

ADMINISTRATIVE UNITS PROGRAM REVIEW

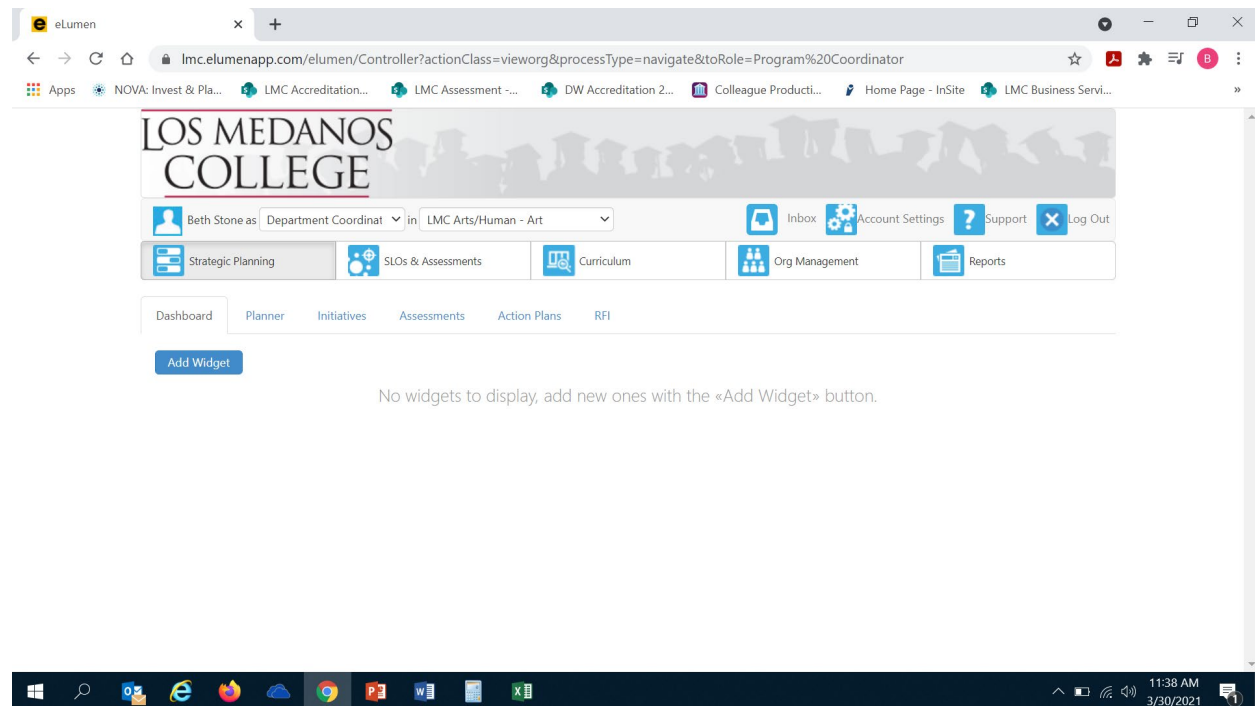
YEAR FIVE UPDATE ELUMEN INSTRUCTIONS

MATERIALS TO GATHER

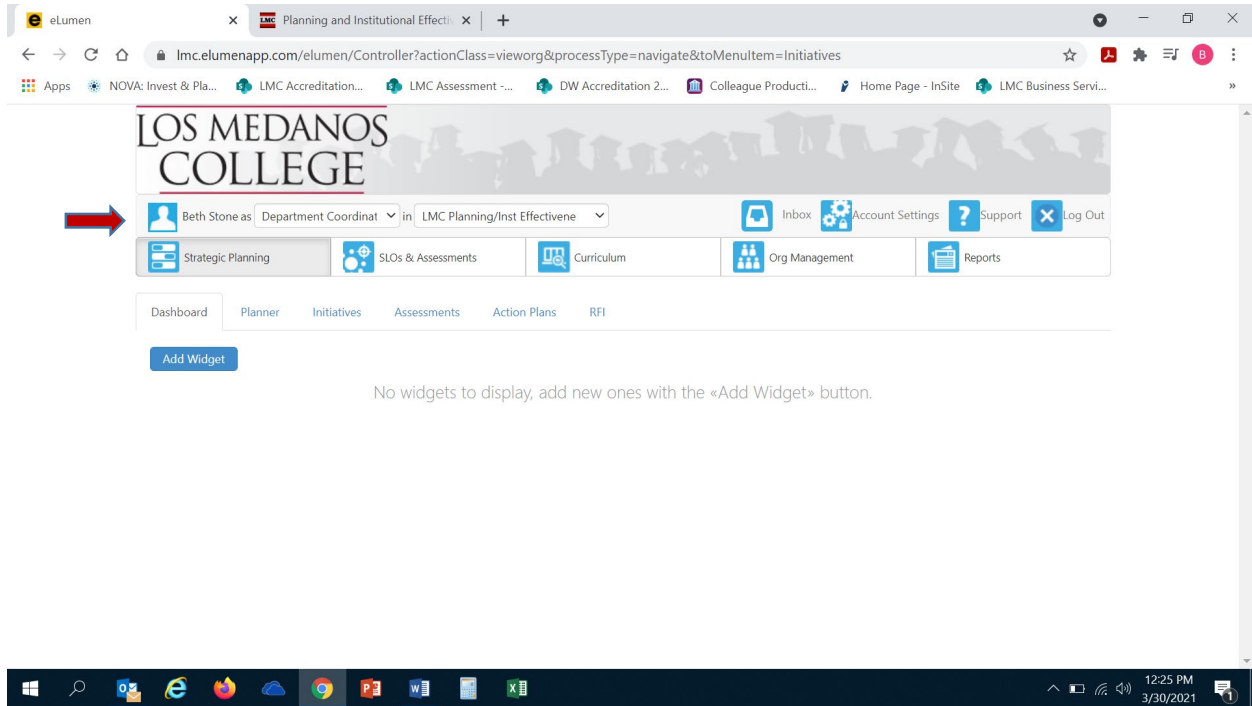
You will need to have downloaded and access to the following materials in order to successfully complete your Program Review Year Five Update:

