ADMINISTRATIVE UNITS PROGRAM REVIEW

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:
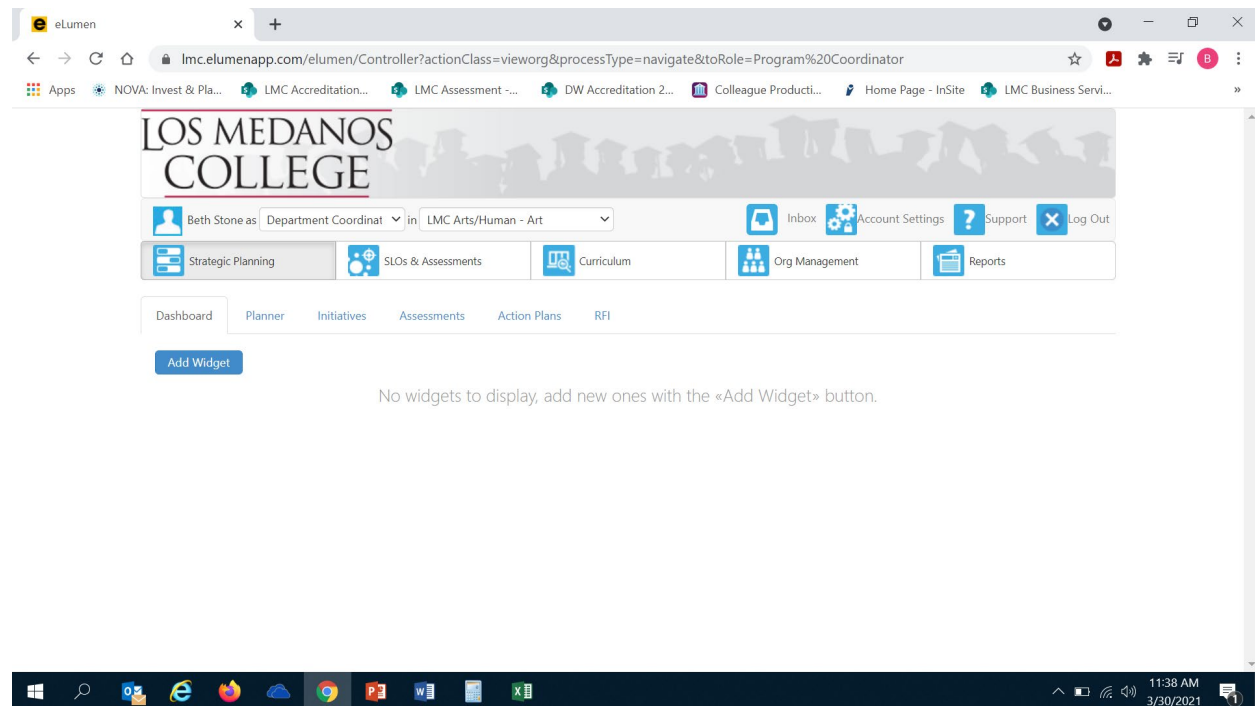
You will note at the top of the screen your name and role. For the purpose of completing your Program Review please ensure your role is that of Department Coordinator. You will also note the program/unit you are logged in with. If you are responsible for completing program review for more than one program/unit, 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.
