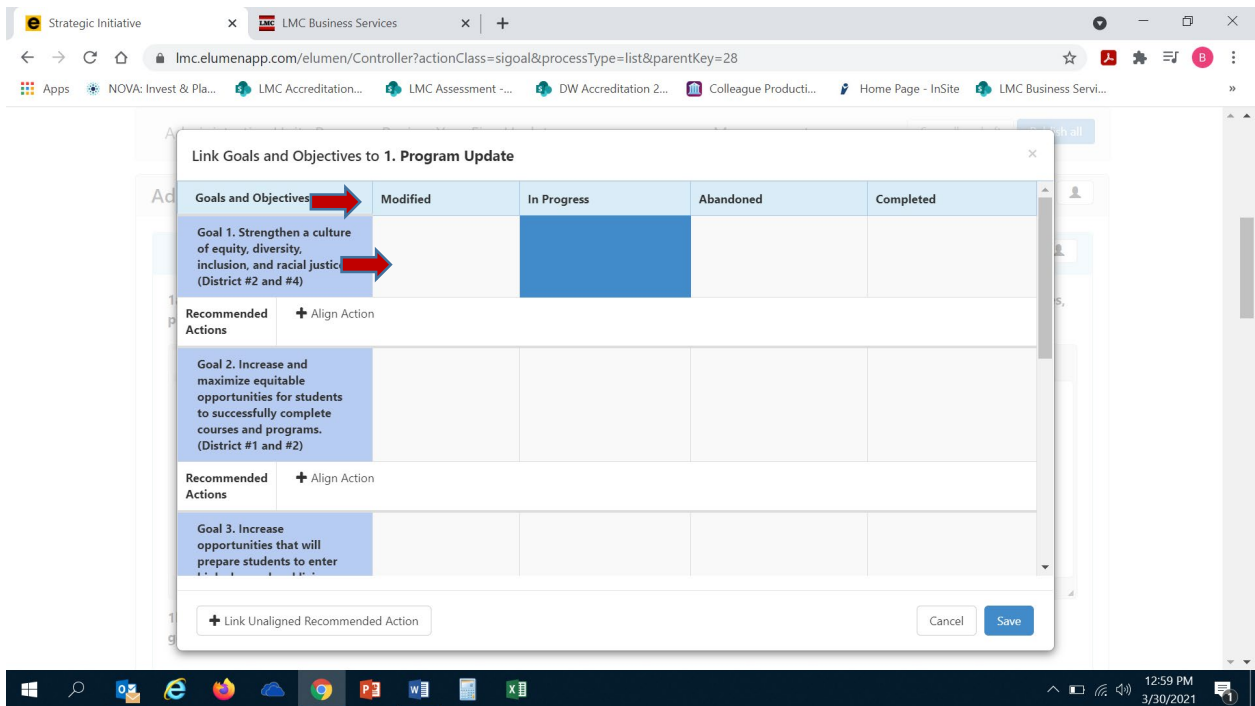




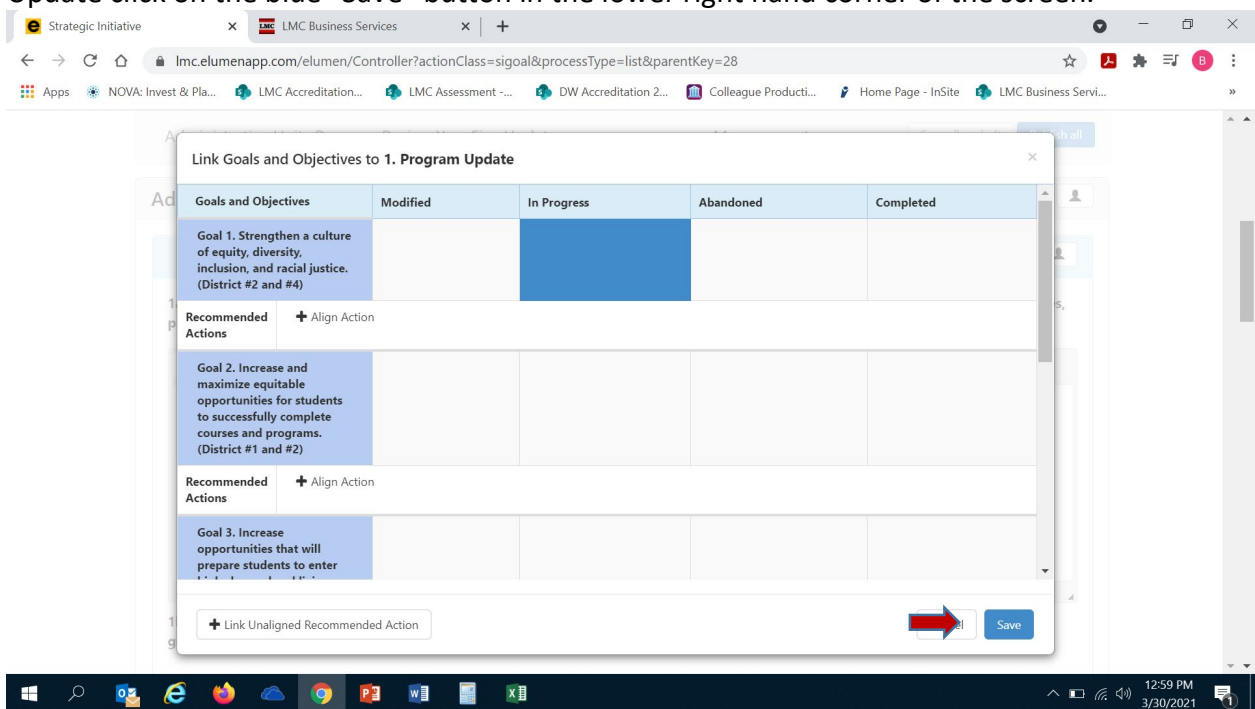
After you have selected your goal's action type, you are now ready to click on "Add New Action". **DO NOT CLICK ON OR USE "+ ADD A RESOURCE REQUEST". TO SUBMIT A RESOURCE REQUEST FOLLOW THE RESOURCE ALLOCATION PROCESS. UTILIZE THE FORM(S) AND PROCEDURE OUTLINED BY SGC AND COORDINATED THROUGH THE BUSINESS SERVICES OFFICE. YOU CAN ACCESS THE APPROPRIATE FORM(S) AND VIEW