

# ADMINISTRATIVE UNITS GUIDE

## COMPREHENSIVE PROGRAM REVIEW ELUMEN INSTRUCTIONS

### MATERIALS TO GATHER

You will need to access and download the following data and materials in order to successfully complete your Comprehensive Program Review:

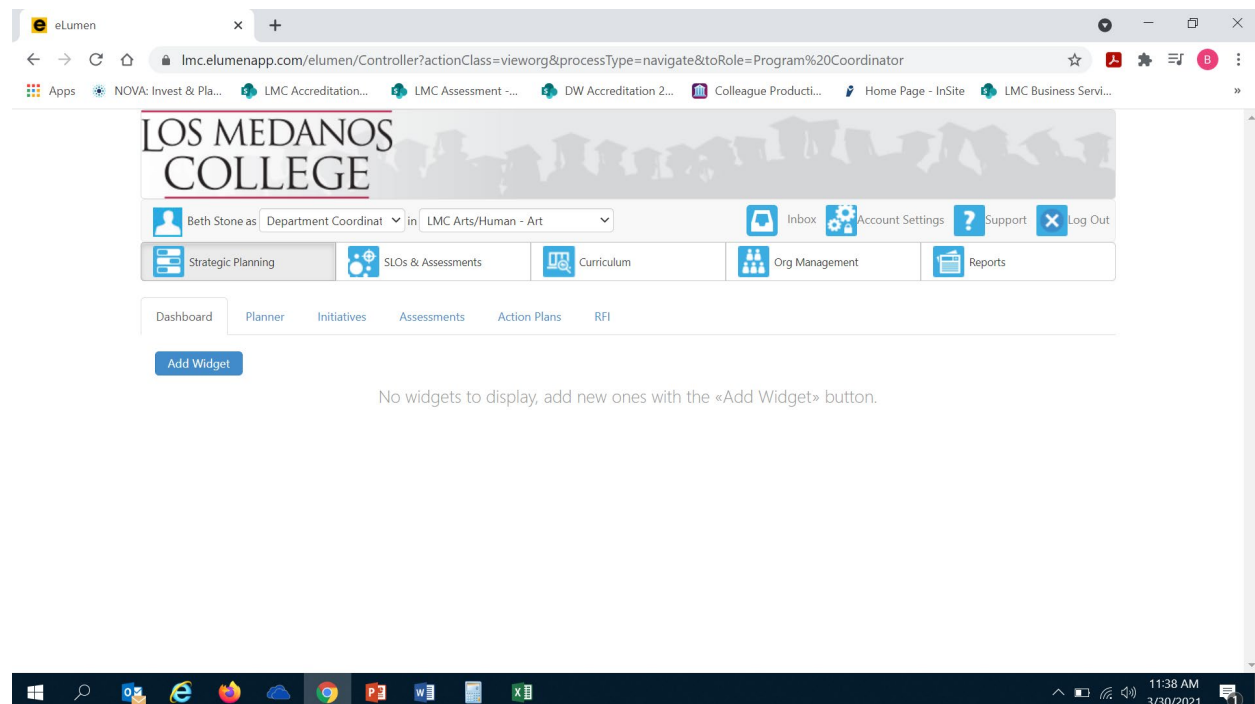
- The Program Review Year Five Update for your program/unit has been uploaded to your Comprehensive Program Review-Five Year Goals Section. You can download a PDF copy of this report via eLumen by following the instructions contained in this guide under the goals section or by visiting the reports website link here - <https://www.losmedanos.edu/planning/programreview-reports-2022.aspx>
- The following data sets are available to assist you in completing your Comprehensive Program Review:
  - [Student Equity Plan Data Summary](#) (via Sharepoint)
  - Vision for Success Data – [Course Success, Degree/Certificate & Unit Earned](#)
  - Vision for Success Data – [African American, Low Income, Foster Youth \(Pgs. 2-4\)](#)

### TRAININGS

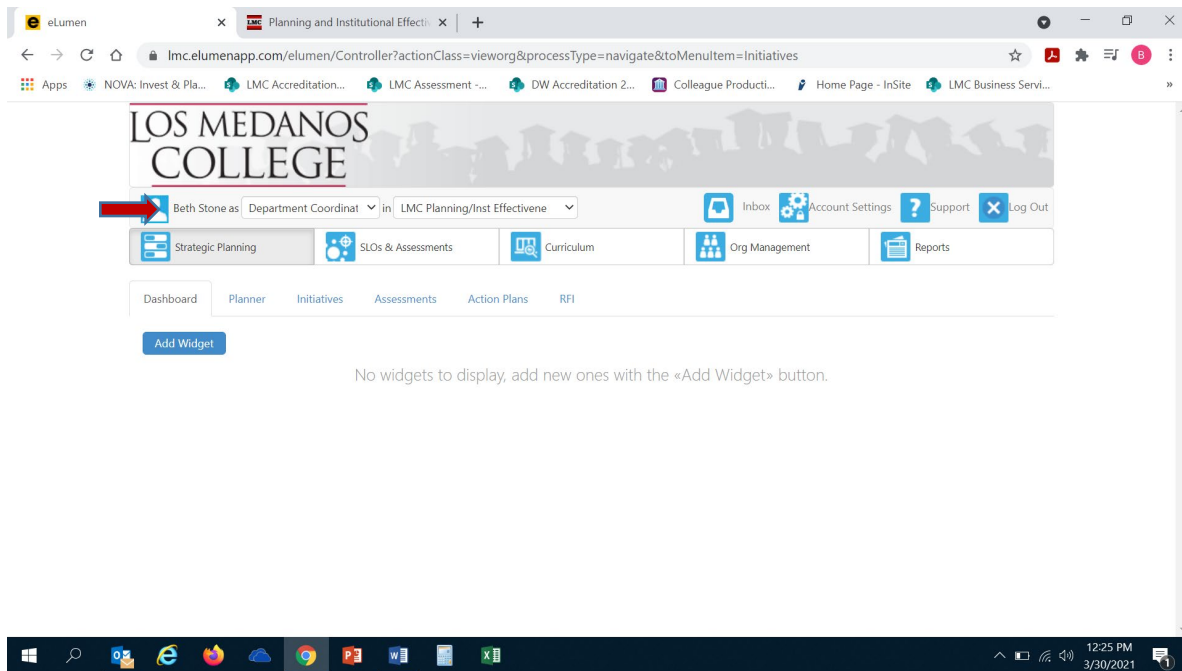
A training for Administrative Units will be provided during President's Cabinet in October 2022, additional trainings (including one-on-one Zoom sessions) are available upon request via e-mail to [bstone@losmedanos.edu](mailto:bstone@losmedanos.edu).