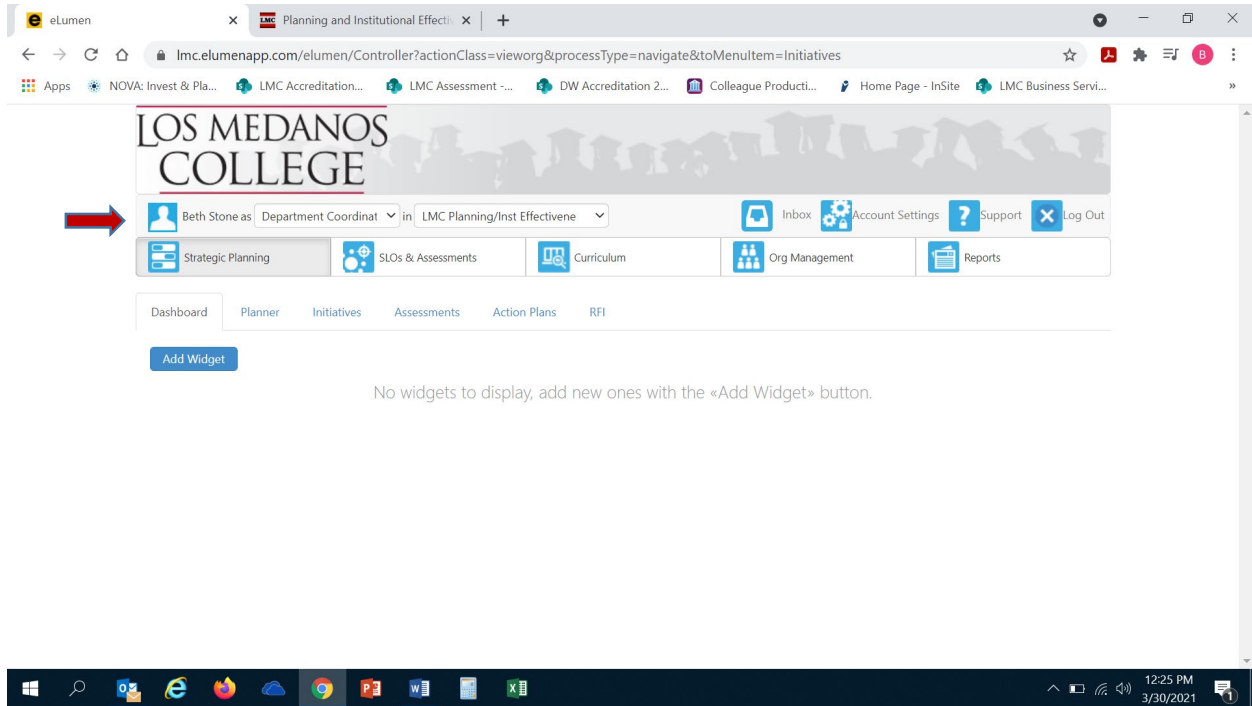
Next you will click on the tab labeled "Strategic Planning", and the link titled "Initiatives".
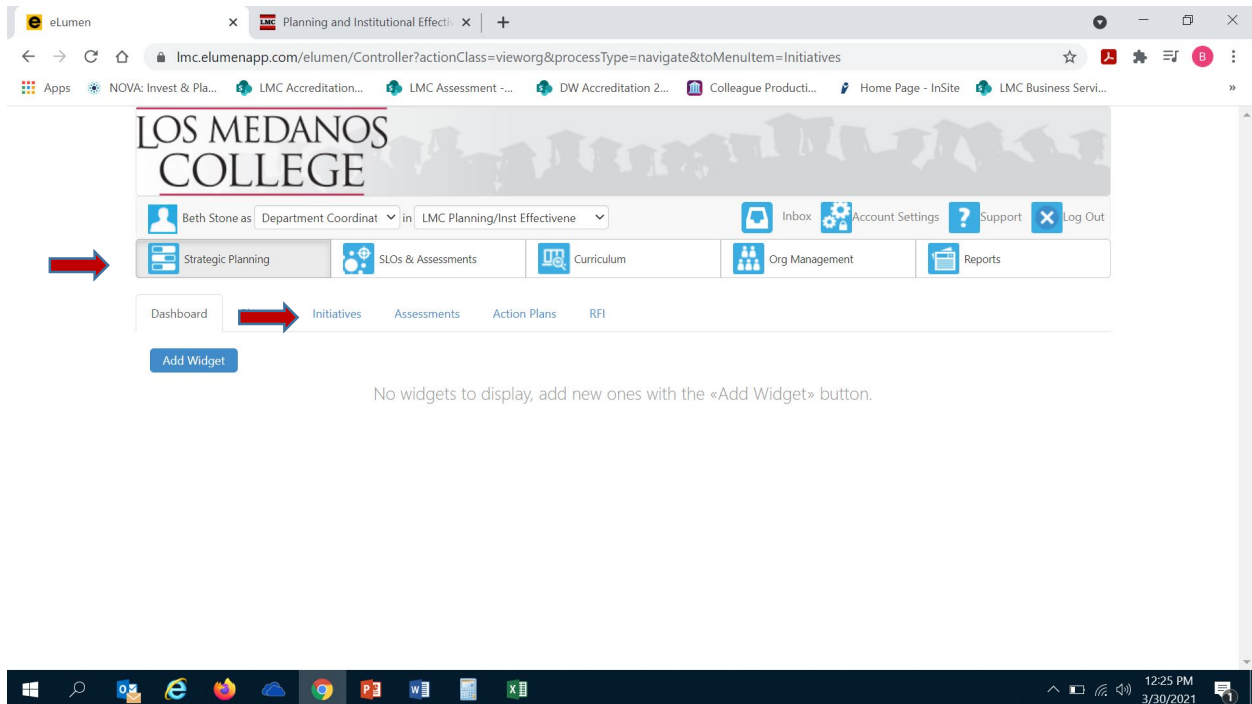
After you click on "Initiatives" you will see the screen below. Please be sure you click on the drop-down box self-populated with "Accreditation Self-Study" and select "Program Review".