- 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:
 - [Course Success](#)
 - [Awards Dashboard](#) (EMP Progress Measures 1 through 5)
 - [Degree & Certificates](#)
 - [CTEOS Data](#) and/or [LaunchBoard](#) (if applicable)
 - [Enrollment & Productivity](#)

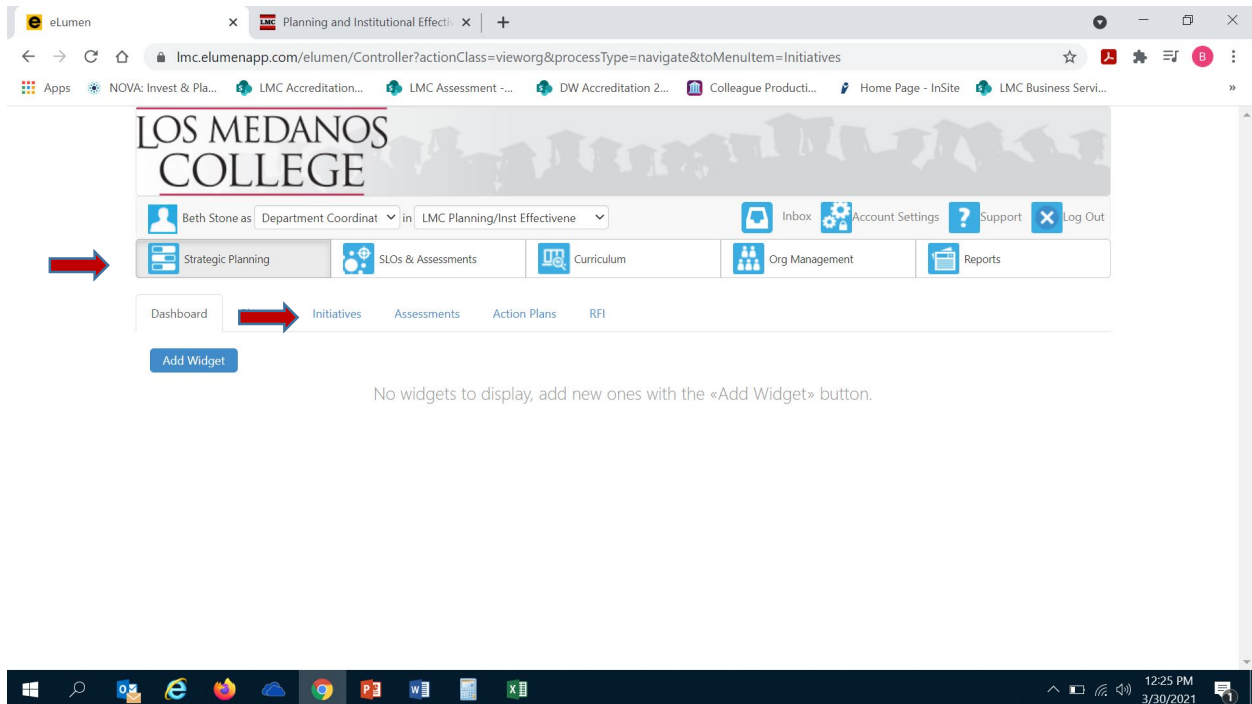
To begin your Administrative Unit Program Review Year Five Update in eLumen, you will first need to connect to eLumen utilizing the following link – lmc.elumenapp.com. Please note, the application will prompt you to login to the 4CD InSite portal. Once you have successfully logged in and connected to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



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, in the LMC Planning/Inst Effectivene department. The navigation menu includes Strategic Planning, SLOs & Assessments, Curriculum, Org Management, and Reports. The 'Initiatives' tab is selected, and the 'Cycles' sub-tab is active. A dropdown menu is open, showing 'Accreditation Self-Study' selected, with a red arrow pointing to it. Below the dropdown, a cycle selection bar shows 'Spring 2021' selected. 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' with a 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, similar to the previous one. The 'Accreditation Self-Study' dropdown menu is open, and 'Program Review' is selected, highlighted with a red arrow. The 'Cycles' sub-tab is active, and the 'Spring 2020' cycle is selected. The 'Organization' is set to 'LMC Planning/Inst Effectivene', and the 'Type' and 'Included in this term' are set to 'None selected'. The table below shows the same cycle for 'Administrative Units Program Review Year Five Update - Planning & Institutional Effectiveness'.