**\* Comprehensive Program Review is due 5:00 p.m. Tuesday February 14, 2022\***

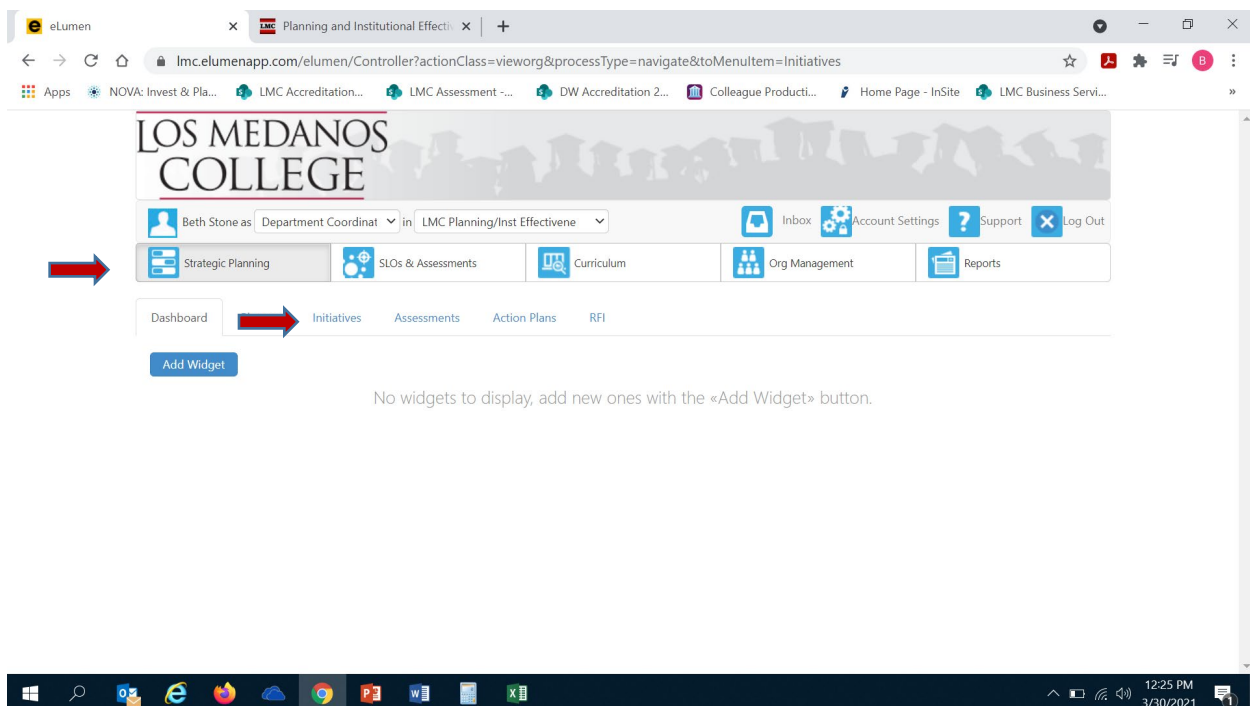
To begin your Administrative Unit Comprehensive Program Review in eLumen, you will first need to connect to eLumen utilizing the following link – [lmc.elumenapp.com](https://lmc.elumenapp.com). Please note, the application will prompt you to login to the 4CD InSite portal. Once you have successfully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



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 web application interface. At the top, the user is logged in as Beth Stone, a Department Coordinator, for the LMC Planning/Inst Effectivene initiative. The 'Initiatives' tab is selected, and the 'Cycles' sub-tab is active. A red arrow points to the 'Accreditation Self-Study' dropdown menu. Below the dropdown, a cycle selection bar shows 'Spring 2021' as the current cycle, with other cycles like 'Fall 2020', 'Summer 2020', 'Spring 2020', 'Fall 2019', and 'Summer 2019' visible. The 'Organization' is set to 'LMC Planning/Inst Effectivene', and the 'Type' and 'Included in this term' are set to 'None selected'. A table below shows a cycle for 'Administrative Units Program Review Year Five Update - Planning & Institutional Effectiveness'.

This screenshot shows the same eLumen interface, but the 'Accreditation Self-Study' dropdown menu is open, and a red arrow points to the 'Program Review' option. The 'Program Review' option is selected, and the 'Cycles' sub-tab is still active. The rest of the interface, including the cycle selection bar and the table, remains the same as in the previous screenshot.

Once you have selected “Program Review” from the drop-down box you will see the screen below. You are now ready to start your Comprehensive Program Review. You will note at the bottom of the screen a link titled “Administrative Units Comprehensive Program Review...” with a hyphen and the name of your program/unit. For example, in the screenshot below you see “Administrative Units Comprehensive Program Review-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.

*To "Clarify the Pathway" means to create curricular pathways to employment and further education for our students. Students' choices can be simplified with default program maps developed by faculty and advisors that show students a clear pathway to completion, further education, and/or employment in fields of importance to the region. Additionally, establishing transfer pathways through alignment of pathway courses and expected learning outcomes with transfer institutions will optimize applicability of community college credits to university majors.*

**\*Please click [here](#) for guiding questions to assist you in your response.**



Once you have entered your response, you are ready to proceed to the next section.

## 2. CURRICULUM SUPPORT & ANALYSIS (PILLAR TWO: ENTER THE PATHWAY)

*To assist students in selecting and “Entering the Pathway”, we can redesign traditional remediation as an “on-ramp” to a program of study, which helps students explore academic and career options from the beginning of their college experience, align math and other foundation skills coursework with a student's program of study, integrates and contextualizes instruction to build academic and non-academic fundamental skills throughout the college-level curriculum particular in program “gateway” courses. This also includes providing accelerated remediation to underprepared students to support their success in college-level courses, using multiple measures to assess student needs, enhancing the first-year experience to help students explore the field of employment/transfer and choose a major, and strengthen K-12 partnerships with a focus on career/college program exploration.*

**DIRECTIONS:** To complete this section, the user will describe strategies, efforts and/or activities to support the advancement of students to “Enter the Pathway”. This can include collaborations with instruction, and services such as outreach or dual enrollment. Describe any efforts or strategies that support academically unprepared students to enter the pathway they select, K-12 partnerships, career/college exploration efforts, and/or the first-year experience (i.e. research, technologies, partnerships, plans, etc.). When you are ready to enter your response, position your cursor in the open text box to enter in your response.