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.

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:
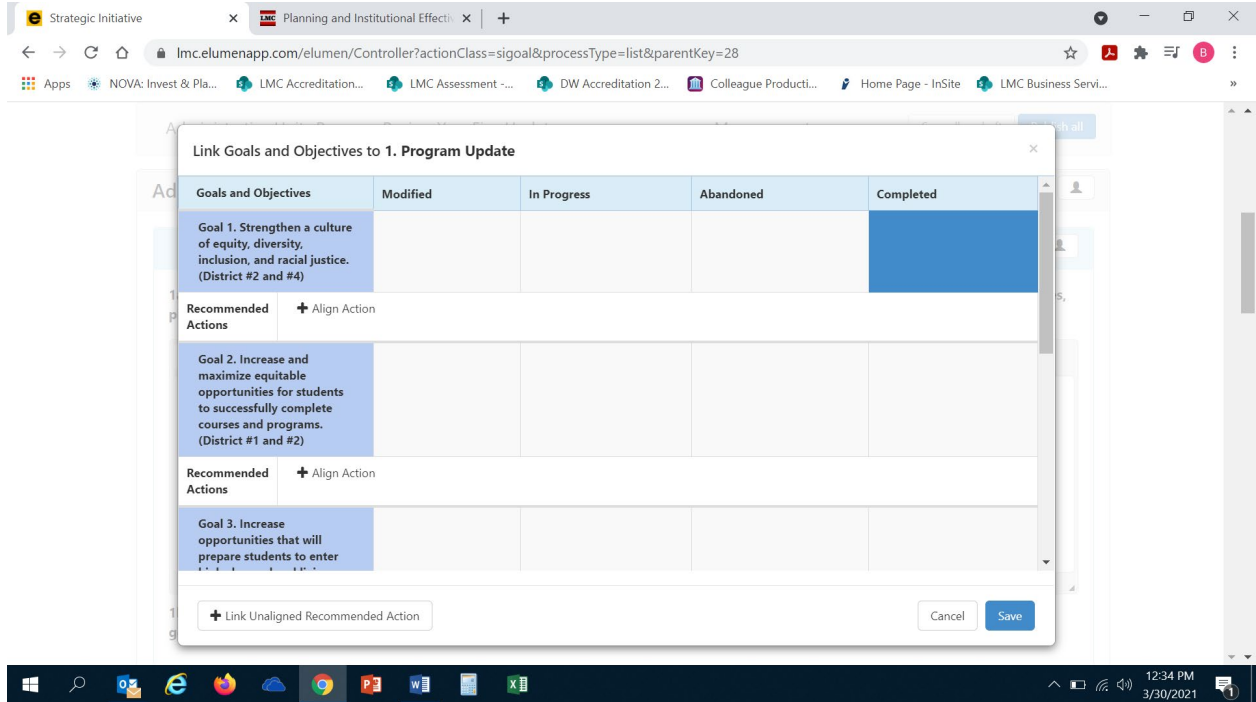
This is where you are going to enter in your program/unit goals as outlined in your Program Review Year Three Update and align each goal with an *LMC Educational Master Plan 2020-2025* goal. The EMP goals are in blue in the left hand side of the screen. Review each of the five (5) EMP goals and determine 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.