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 application interface. The top navigation bar includes 'Strategic Planning', 'SLOs & Assessments', 'Curriculum', 'Org Management', and 'Reports'. Below this, there are tabs for 'Dashboard', 'Planner', 'Initiatives', 'Assessments', 'Action Plans', and 'RFI'. The 'Initiatives' tab is active, and the 'Cycles' sub-tab is selected. A dropdown menu shows 'Program Review' selected. Below this, a table displays the program review cycles for various years: Spring 2021, Fall 2020, Summer 2020, Spring 2020, Fall 2019, and Summer 2019. The Spring 2021 cycle is highlighted, and a red arrow points to the 'Administrative Units Program Review Year Five Update' link. Below the table, there are filters for 'Organization' (LMC Planning/Inst Effectivene), 'Type' (None selected), and 'Included in this term' (None selected). At the bottom, there is an 'Add Cycle' button and a table with columns for 'Name' and 'Description'. The table contains one entry: '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”.

The screenshot shows the eLumen application interface for the 'Administrative Units Program Review Year Five Update - Planning & Institutional Effectiveness Office'. The page title is 'Administrative Units Program Review Year Five Update - Planning & Institutional Effectiveness Office'. Below the title, it says 'Program Review' and 'This cycle is for Administrative Units to complete the Year Five Update of the Program Review cycle.' On the right side, there is a 'Download:' section with a 'Strategic Initiative Report' button and a 'To Design Mode' button. Below this, there is a 'Cycle Announcement' section with the text 'Cycle Announcement is not defined'. At the bottom, there is a 'Sections' dropdown menu with 'All changes saved' and 'Management' options. There are also 'Save all as draft' and 'Publish all' buttons. The main content area shows the 'Administrative Units Program Review Year Five Update' section, which is 'Not Reviewed'. Below this, there is a '1. Program Update' section with a description: '1a. Describe any important changes or updates within your program since the 2019-2020 Program Review Year 3 Update. (staffing changes, program changes, etc.)'. The text area is empty, and there is a rich text editor toolbar below it.

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.

The screenshot shows a web browser window with the URL `lmc.elumenapp.com/elumen/Controller?actionClass=sigol&processType=list&parentKey=28`. The page title is "Administrative Units Program Review Year Five Update". The main content area is titled "1. Program Update" and contains the following text:

1a. Describe any important changes or updates within your program since the 2019-2020 Program Review Year 3 Update. (staffing changes, program changes, etc.)


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 table, insert image, and font size. The text area is currently empty.

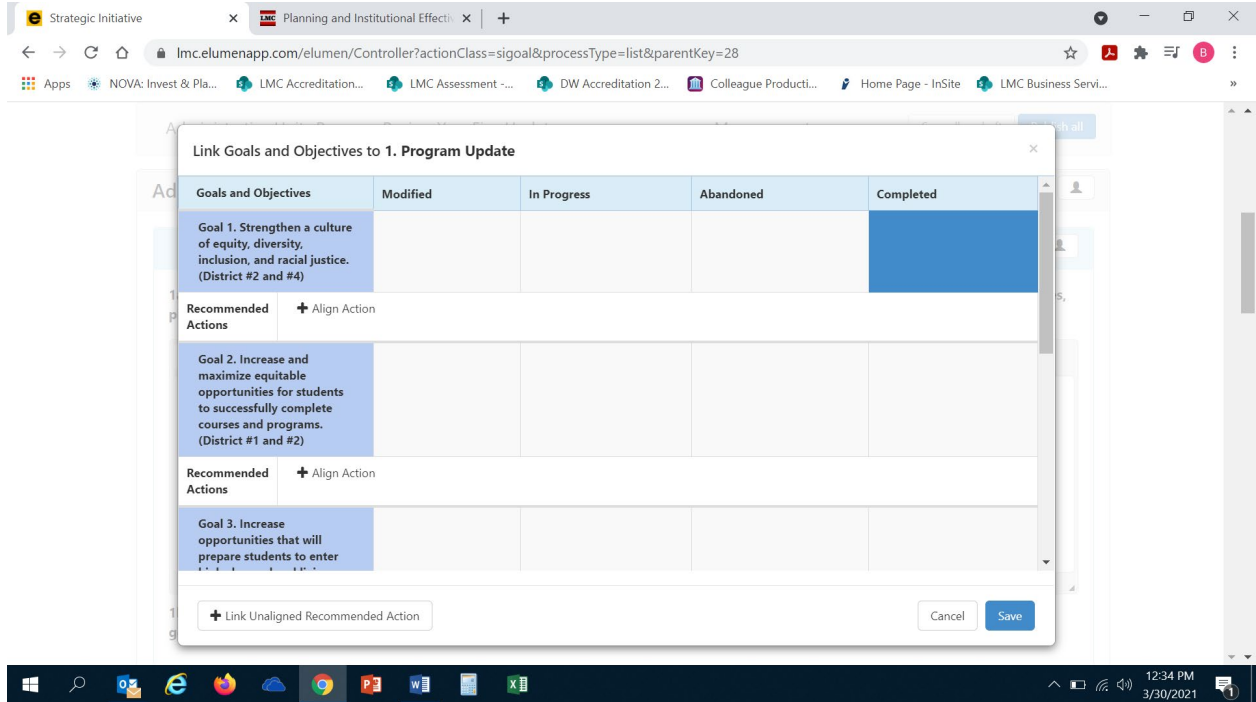
1b. Provide a brief update on the timeline for your program's goals as listed in your Program Review Year Three Update. If your program's goals are in progress or modified, please be sure to include action steps and responsible parties.