THE PROCESS BY VISITING THE FOLLOWING RESOURCE ALLOCATION WEBSITE:**  
<https://www.losmedanos.edu/businessoffice/resourceallocation.aspx>



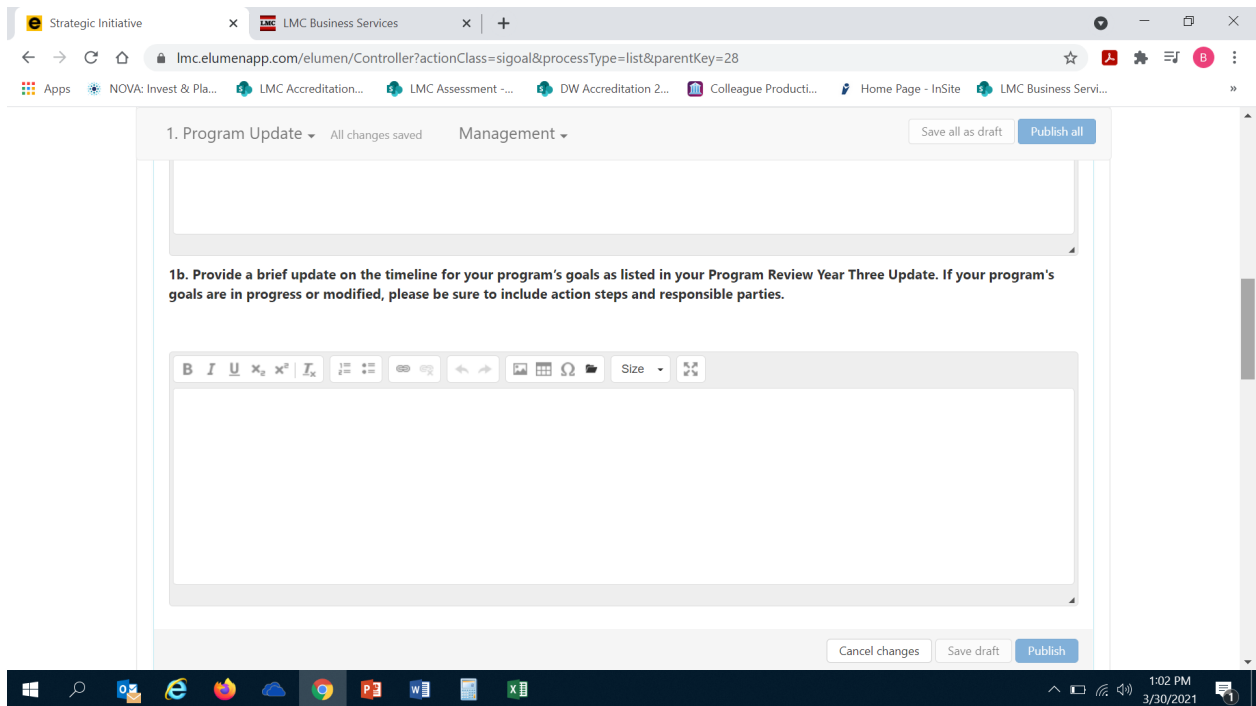
Once you have clicked on "Add New Action" you will see the screen below and are now ready to identify the current status of your entered program/unit goal. Utilizing your mouse click on the box under the appropriate column that accurately reflects the status of your goal