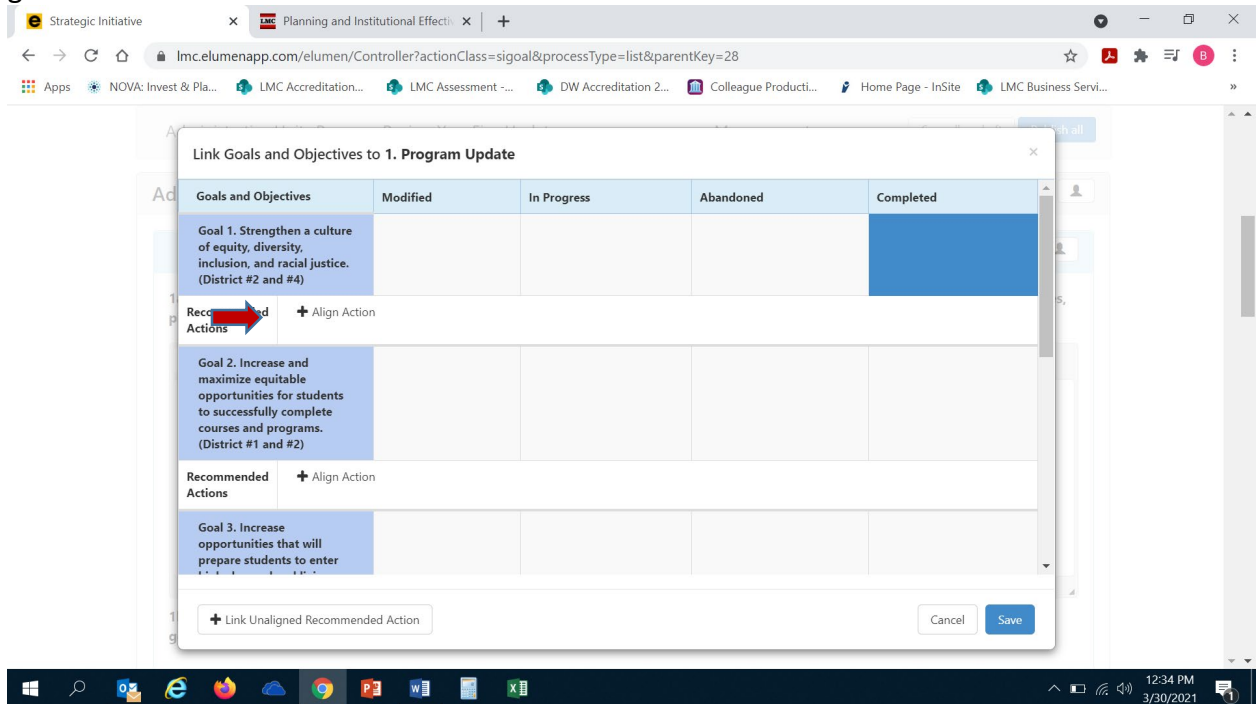
Once you click on "+ Align Action" the following screen will appear. You next want to click on the box in the upper part of the new screen titled "Create New Action".
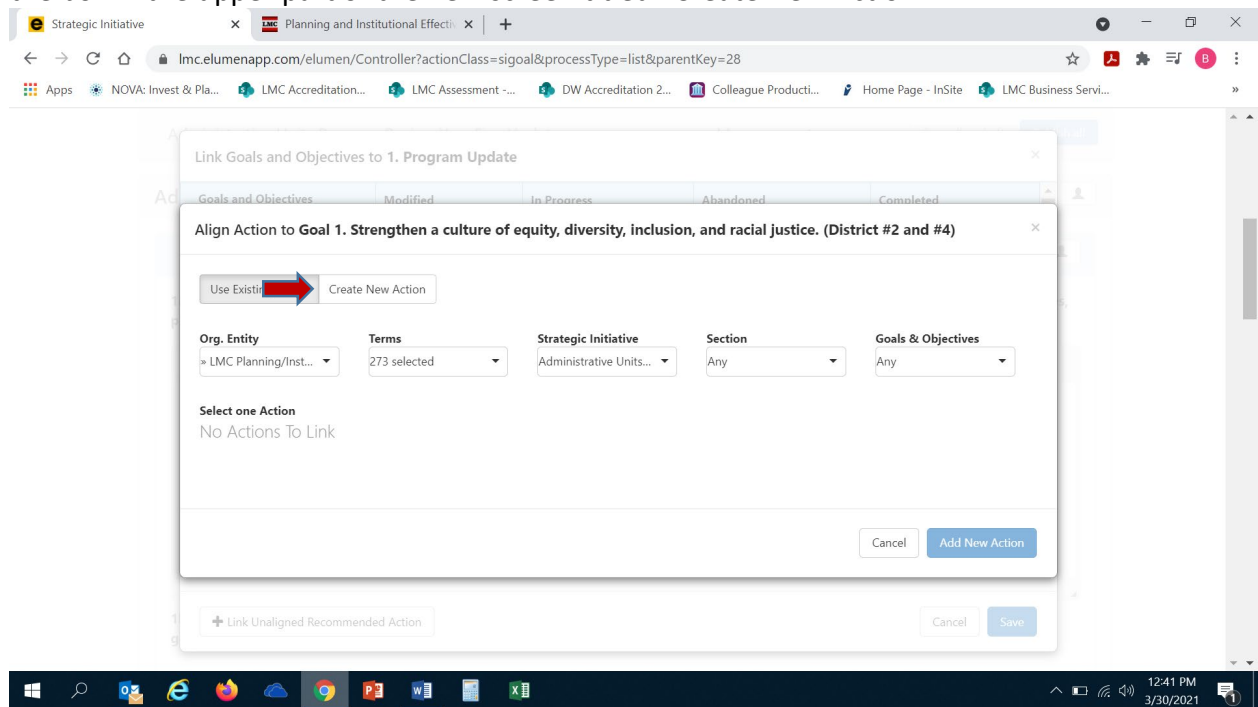
Once you click on "Create New Action" the following screen will appear for you to enter your program/unit goal that aligns with the EMP Goal you