In the top right corner of the "1. Program Update" section header, there is a "5" icon with a right-pointing arrow, which is highlighted by a red arrow in the image.

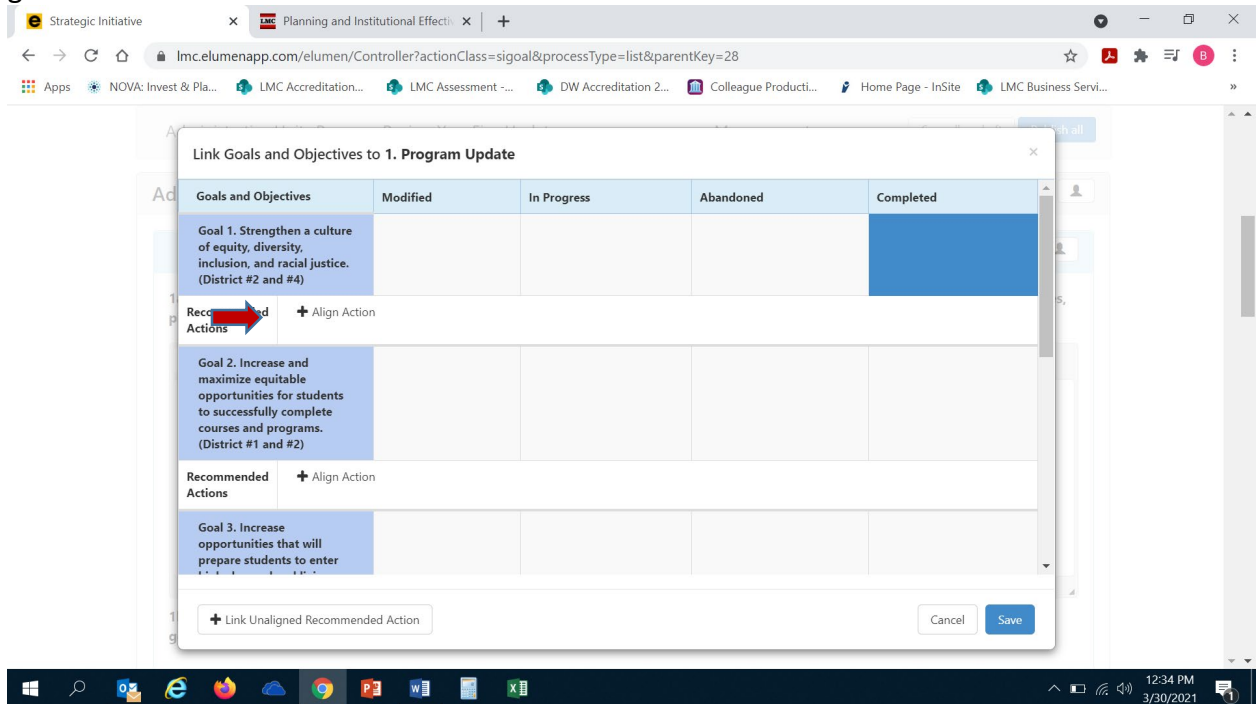
After you enter in your response to Question 1a, you will click on **5** in the box in the upper right corner of the "Program Update" title.

This screenshot is identical to the one above, showing the same interface and content. The red arrow in this image points to the "5" icon in the top right corner of the "1. Program Update" section header, indicating the next step in the process.