**\*Please click [here](#) for guiding questions to assist you in your response.**

1. Activity & Service (Pillar One: Clarify the Pathway) Unsaved Sections Management Save all as draft Publish all

2. Curriculum Support & Analysis (Pillar Two: Enter the Pathway) Unsaved

**Instructions**  
**DESCRIPTION OF SECTION**  
*To assist students in selecting and entering their pathway, we can redesign traditional remediation as an “on-ramp” to a program of study, which helps students explore academic and career options from the beginning of their college experience, align math and other foundation skills coursework with a student's program of study, integrates and contextualizes instruction to build academic and non-academic fundamental skills throughout the college-level curriculum particular in program “gateway” courses. This also includes providing accelerated remediation to underprepared students to support their success in college-level courses, using multiple measures to assess student needs, enhancing the first-year experience to help students explore the field of employment/transfer and choose a major, and strengthen K-12 partnerships with a focus on career/college program exploration.*

**DIRECTIONS ON HOW TO COMPLETE SECTION**  
*For this item, the user is asked to describe strategies, efforts and/or activities to support the advancement of students to “Enter the Pathway”. This can include collaborations with instruction, and services such as outreach or dual enrollment. Describe any efforts or strategies that support academically unprepared students to enter the pathway they select, K-12 partnerships, career/college exploration efforts, and/or the first year experience (i.e. research, technologies, partnerships, plans, etc.).*  
**\*Please click [here](#) for guiding questions that will assist you in your response.**

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Once you have entered your response, you are ready to proceed to the next section.

### 3. RETENTION, SUCCESS AND OUTCOMES (PILLAR THREE: STAY ON THE PATH AND PILLAR FOUR: ENSURE LEARNING)

*In this section, you will report on retention, success and outcomes for the program/unit. This section aligns with Guided Pathways Pillar Three (Stay on the Path) and Pillar Four (Ensure Learning), and as such the user will want to consider work that contributes to these pillars.*

**DIRECTIONS:** To complete this section, the user will need to respond to the pathway program data using the SEP Data Summary and the Vision for Success Data provided on retention, success and outcomes. Be sure to include strategies on improvement or sustainment. Describe any systems or processes that easily track students' progress towards completion including identifying students at risk and provides needed support; procedures and/or process that help students to stay on the path and ensure learning.

**Note:** When considering the data, respond to/evaluate: course success trends, degree/certificate awards, transfers, examination of disaggregated data (i.e. race, income, age, gender) to determine equity gaps. When you are ready to enter your response, 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.

*\*Please click [here](#) for guiding questions to assist you in your response.*

3. Retention, Success and Outcomes (Pillars Three and Four) Unsaved Sections Management Save all as draft Publish all

3. Retention, Success and Outcomes (Pillars Three and Four) No versions created yet for this section 0

**Instructions**  
**DESCRIPTION OF SECTION**  
*In this section, the user will report on retention, success and outcomes for the program/unit. This section aligns with Guided Pathways Pillar Three (Stay on the Path) and Pillar Four (Ensure Learning), and as such the user will want to consider work that contributes to these pillars.*

**DIRECTIONS ON HOW TO COMPLETE SECTION**  
*For this item, the user will respond to the pathway program data provided on retention, success and outcomes including strategies on improvement or sustainment. Describe any systems or processes that easily track students' progress towards completion including identifying students at risk and provides needed support; procedures and/or process that help students to stay on the path and ensure learning.*  
*Note: The user will want to review the data to write the reflection. When considering the data, respond to/evaluate: course success trends, degree/certificate awards, transfers, examination of disaggregated data (i.e. race, income, age, gender) to determine equity gaps.*  
*\*Please click [here](#) for guiding questions to support you in your response.*

B I U x<sub>2</sub> x<sup>2</sup> I<sub>x</sub> [List of icons] Size [Dropdown]

This is a test...

Once you have entered your response, you are ready to proceed to the next section.

#### 4. MARKETING, COMMUNICATION, OUTREACH (PILLARS ONE, TWO AND THREE)

*In this section, you will provide information on strategies, efforts and/or activities for marketing, communication and/or outreach to students. This section aligns with Guided Pathways Pillar One (Clarify the Path), Pillar Two (Enter the Path), and Pillar Three (Stay on the Path).*

**DIRECTIONS:** To complete this item, the user will describe marketing strategies, communication efforts, and activities that help improve/sustain enrollments, success, and completion. Include collaborations with other programs and/or units (i.e. Outreach, Financial Aid, EOP&S, DSP&S, etc.) and/or administrative units (i.e. Marketing, Office of Equity & Inclusion, etc.). When you are ready to enter your response, 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.

**\*Please click [here](#) for guiding questions to assist you in your response.**

**Note:** The user may need to review data to write the reflection.

The screenshot shows a web interface for a section titled "4. Marketing, Communication, Outreach (Pillars One, Two, Three)". At the top, there are navigation elements: a dropdown menu showing the current section, a "Management" dropdown, and buttons for "Save all as draft" and "Publish all". Below this, a header bar indicates "No versions created yet for this section" and shows 0 comments. The main content area has a light blue background and contains the following text:

**Instructions**  
**DESCRIPTION OF SECTION**  
*In this section, the user will provide information on strategies, efforts and/or activities for marketing, communication and/or outreach to students. This section aligns with Guided Pathways Pillar One (Clarify the Path), Pillar Two (Enter the Path), and Pillar Three (Stay on the Path).*

**DIRECTIONS ON HOW TO COMPLETE SECTION**  
*For this item, the user will describe marketing strategies, communication efforts, and activities that help improve/sustain enrollments, success, and completion. Include collaborations with other programs and/or units (i.e. Outreach, Financial Aid, EOP&S, DSP&S, etc.) and/or administrative units (i.e. Marketing, Office of Equity & Inclusion, etc.).*  
**Note:** *The user may need to review data to write the reflection.*  
**\*Please click [here](#) for guiding questions to assist you in your response.**

Below the text is a rich text editor with a toolbar containing icons for bold, italic, underline, text color, background color, bulleted list, numbered list, link, unlink, undo, redo, insert image, insert table, insert link, and size. The editor area contains the placeholder text "This is a test...". A red arrow points to the left edge of the text box.