identified in the previous step. Click your mouse to position your cursor in the "Recommended Action" textbox. Enter in your program/unit goal in this textbox 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)
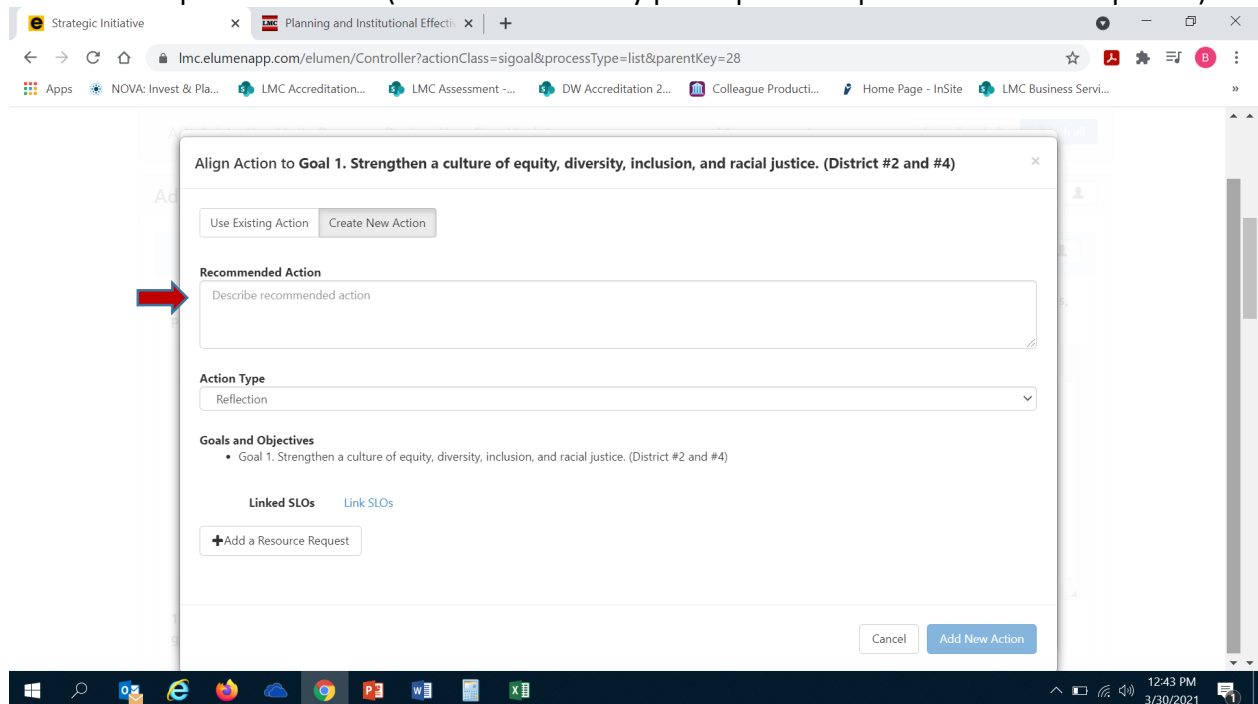
After you enter in your program/unit goal, you are ready to select "Action Type". The most commonly used action type is "Program Actions".