Repeat the aforementioned steps to enter in additional goals for your program/unit. Once you have entered in all your program/unit goals from your Program Review Year Three Update click on the blue “Save” button in the lower right hand corner of the screen.



1b. You are now ready to proceed to Question 1b. Position your mouse and click on the open textbox under Question 1b to enter in text. For this question you will want to enter any updates on the timeline of your entered program/unit goal from your Program Review Year Three Update. Specifically, if your goal(s) status is “In Progress” or “Modified”, be sure to include action steps, responsible parties and reasons for any modifications to your goal or timeline.



## 2. VISION FOR SUCCESS GOALS UPDATE

2a. The State's [Vision for Success](#) plan established system-wide goals that can only be attained by each program contributing to college-level goals aligned with this plan. Toward that end, the goals stated in both the [Contra Costa Community College District Strategic Plan 2020-2025](#) and the [Los Medanos College Educational Master Plan 2020-2025](#) align with the Vision for Success goals. The intent is to direct College efforts towards a singular and coordinated set of goals to garner greater efficiencies and avoid duplication of effort.

### **CCCCO VISION FOR SUCCESS GOALS**

**GOAL #1** Increase by 20 percent the number of CCC students annually who acquire associates degrees, credentials, certificates, or specific skill sets that prepare them for an in-demand job.

**GOAL #2** Increase by 35 percent the number of CCC students' system-wide transferring annually to a UC or CSU.

**GOAL #3** Decrease the average number of units accumulated by CCC students earning associate's degrees, from approximately 87 total units (the most recent system-wide average) to 79 total units—the average among the quintile of colleges showing the strongest performance on this measure

**GOAL #4** Increase the percent of exiting CTE students who report being employed in their field of study, from the most recent statewide average of 69 percent to an improved rate of 76 percent—the average among the quintile of colleges showing the strongest performance on this measure in the most recent administration of the CTE Outcomes Survey.

**GOAL #5** Reduce equity gaps across all of the above measure through faster improvements among traditionally underrepresented groups as identified by the college.

You will need to access the [Tableau Data Dashboards](#) to review data for your program/unit associated with the Vision for Success and ACCJC Indicators included in the table below. Review the goals you included in this question from your submitted Program Review Year Three Update. **Please note – you will need to copy and paste the table in the eLumen**

**template (also included below) into the textbox for your response, then enter the information accordingly.** Please be sure to address all areas in the table for each of your program set goals that you included for this question in your Program Review Year Three Update.