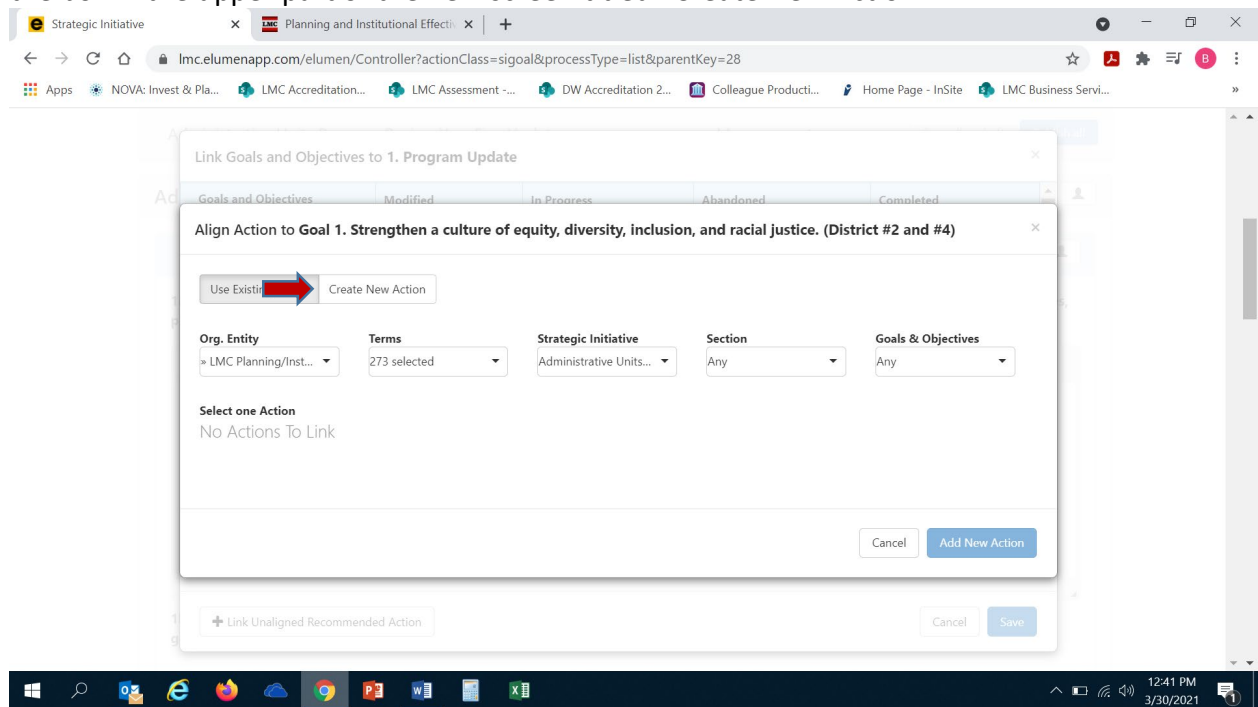
Once you click on the  the following screen will appear:



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 goals are in blue in the left hand side of the screen. Review each of the five (5) EMP goals and determine which goal closely aligns with 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 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.

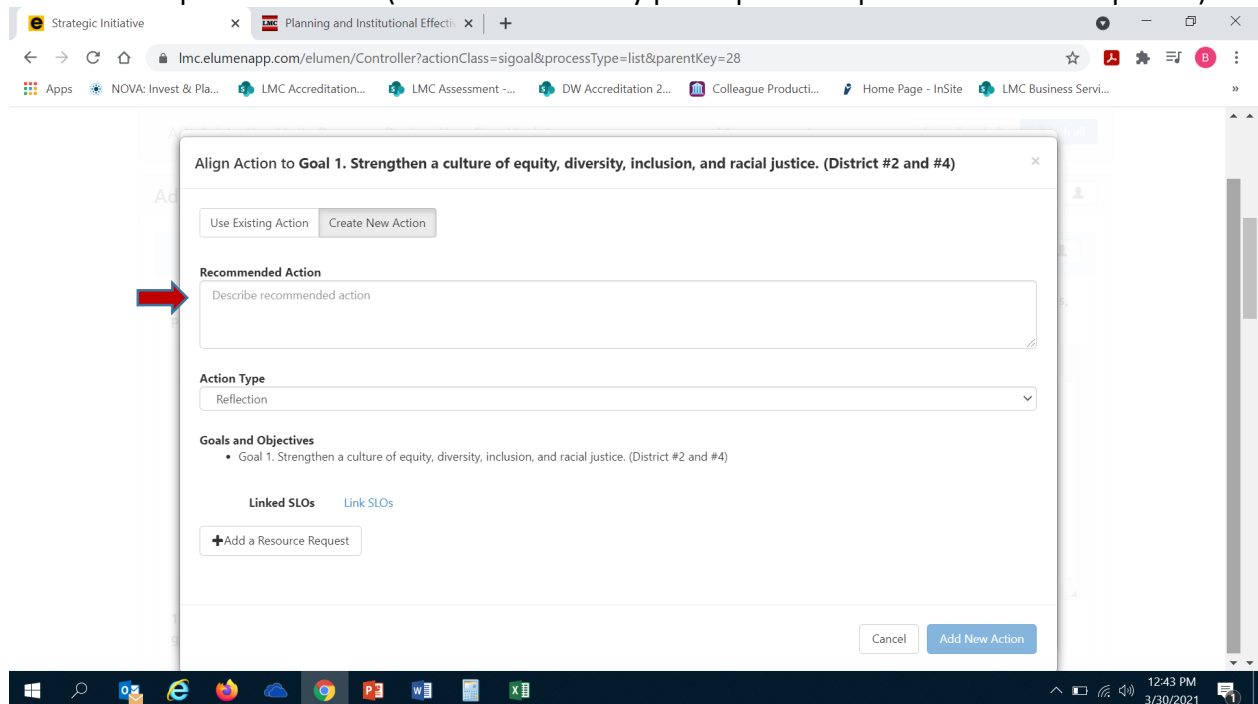


Once you click on “+ Align Action” the following screen will appear. You next want to click on the box in the upper part of the new screen titled “Create New Action”.