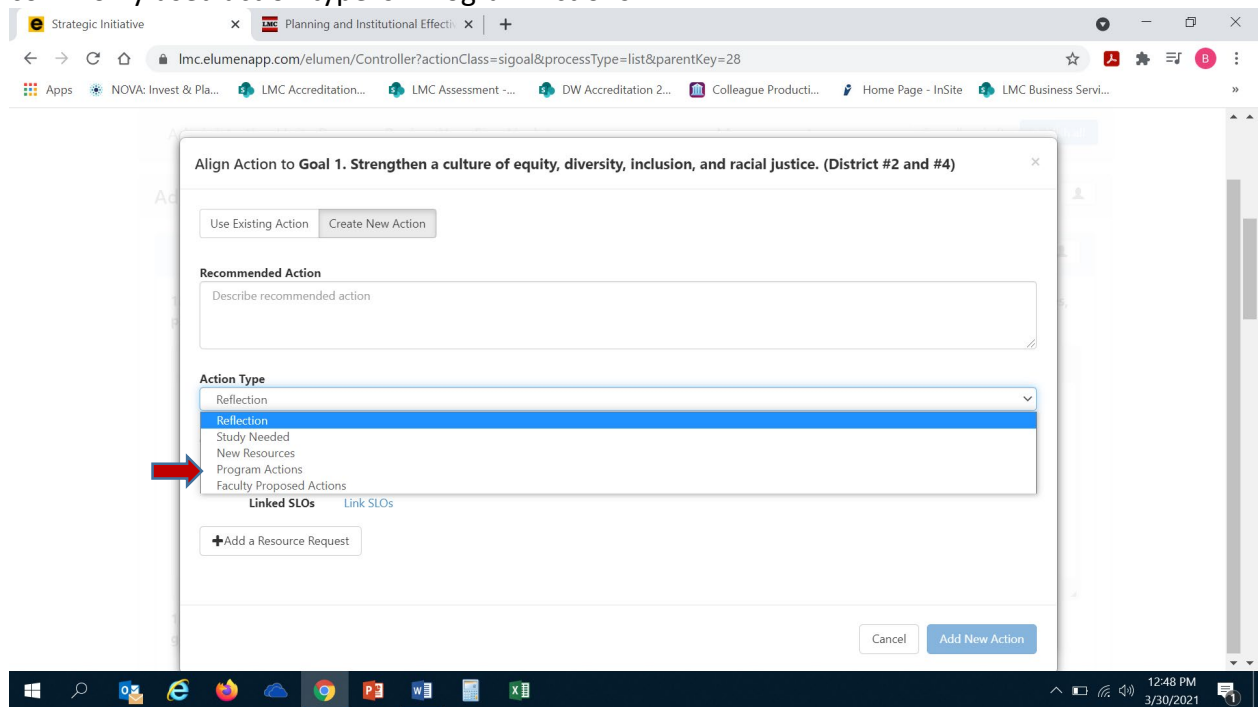
After you have selected your goal's action type, you are now ready to click on "Add New Action". *DO NOT CLICK ON OR USE "+ ADD A RESOURCE REQUEST". TO SUBMIT A RESOURCE REQUEST FOLLOW THE RESOURCE ALLOCATION PROCESS. UTILIZE THE FORM(S) AND PROCEDURE OUTLINED BY SGC AND COORDINATED THROUGH THE BUSINESS 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*
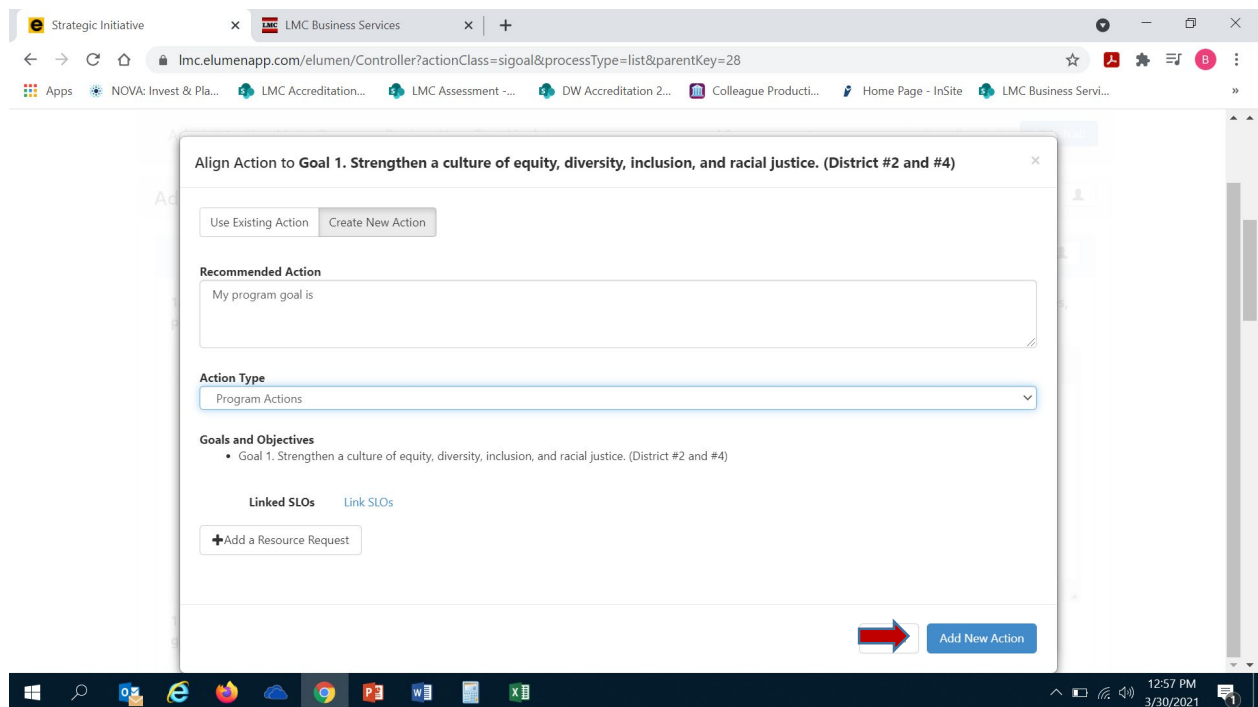