Vision for Success Indicators and ACCJC Indicator	Program Set Goals (from PR Year 3 Update)	Status (Indicate Modified, In Progress, Completed, or Abandoned)	Timeline	Responsible Parties	Action Steps/ Explanation
<a href="#">Course Success</a>					
<a href="#">Degrees (AA, AS, ADT)</a>					
<a href="#">Certificates of Achievement</a>					
<a href="#">Unit Reduction</a>					
<a href="#">CTE Jobs</a>					

2. Vision for Success Goals Update Unsaved Sections Management Save all as draft Publish all

2a. The following table lists the *Vision for Success* indicators that we must align to as a College and as a District. Please look at your program data (Tableau) for each of the following *Vision for Success* indicators. Please address all indicators that are relevant to your program and provide a status update on your program goals from your Program Review Year Three Update. Please include action steps if your goal(s) has been modified and an explanation if your goal(s) has been abandoned. \*

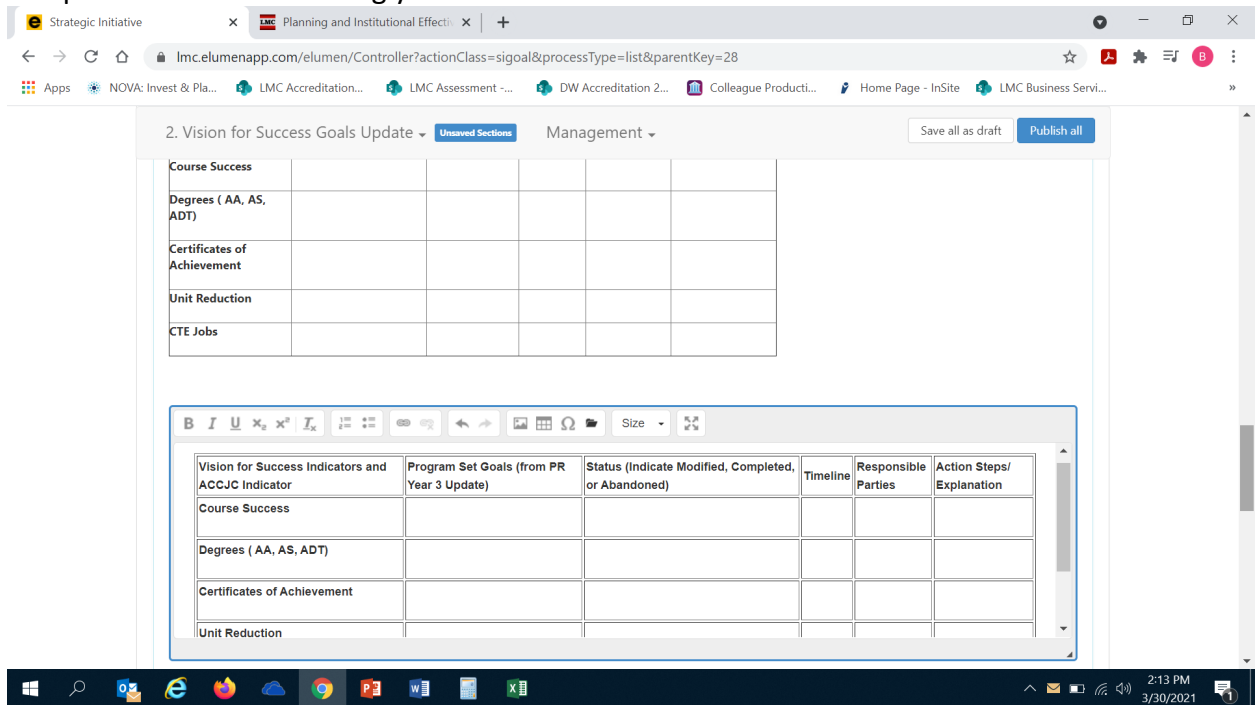
*\*NOTE - Please copy and paste the table below in your response and complete accordingly.*

Vision for Success Indicators and ACCJC Indicator	Program Set Goals (from PR Year 3 Update)	Status (Indicate Modified, In Progress, Completed, or Abandoned)	Timeline	Responsible Parties	Action Steps/ Explanation
Course Success					
Degrees ( AA, AS, ADT)					
Certificates of Achievement					
Unit Reduction					
CTE Jobs					

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Once you have copied and pasted the table into the textbox for your response, you can complete the table accordingly.