Once you have entered your response, you are ready to proceed to the next section.



## 5. IMPACT OF EQUITY PRACTICE ON OUTCOMES (PILLARS ONE, TWO, THREE AND FOUR)

*In this section, you want to consider the impact of equity practice on outcomes in any of the four (4) Guided Pathway Pillars - Pillar One (Clarify the Path), Pillar Two (Enter the Path), Pillar Three (Stay on the Path), and Pillar Four (Ensure Learning).*

**DIRECTIONS:** To complete this section, the user will consider the impact of equity practice in outcomes for any of the four (4) Guided Pathways pillars. You do not need to address every pillar however, you will need to select at least one pillar to respond to. When you are ready to enter your response, 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.

**\*Please click [here](#) for guiding questions to assist you in your response.**

4. Marketing, Communication, Outreach (Pillars One, Two, Three) Unsaved Sections Management Save all as draft Publish all

Cancel changes Save draft Publish

No versions created yet for this section 0

### 5. Impact of Equity Practice on Outcomes (Pillars One, Two, Three, Four) Unsaved

**Instructions**  
**DESCRIPTION OF SECTION**  
*In this section, the user will consider the impact of equity practice on outcomes in any of the four (4) Guided Pathway Pillars - Pillar One (Clarify the Path), Pillar Two (Enter the Path), Pillar Three (Stay on the Path), and Pillar Four (Ensure Learning).*

**DIRECTIONS ON HOW TO COMPLETE SECTION**  
*In this item, the user will consider the impact of equity practice in outcomes for any of the four (4) Guided Pathways pillars. Note, the user does not need to address every pillar, but must select at least one pillar to respond to.*  
**\*Please click [here](#) for guiding questions to assist you in your response.**

**B I U x<sub>2</sub> x<sub>3</sub> I<sub>x</sub> [List Bulleted] [List Numbered] [Link] [Image] [Table] [Code] [Quote] [Size] [Align]**

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Once you have entered your response, you are ready to proceed to the next section.



## 6. PROFESSIONAL DEVELOPMENT (PILLARS ONE, TWO, THREE AND FOUR)

*In this section, you will describe the outcomes from any recently attended professional development activities, any planned professional development, and/or any needed professional development opportunities. This section aligns with all four (4) Guided Pathways - Pillar One (Clarify the Path), Pillar Two (Enter the Path), Pillar Three (Stay on the Path), and Pillar Four (Ensure Learning).*

**DIRECTIONS:** To complete this section, the user will describe any revisions or updates to their program (i.e. integrated planning, marketing, equity-minded practice, processes, policies, procedures, etc.) based on recently attended professional development, any planned professional development activities, and/or any identified future professional development needs. When you are ready to enter your response, 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.

**\*Please click [here](#) for guiding questions to assist you in your response.**

The screenshot shows a web interface for a section titled "6. Professional Development (Pillars One, Two, Three, Four)". At the top, there is a breadcrumb trail: "5. Impact of Equity Practice on Outcomes (Pillars One, Two, Three, Four) > Unsaved Sections > Management". Below this, there are buttons for "Save all as draft" and "Publish all". The section title is followed by a status "Unsaved" and a note "No versions created yet for this section" with a dropdown arrow, a comment icon with "0", and a user icon. The main content area has a light blue header with "Instructions" and "DESCRIPTION OF SECTION". The description text is: "In this section, the user will describe the outcomes from any recently attended professional development activities, any planned professional development, and/or any needed professional development opportunities. This section aligns with all four (4) Guided Pathways - Pillar One (Clarify the Path), Pillar Two (Enter the Path), Pillar Three (Stay on the Path), and Pillar Four (Ensure Learning)." Below this is a section titled "DIRECTIONS ON HOW TO COMPLETE SECTION" with the text: "In this item, the user will describe any revisions or updates to their program (i.e. integrated planning, marketing, equity-minded practice, processes, policies, procedures, etc.) based on recently attended professional development, any planned professional development activities, and/or any identified future professional development needs." This is followed by the same instruction: "\*Please click [here](#) for guiding questions to assist you in your response." At the bottom is a large text input area with a rich text editor toolbar. The toolbar includes buttons for Bold (B), Italic (I), Underline (U), Text Color (X), Background Color (X), Link (I), Bulleted List, Numbered List, Indent, Outdent, Undo, Redo, Image, Table, Link, Unlink, Size, and a Split Screen icon. The text input area contains the placeholder text "This is a test..." and a red arrow points to the left edge of the text box.

Once you have entered your response, you are ready to proceed to the next section.

## 7. OTHER (I.E. POLICY, PROCEDURE, PRACTICE)

*In this section, you will describe any practices, technologies, policies, procedures and/or information that should be reported and indicated as part of planning for the next five years. This section can relate to any or all of the four (4) Guided Pathways Pillars.*

**DIRECTIONS:** To complete this section, the user will describe and/or provide any information that should be reported and included as part of this comprehensive program review, including anything relevant to planning for the next five years. Some information to consider for this open-textbox response are: revision of award policies/practices to mitigate institutional roadblocks for completion, and/or any technologies implemented that enhance the effectiveness and efficiency of your unit. When you are ready to enter your response, 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.

**\*Please click [here](#) for guiding questions to assist you in your response.**

7. Other (i.e. policy, procedure, practice) Unsaved Sections Management Save all as draft Publish all

7. Other (i.e. policy, procedure, practice) Unsaved No versions created yet for this section 0

**Instructions**  
**DESCRIPTION OF SECTION**  
*In this section, the user will describe any practices, technologies, policies, procedures and/or information that should be reported and indicated as part of planning for the next five years. This section can relate to any or all of the four (4) Guided Pathways Pillars.*

**DIRECTIONS ON HOW TO COMPLETE SECTION**  
*For this item, the user can describe and/or provide any information that should be reported and included as part of this comprehensive program review, including anything relevant to planning for the next five years. Some information to consider for this open-textbox response are: revision of award policies/practices to mitigate institutional roadblocks for completion, and/or any technologies implemented that enhance the effectiveness and efficiency of your unit.*  
**\*Please click [here](#) for guiding questions to assist you in your response.**

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Once you have entered your response, you are ready to proceed to the next section.