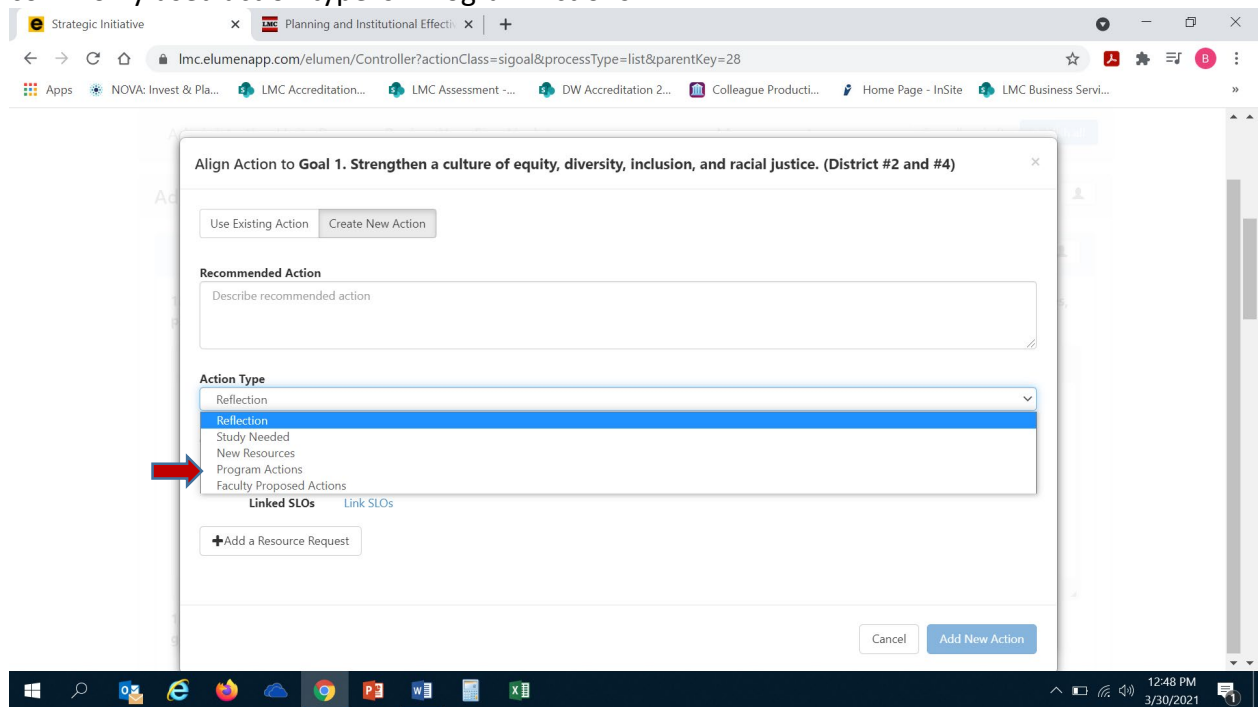


Once you click on “Create New Action” the following screen will appear for you to enter your program/unit goal that aligns with the EMP Goal you identified in the previous step. Click your mouse to position your cursor in the “Recommended Action” textbox. Enter in your program/unit goal in this textbox 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)