2b. You will need to access the [Course Success Tableau Data Dashboard](#) to review data for your program/unit associated with The *Vision for Success Goal 5 – Equity*. This goal is designed to reduce the equity achievement gap on course success for disproportionately impacted (DI) student populations. The College has identified the following three disproportionately impacted (DI) populations: African-American, economically disadvantage students (low income), and foster youth students. Please review your program data (Tableau) for each of the aforementioned DI populations, and provide a status update on your program goal(s) for your previously selected DI population(s) in your Program Review Year Three Update. If your goal(s) has been modified please include action steps and if your goal(s) has been abandoned please provide an explanation. **Please note – you will need to copy and paste the table in the eLumen template (also included below) into the textbox for your response, then enter the information accordingly.** Please be sure to address all areas in the table for each of your program set goals that you included for this question in your Program Review Year Three Update.

Course Success by DI Population	Program Set Goals (PR Year 3 Update)	Status (Indicate Modified, In Progress, Completed or Abandoned)	Timeline	Responsible Parties	Action Steps/Explanation
African American					
Low Income					
Foster Youth					

2. Vision for Success Goals Update Unsaved Sections Management Save all as draft Publish all

2b. The *Vision for Success Goal 5 - Equity* is designed to reduce the equity achievement gap on course success for disproportionately impacted (DI) student populations. The College has identified the following three disproportionately impacted (DI) populations: African American, economically disadvantaged students (low income), and foster youth students. Please review your program data (Tableau) for each of the aforementioned DI populations, and provide a status update on your program goal(s) for your previously selected DI population(s) in your Program Review Year Three Update. If your goal(s) has been modified please include action steps and if your goal(s) has been abandoned please provide an explanation.\*

*\*NOTE - Please copy and paste the table below in your response and complete accordingly.*

Course Success by DI Population	Program Set Goals (PR Year 3 Update)	Status (Indicate Modified, Completed or Abandoned)	Timeline	Responsible Parties	Action Steps/Explanation
African American					
Low Income					
Foster Youth					

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Course Success by DI Population	Program Set Goals (PR Year 3 Update)	Status (Indicate Modified, Completed or Abandoned)	Timeline	Responsible Parties	Action Steps/Explanation
African American					
Low Income					

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2. Vision for Success Goals Update Unsaved Sections Management Save all as draft Publish all

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Course Success by DI Population	Program Set Goals (PR Year 3 Update)	Status (Indicate Modified, Completed or Abandoned)	Timeline	Responsible Parties	Action Steps/Explanation
African American					
Low Income					
Foster Youth					

Cancel changes Save draft Publish

**Impact of Resource Allocation** 0 Person Icon

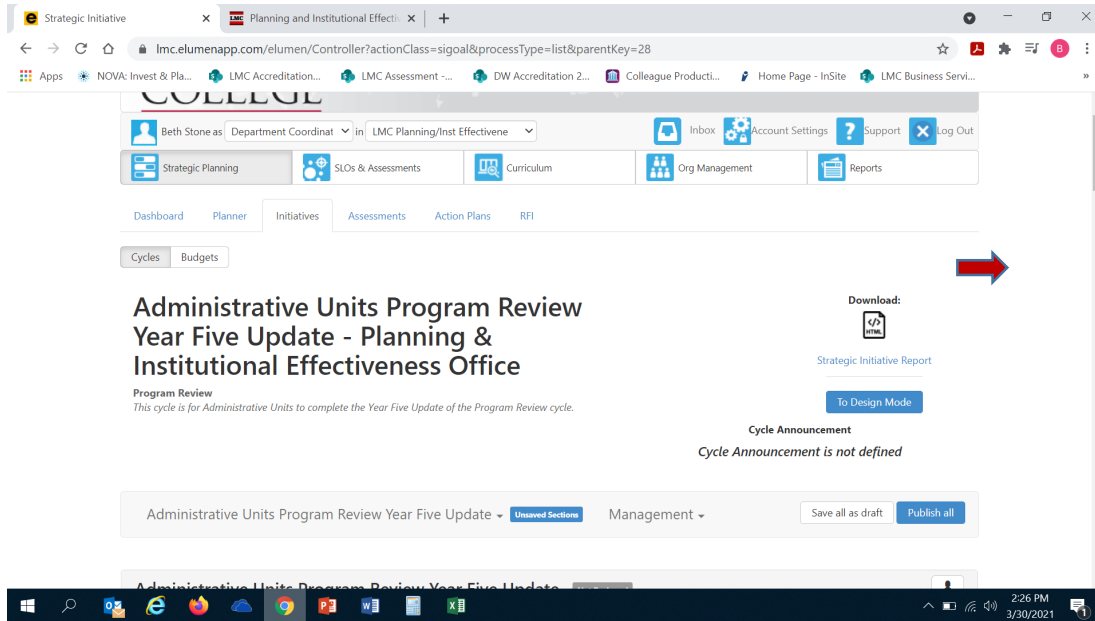
Instructions  
If you have received funding via the Resource Allocation Process (RAP), you will be asked by the Business Services Office to describe how the resources allocated have supported you in achieving your program goals.