## 8. FIVE YEAR PROGRAM GOALS

*In this section, you will report on the completion of program goals from the Program Review Year Five Update and develop SMART goals for their program for the next five (5) years.*

**DIRECTIONS:** To complete this item, the user will need to reference the “Goals” section of your Program Review Year Five Update. You can download this report by clicking on the folder in the right-hand corner of the header title for this section.

8. Five-Year Program Goals

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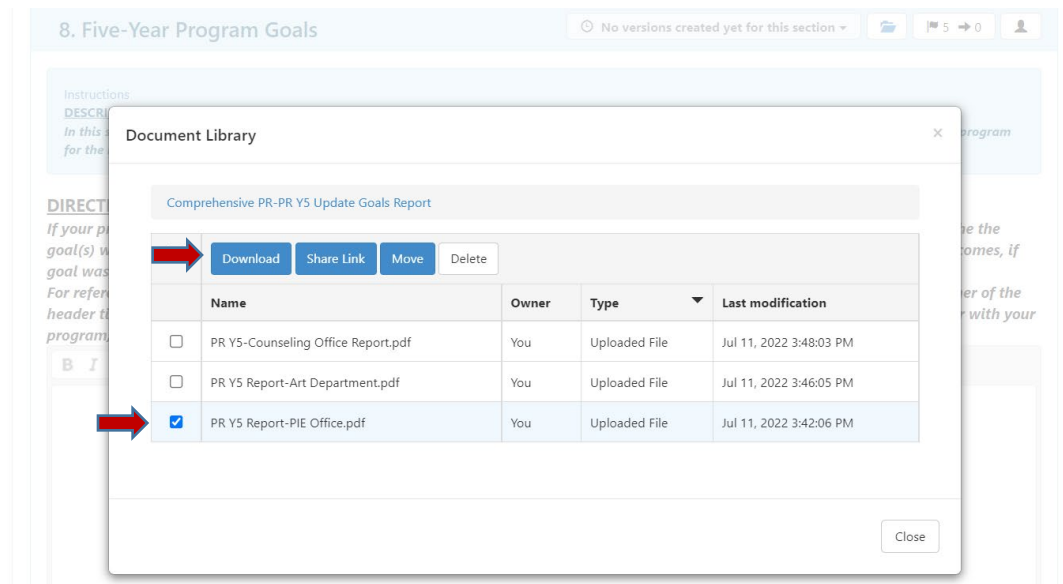
Instructions

**DESCRIPTION OF SECTION**  
In this section, the user will report on the completion of program goals from the Program Review Year Five Update and develop SMART goals for their program for the next five (5) years.

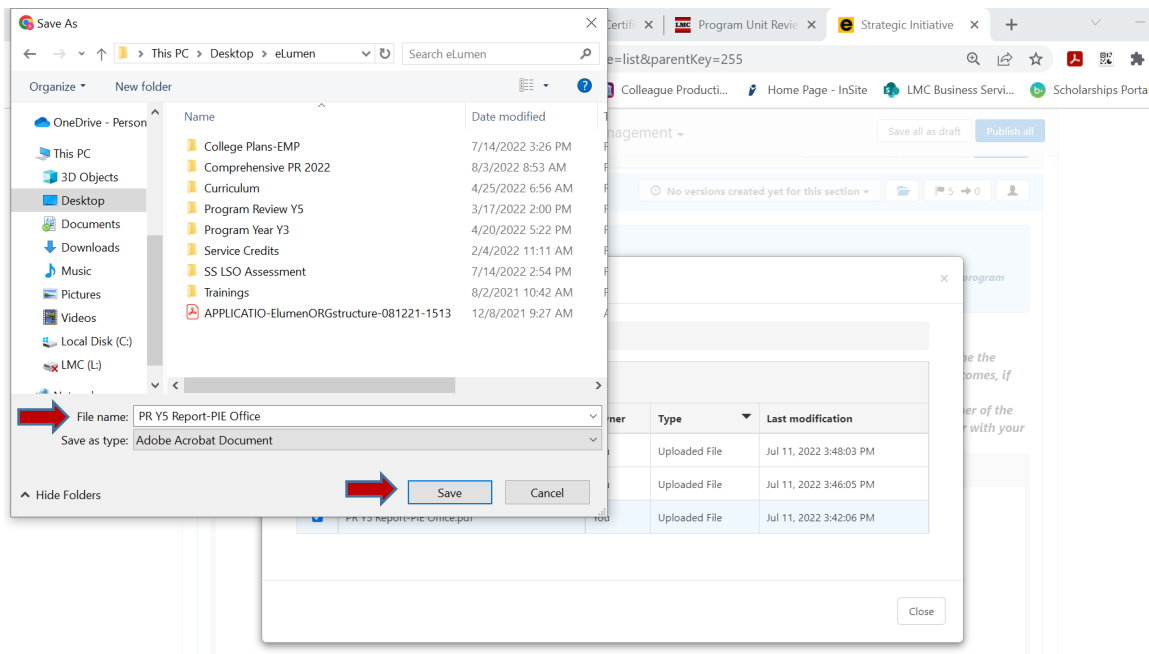
**DIRECTIONS ON HOW TO COMPLETE SECTION**  
If your program had any goals from the Program Review Year Five Update that were in progress or modified, please note whether the goal(s) was abandoned or completed and the impact it had on your program (i.e. did completing the goal meet the anticipated outcomes, if goal was abandoned why, etc.).  
For reference, you can access the report from your Program Review Year Five Update by clicking on the folder in the right-hand corner of the header title for this section. You will note a folder titled “Comprehensive PR-PR Y5 Report”, your report will be located in this folder with your program/unit name in the title of the document.