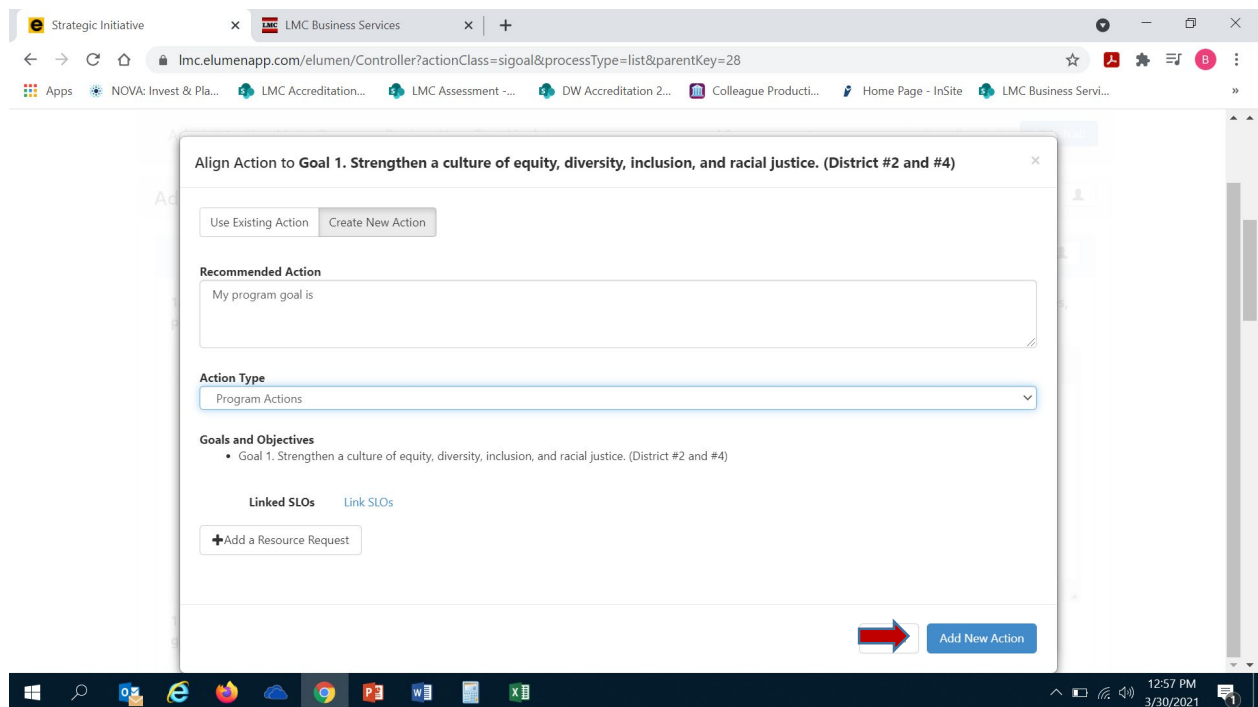


After you enter in your program/unit goal, you are ready to select “Action Type”. The most commonly used action type is “Program Actions”.

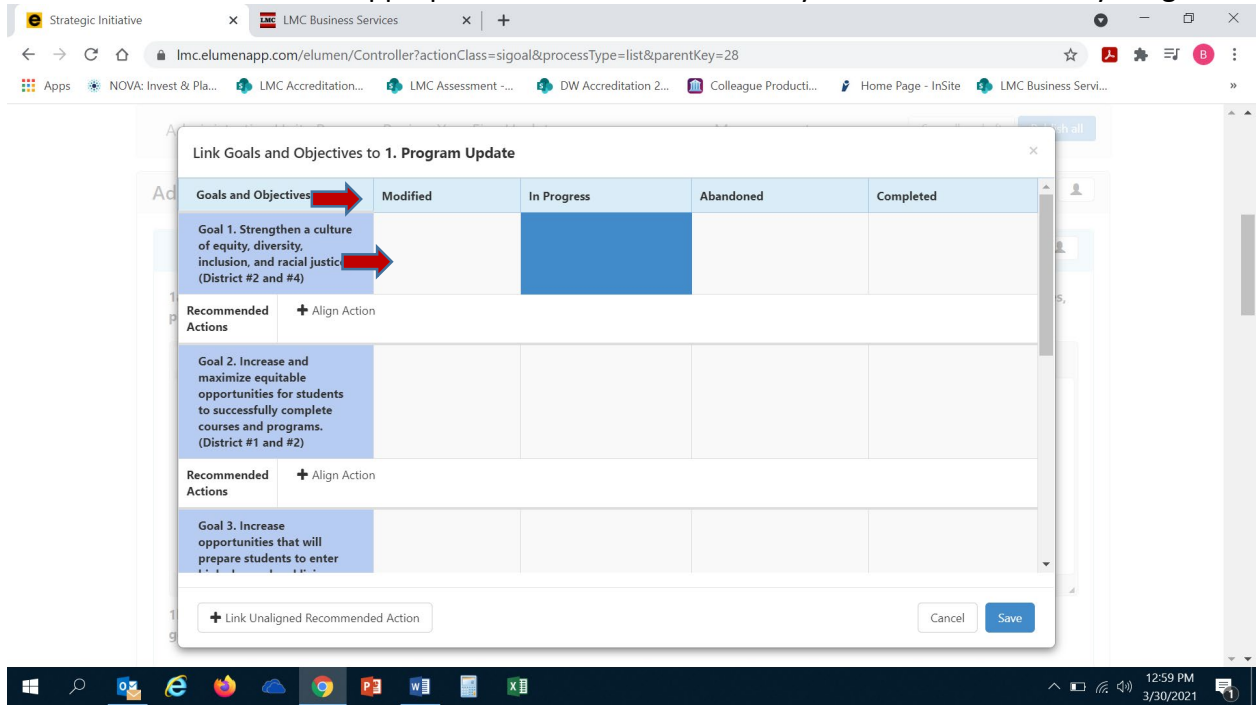


After you have selected your goal’s action type, you are now ready to click on “Add New Action”. **DO NOT CLICK ON OR USE “+ ADD A RESOURCE REQUEST”. TO SUBMIT A RESOURCE REQUEST FOLLOW THE RESOURCE ALLOCATION PROCESS. UTILIZE THE FORM(S) AND PROCEDURE OUTLINED BY SGC AND COORDINATED THROUGH THE BUSINESS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