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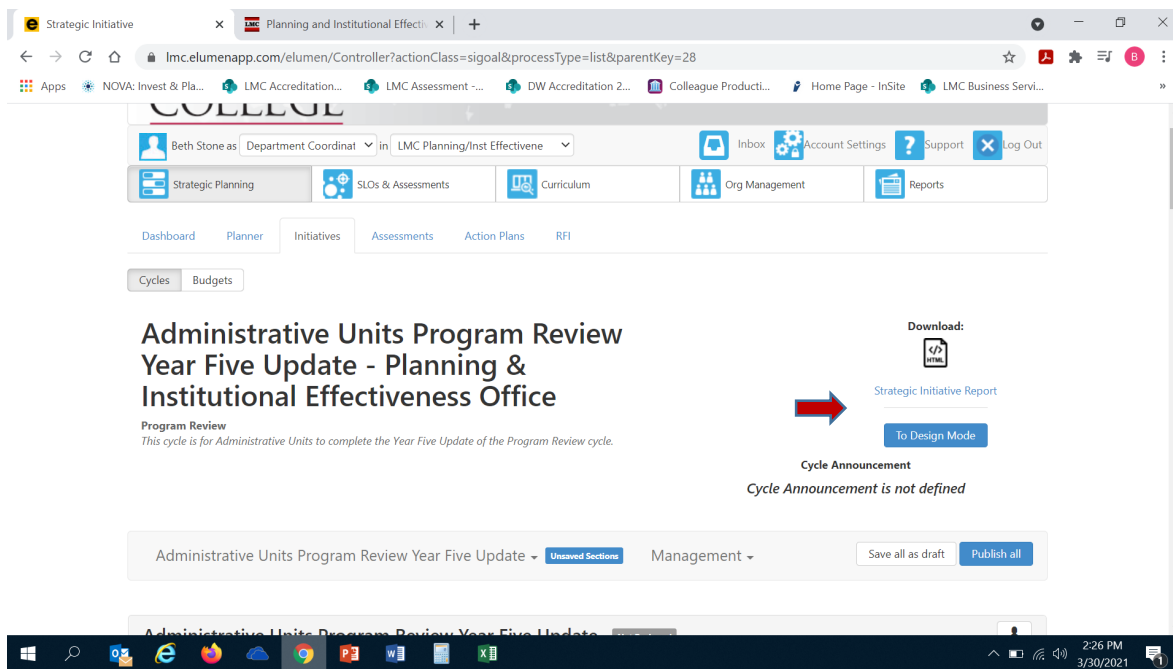
### 3. IMPACT OF RESOURCE ALLOCATION

If you have received funding via the Resource Allocation Process (RAP), you will be sent an e-mail by the Business Services Office to describe how the resources allocated have supported you in achieving your program goals.

You are now ready to “Publish” or submit your Program Review Year Five Update for review and validation by the responsible administrator. Scroll up to the top of the screen and click the blue “Publish All” button to submit your entire Program Review Year Five Update for your Dean/Manager to review and approve. **Please note**, once you select “Publish All” you **will not be able to make any further changes or revisions** to what you have submitted. If you are not ready to publish and want to revise any of the content, you entered select “Save All Changes” so you have the capability to revisit and add or revise what you have entered.



Once you have “published” or submitted your program review update, you can return to this screen and click on the “Strategic Initiative Report” link under “Download” to download a PDF copy of your submitted program review update.



Should you have any questions, concerns and/or wish to schedule a virtual training session please contact BethAnn Stone at [brobertson@losmedanos.edu](mailto:brobertson@losmedanos.edu).