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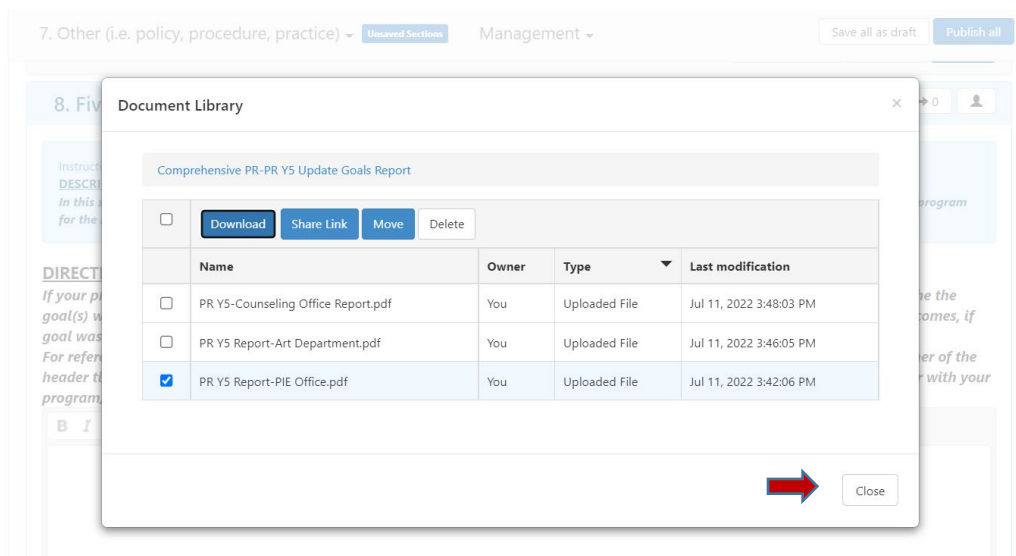
Click on the check box located next to your report. Then click on the “Download” button to download your report.



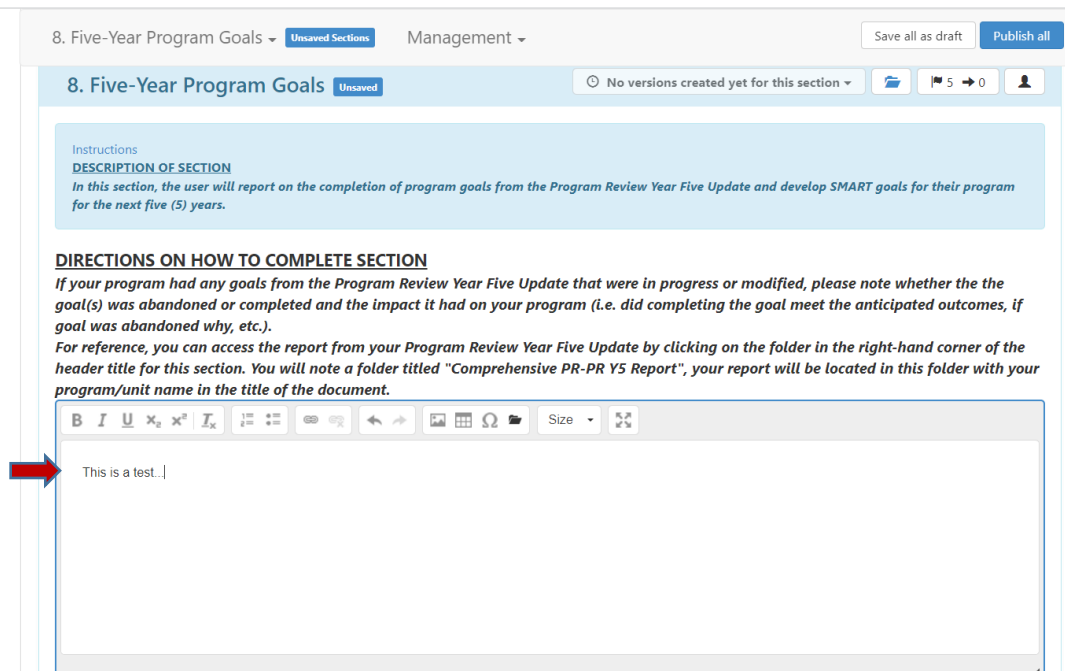
Once you click on the “Download” button the file dialog box for your computer will appear so you can select where you want to save your Program Review Year Five (PR Y5) Report. Once you have selected the appropriate folder click on the “Save” button in the dialog box.




Once you have clicked on the “Save” button, your report will be saved and you will be returned to the previous screen. Click on the “Close” button to return to your Comprehensive Program Review Template. You are now ready to proceed to the first item in #8.



If your program had any goals from the Program Review Year Five Update that were in progress or modified, please note whether the goal(s) was abandoned or completed and the impact it had on your program (i.e. did completing the goal meet the anticipated outcomes, if goal was abandoned why, etc.). When you are ready to enter your response, 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.



Once you have completed your response proceed to the next item in this section.

**DIRECTIONS:** To complete this item, the user will develop a SMART goal(s) for the next five years of the program. The program can also choose to continue/amend any goals from the Program Review Year Five Update period. Once your SMART goal(s) have been developed, you will want to enter and align them with the appropriate [LMC Educational Master Plan 2020-2025 \(EMP\) Goals](#). To do this click on the  5 in the upper right-hand corner of the item header title.

8. Five-Year Program Goals

Unsaved

No versions created yet for this section

5

Instructions


**DESCRIPTION OF SECTION**

*In this section, the user will report on the completion of program goals from the Program Review Year Five Update and develop SMART goals for their program for the next five (5) years.*

**DIRECTIONS ON HOW TO COMPLETE SECTION**

*If your program had any goals from the Program Review Year Five Update that were in progress or modified, please note whether the the goal(s) was abandoned or completed and the impact it had on your program (i.e. did completing the goal meet the anticipated outcomes, if goal was abandoned why, etc.).*

*For reference, you can access the report from your Program Review Year Five Update by clicking on the folder in the right-hand corner of the header title for this section. You will note a folder titled "Comprehensive PR-PR Y5 Report", your report will be located in this folder with your program/unit name in the title of the document.*

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

Other (i.e. policy, procedure, practice)
Unsaved Sections
Management
Save all as draft
Publish all

Link Goals and Objectives to 8. Five-Year Program Goals

Goals and Objectives	Modified	In Progress	Abandoned	Completed
Goal 1. Strengthen a culture of equity, diversity, inclusion, and racial justice. (District #2 and #4)				
Recommended Actions	+ Align Action			
Goal 2. Increase and maximize equitable opportunities for students to successfully complete courses and programs. (District #1 and #2)				
Recommended Actions	+ Align Action			
Goal 3. Increase opportunities that will prepare students to enter high-demand and living-wage occupational fields.				