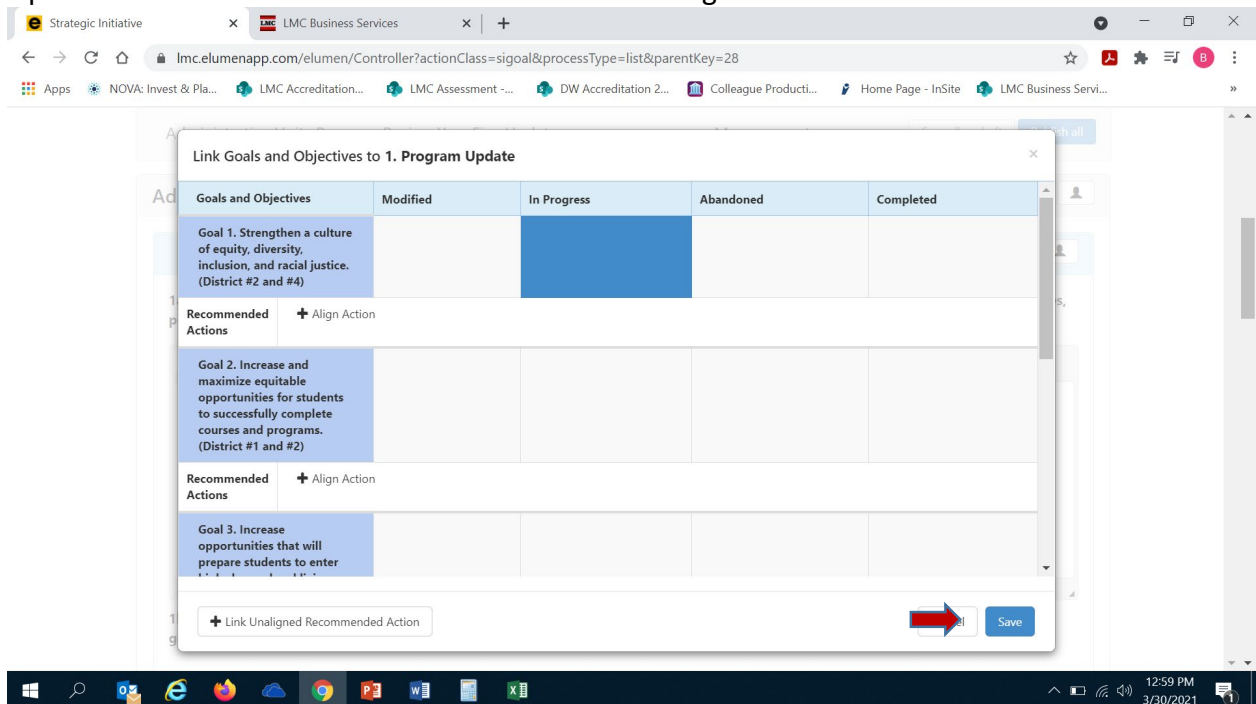
<https://www.losmedanos.edu/businessoffice/resourceallocation.aspx>



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.

The screenshot shows a web browser window with the URL `lmc.elumenapp.com/elumen/Controller?actionClass=sigoal&processType=list&parentKey=28`. The page title is "1. Program Update" and it includes a "Management" dropdown menu. There are buttons for "Save all as draft" and "Publish all". Below the header is a large empty text area. A question prompt reads: "1b. Provide a brief update on the timeline for your program's goals as listed in your Program Review Year Three Update. If your program's goals are in progress or modified, please be sure to include action steps and responsible parties." Below the prompt 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 table, insert image, and font size. At the bottom of the editor are buttons for "Cancel changes", "Save draft", and "Publish". The Windows taskbar at the bottom shows the time as 1:02 PM on 3/30/2021.

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, Completed, or Abandoned)	Timeline	Responsible Parties	Action Steps/ Explanation
Course Success					
Degrees (AA, AS, ADT)					
Certificates of Achievement					
Unit Reduction					
CTE Jobs					

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, Completed, or Abandoned)	Timeline	Responsible Parties	Action Steps/ Explanation
Course Success					
Degrees (AA, AS, ADT)					
Certificates of Achievement					
Unit Reduction					
CTE Jobs					

B I U x₂ x² I_x [Rich Text Editor Icons] Size - [Font Size Icon]

Windows Taskbar: 2:13 PM 3/30/2021

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

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

Course Success					
Degrees (AA, AS, ADT)					
Certificates of Achievement					
Unit Reduction					
CTE Jobs					

B I U x₂ x² I_x [Rich Text Editor Icons] Size - [Font Size Icon]

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

Windows Taskbar: 2:13 PM 3/30/2021

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, 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 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.*

**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					

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

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

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.

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.

Beth Stone as Department Coordinat in LMC Planning/Inst Effectivene

Strategic Planning SLOs & Assessments Curriculum Org Management Reports

Dashboard Planner Initiatives Assessments Action Plans RFI

Cycles Budgets

Administrative Units Program Review Year Five Update - Planning & Institutional Effectiveness Office

Program Review
This cycle is for Administrative Units to complete the Year Five Update of the Program Review cycle.

Download:
Strategic Initiative Report
To Design Mode

Cycle Announcement
Cycle Announcement is not defined

Administrative Units Program Review Year Five Update - Unsaved Sections Management - Save all Publish all

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.

The screenshot displays the LMC elumen app interface. At the top, the user is logged in as Beth Stone, Department Coordinator, in the LMC Planning/Inst Effectiveness section. The main navigation menu includes Strategic Planning, SLOs & Assessments, Curriculum, Org Management, and Reports. The current page is titled "Administrative Units Program Review Year Five Update - Planning & Institutional Effectiveness Office". Below the title, it states "Program Review" and "This cycle is for Administrative Units to complete the Year Five Update of the Program Review cycle." On the right side, there is a "Download:" section with a PDF icon and a link to "Strategic Initiative Report", which is highlighted with a red arrow. Below this is a "To Design Mode" button. Further down, it says "Cycle Announcement" and "Cycle Announcement is not defined". At the bottom of the page, there is a "Publish all" button. The Windows taskbar at the bottom shows the time as 2:26 PM on 3/30/2021.

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