Once you have clicked on "Add New Action" you will see the screen below and are now ready to identify the current status of your entered program/unit goal. Utilizing your mouse click on the box under the appropriate column that accurately reflects the status of your goal
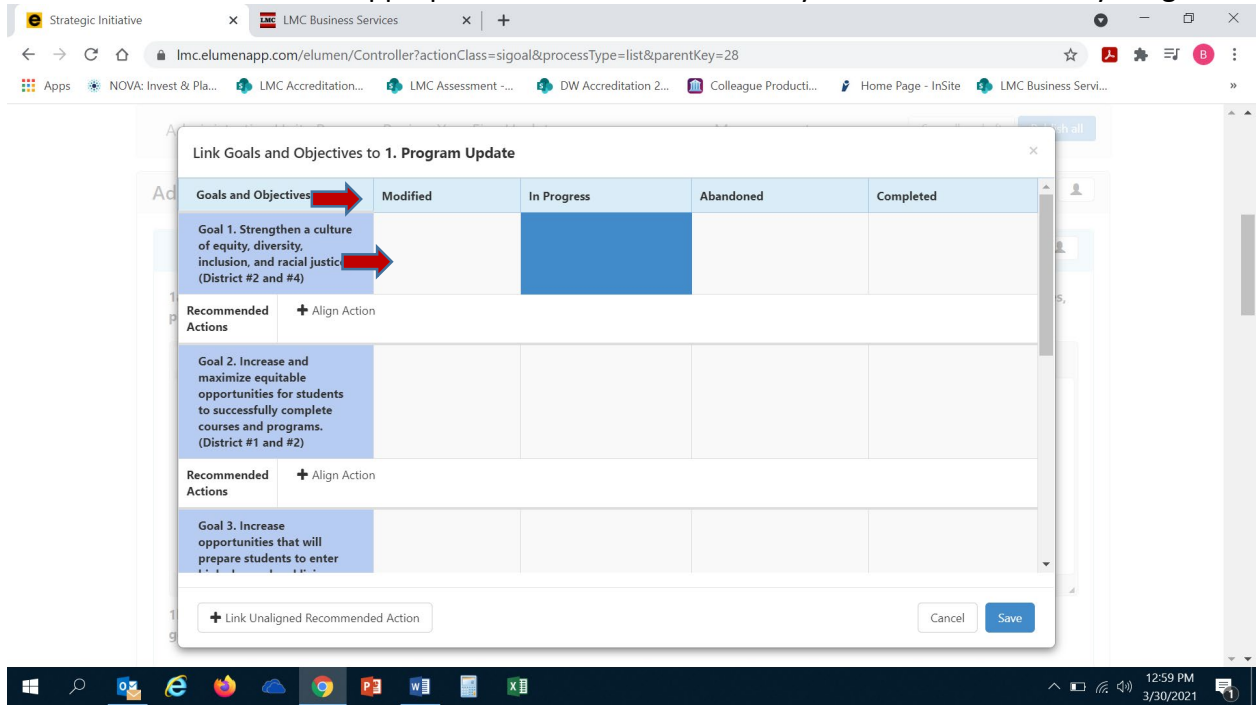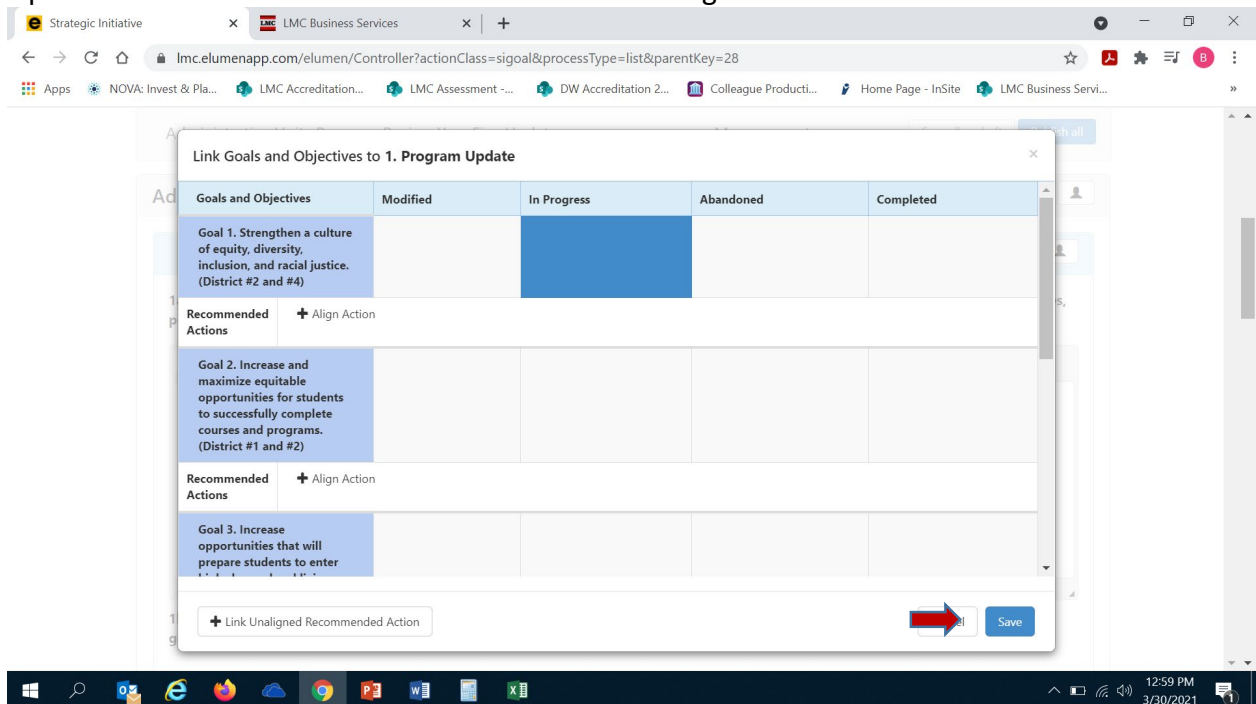

Repeat the aforementioned steps to enter in additional goals for your program/unit. Once you have entered in all your program/unit goals from your Program Review Year Three Update click on the blue "Save" button in the lower right hand corner of the screen.

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.

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					

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, Completed or Abandoned)	Timeline	Responsible Parties	Action Steps/ Explanation
African American					
Low Income					
Foster Youth					

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.

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.