+ Link Unaligned Recommended Action
Cancel
Save

This is where you are going to align your SMART goal(s) with the appropriate *LMC Educational Master Plan 2020-2025* goal. The EMP goals are in blue in the left-hand side of the screen. Review each of the five (5) EMP goals and determine which goal most closely aligns with your first SMART goal. You will repeat this step for any additional SMART goals and/or goals you are continuing from the Program Review Year Five Update.

Once you have identified which EMP goal aligns with your first program/unit goal, you will click on the “+ Align Action” box under the identified EMP Goal to align and enter your SMART goal.

7. Other (i.e. policy, procedure, practice) - Unsaved Sections Management - Save all as draft Publish all

Link Goals and Objectives to 8. Five-Year Program Goals

Goals and Objectives	Modified	In Progress	Abandoned	Completed
Goal 1. Strengthen a culture of equity, diversity, inclusion, and racial justice. (District #2 and #4)				
Recommended Actions + Align Action				
Goal 2. Increase and maximize equitable opportunities for students to successfully complete courses and programs. (District #1 and #2)				
Recommended Actions + Align Action				
Goal 3. Increase opportunities that will prepare students to enter high-demand and living-wage occupational fields.				

+ Link Unaligned Recommended Action Cancel Save

After you click on the “+ Align Action” box the screen below will appear, click on the “Create New Action” button to enter your SMART goal.

Align Action to Goal 2. Increase and maximize equitable opportunities for students to successfully complete courses and programs. (District #1 and #2)

Use Existing Create New Action

Org. Entity LMC Planning/Inst... Terms 282 selected Strategic Initiative Administrative Units... Section Any Goals & Objectives Any

Select one Action  
No Actions To Link

Cancel Add New Action



Once you click on the “Create New Action” button the screen below will appear. Position your cursor in the textbox under “Recommended Action” to enter and align your first SMART goal.

The screenshot shows a dialog box titled "Link Goals and Objectives to 8. Five-Year Program Goals". Inside, there's a section "Align Action to Goal 2. Increase and maximize equitable opportunities for students to successfully complete courses and programs. (District #1 and #2)". Below this are two buttons: "Use Existing Action" and "Create New Action". The "Create New Action" button is active. Underneath is a "Recommended Action" section with a text box containing "This is a test...". Below that is an "Action Type" dropdown menu currently set to "Reflection". Further down is a "Goals and Objectives" section with a bullet point: "Goal 2. Increase and maximize equitable opportunities for students to successfully complete courses and programs. (District #1 and #2)". Below this are links for "Linked SLOs" and "Link SLOs". At the bottom left is a button "+Add a Resource Request". At the bottom right are "Cancel" and "Add New Action" buttons. A red arrow points to the "Recommended Action" text box.

After you have entered in your goal, proceed to the drop-down box titled “Action Type”. You can choose:

- “Reflection” (to reflect on a previous action, strategy, activity, etc.);
- “Study Needed” (data, research, project is needed to achieve the goal);
- “Program Actions” (term for a goal or action plan, most commonly used for goals).

Once you have selected the appropriate action type, you are ready to click on the blue “Add New Action” button in the lower right-hand corner of the dialog box.

This screenshot is similar to the first one, but the "Action Type" dropdown menu is now set to "Program Actions". A red arrow points to this dropdown. Another red arrow points to the "Add New Action" button at the bottom right. The "Recommended Action" text box still contains "This is a test...". The "Goals and Objectives" section remains the same. The "+Add a Resource Request" button is still present at the bottom left.

**DO NOT CLICK ON OR USE “+ ADD A RESOURCE REQUEST”. TO SUBMIT A RESOURCE REQUEST, FOLLOW THE RESOURCE ALLOCATION PROCESS. 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 click on the “Add New Action” button you will be directed to the previous screen with the EMP goals, where you will note your aligned action. You will want to repeat the previous four steps to align any additional SMART goals you have developed.

Link Goals and Objectives to 8. Five-Year Program Goals

Goals and Objectives	Modified	In Progress	Abandoned	Completed
Goal 1. Strengthen a culture of equity, diversity, inclusion, and racial justice. (District #2 and #4)				
Goal 2. Increase and maximize equitable opportunities for students to successfully complete courses and programs. (District #1 and #2)				
Goal 3. Increase opportunities that will prepare students to enter				

Recommended Actions: + Align Action

This is a test... 0 linked SLOs 0 resource requests

+ Link Unaligned Recommended Action

Cancel Save

Once you have completed entering and aligning your SMART goals, click on the blue “Save” button in the lower right-hand corner to return to your template and complete the final item.

Link Goals and Objectives to 8. Five-Year Program Goals

Goals and Objectives	Modified	In Progress	Abandoned	Completed
Goal 1. Strengthen a culture of equity, diversity, inclusion, and racial justice. (District #2 and #4)				
Goal 2. Increase and maximize equitable opportunities for students to successfully complete courses and programs. (District #1 and #2)				
Goal 3. Increase opportunities that will prepare students to enter				

Recommended Actions: + Align Action

This is a test... 0 linked SLOs 0 resource requests

+ Link Unaligned Recommended Action

Save

Once you return to the template scroll down to the final item and textbox.

8. Five-Year Program Goals ▾ All changes saved Management ▾ Save all as draft Publish all

**DIRECTIONS ON HOW TO COMPLETE SECTION**  
*In this section, the user will develop a SMART goal(s) for the next five years of the program. The program can also choose to continue/amend of any goals from the program review year three update period. Include action plans, timeline, responsible parties, and anticipated outcome (i.e. SMART Goals). Please be sure to align each goal with the College's [EMP 2020-2025 Goals](#).  
\*Please click [here](#) for guiding questions to assist you in your response.*

B I U x<sub>2</sub> x<sup>2</sup> I<sub>x</sub> [List Icons] [Link Icon] [Image Icon] [Table Icon] [Media Icon] [Size ▾] [Fullscreen Icon]

Cancel changes Save draft Publish

Position your cursor in the textbox below the directions to enter the action plans, timeline, responsible parties, and anticipated outcome(s) for each of the SMART goals you developed and aligned with an EMP goal(s).

**DIRECTIONS ON HOW TO COMPLETE SECTION**  
*In this section, the user will develop a SMART goal(s) for the next five years of the program. The program can also choose to continue/amend of any goals from the program review year three update period. Include action plans, timeline, responsible parties, and anticipated outcome (i.e. SMART Goals). Please be sure to align each goal with the College's [EMP 2020-2025 Goals](#).  
\*Please click [here](#) for guiding questions to assist you in your response.*

B I U x<sub>2</sub> x<sup>2</sup> I<sub>x</sub> [List Icons] [Link Icon] [Image Icon] [Table Icon] [Media Icon] [Size ▾] [Fullscreen Icon]

This is a test. |

Cancel changes Save draft Publish

**FINAL STEP:** Once you have completed entering the information into the textbox and completed your entire Comprehensive Program Review, you are ready to “Publish” and submit for review and validation by the responsible administrator. IF YOU WOULD JUST LIKE TO SAVE YOUR WORK SO YOU CAN RETURN AND REVISE OR ADD CONTENT SELECT “SAVE ALL AS DRAFT”.

At the top of the screen you will see a blue “Publish All” button, click on this button to submit your template.

8. Five-Year Program Goals Unsaved Sections Management

Save all Publish all

**DIRECTIONS ON HOW TO COMPLETE SECTION**  
In this section, the user will develop a SMART goal(s) for the next five years of the program. The program can also choose to continue/amend any goals from the program review year three update period. Include action plans, timeline, responsible parties, and anticipated outcome (I.e. SMART Goals). Please be sure to align each goal with the College's EMP 2020-2025 Goals.  
\*Please click [here](#) for guiding questions to assist you in your response.

This is a test...

Cancel changes Save draft Publish

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 comprehensive program review.

LOS MEDANOS COLLEGE

Bethann Stone as Data Steward in LMC Planning/Inst Effective

Inbox Account Settings Support Log Out

Strategic Planning SLOs & Assessments Curriculum Org Management Reports System Settings

Dashboard Planner Initiatives Assessments Action Plans RFI

Cycles Budgets

**Administrative Units Comprehensive Program Review - Office of Planning & Institutional Effectiveness**

**Program Review**  
This cycle is used by Administrative Units to plan for the next five years and report on updates from the last program review cycle, as part of Comprehensive Program Review.

**Download:**  
Strategic Initiative Report  
To Design Mode

**Cycle Announcement**  
Cycle Announcement is not defined

Sections All changes saved Management Save all as draft Publish all

Once you click on the “Strategic Initiative Report” link the following screen will appear. Click on the blue “Print” button in the upper right-hand corner of the screen.

## Administrative Units Comprehensive Program Review - Office of Planning & Institutional Effectiveness Latest Version

This cycle is used by Administrative Units to plan for the next five years and report on updates from the last program review cycle, as part of Comprehensive Program Review.

### Administrative Units Comprehensive Program Review

#### 1. Activity & Service (Pillar One: Clarify the Pathway)

##### DIRECTIONS ON HOW TO COMPLETE SECTION

For this item, the user is asked to report on activities, services and support that contribute to providing a clear pathway for students to completion (transfer or employment in field of study). Please include any strategies or efforts to align scheduling practices with the Learning, Major and Careers Pathways at LMC (i.e. catalog changes, website updates, marketing, funding/initiatives to advance efforts, collaborations with instructional/student services departments, revisions or changes to policies/processes/procedures, etc.).

\*Please click [here](#) to view the guiding questions to assist you in developing your response.

No Value

#### 2. Curriculum Support & Analysis (Pillar Two: Enter the Pathway)

##### DIRECTIONS ON HOW TO COMPLETE SECTION

For this item, the user is asked to describe strategies, efforts and/or activities to support the advancement of students to “Enter the Pathway”. This can include collaborations with instruction, and services such as outreach or dual enrollment. Describe any efforts or strategies that support academically unprepared students to enter the pathway they select, K-12 partnerships, career/college exploration efforts, and/or the first year experience (i.e. research, technologies, partnerships, plans, etc.).

\*Please click [here](#) for guiding questions that will assist you in your response.

No Value

#### 3. Retention, Success and Outcomes (Pillars Three and Four)

##### DIRECTIONS ON HOW TO COMPLETE SECTION

For this item, the user will respond to the pathway program data provided on retention, success and outcomes including strategies on improvement or sustanment. Describe any systems or processes that easily track students' progress towards completion including identifying students at risk and provides needed support; procedures and/or process that help students to stay on the path and ensure learning.

Note: The user will want to review the data to write the reflection. When consolidating the data, request to include: course success trends, degree/certificate awards, transfer

Once you click on the “Print” button the following screen will appear. Click on the Printer drop-down box and select “Save as a PDF” and then click on the blue “Save” button at the bottom right corner of the dialog box to save to your computer.

The screenshot shows a web browser displaying a report titled "Administrative Units Comprehensive Program Review - Office of Planning & Institutional Effectiveness Latest Version". The report content includes sections for Activity & Service, Curriculum Support & Analysis, Retention, Success and Outcomes, Marketing, Communication, Outreach, and Impact of Equity Practice on Outcomes. On the right side of the browser window, a print dialog box is open. The dialog box has a "Print" button at the top right, followed by "2 pages". Below this, there are dropdown menus for "Destination", "Pages", and "Layout". The "Destination" dropdown is open, showing a list of printers: "HPE8C4C1 (HP DeskJet 3700 series)", "PL207-400MFP on LMCPITPFS1", and "See more...". The "Pages" dropdown is set to "All", and the "Layout" dropdown is set to "Portrait". At the bottom of the dialog box, there are "Save" and "Cancel" buttons. A red arrow points from the "Print" button in the report to the "Print" button in the dialog box, and another red arrow points from the "Save as PDF" option in the "Destination" dropdown to the "Save" button at the bottom of the dialog box.

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