

INSTRUCTIONAL UNITS PROGRAM REVIEW

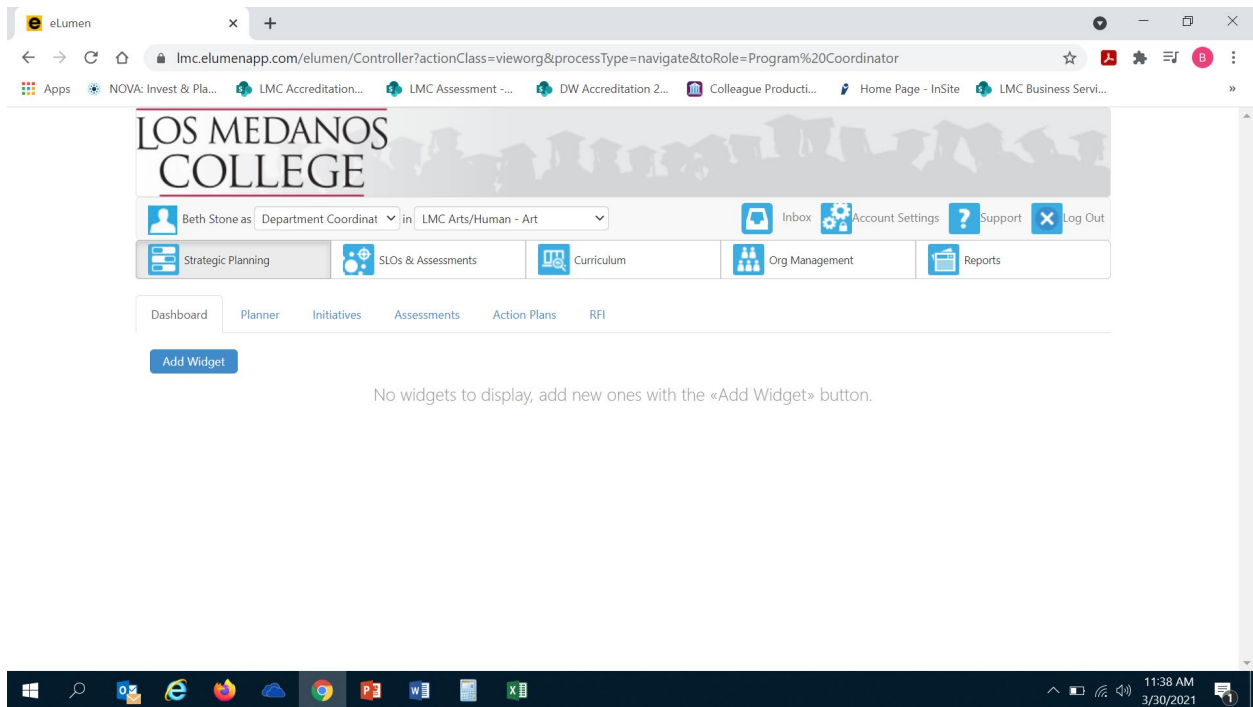
YEAR FIVE UPDATE ELUMEN INSTRUCTIONS

MATERIALS TO GATHER

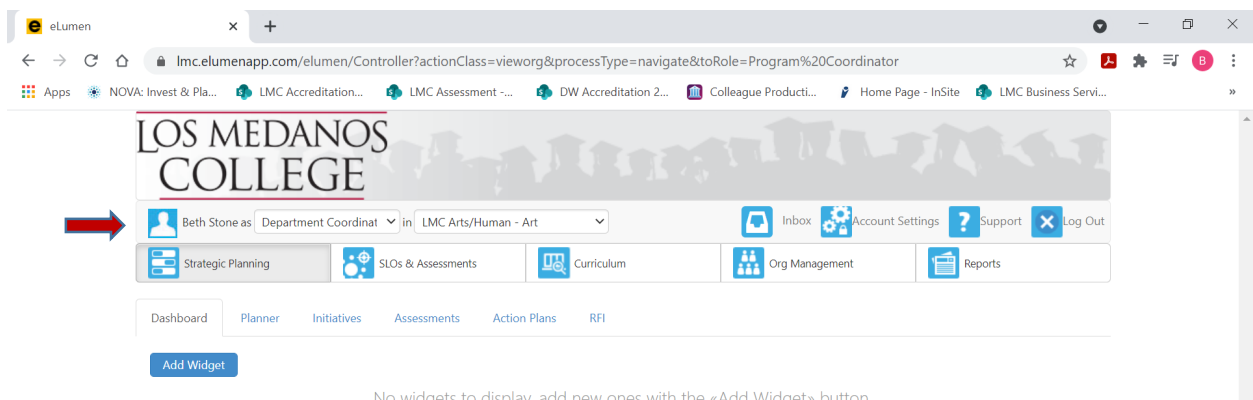
You will need to have downloaded and access to the following materials in order to successfully complete your Program Review Year Five Update:

- 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 also need to review the status of CSLO Cycle Two Assessments for your program/unit: You can access the tracking spreadsheet by clicking [here](#).
- You will also need to review the Course Outline of Record (COOR) data provided in eLumen for your program/unit.
- 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](#) and/or [Program Enrollment & Productivity at Census](#)

To begin your Instructional 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”.

The screenshot shows the eLumen application interface. At the top, the user is logged in as Beth Stone, a Department Coordinator in the LMC Arts/Human - Art 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 'Initiatives' section of the eLumen application. The user is still logged in as Beth Stone. The main navigation bar is the same. Below it, the secondary navigation bar shows 'Dashboard', 'Planner', 'Initiatives', 'Assessments', 'Action Plans', and 'RFI'. A red arrow points to a dropdown menu that is currently set to 'Accreditation Self-Study'. Below the dropdown, there is a cycle selection bar with tabs for 'Spring 2021', 'Fall 2020', 'Summer 2020', 'Spring 2020', 'Fall 2019', and 'Summer 2019'. Below this, there are filters for 'Organization' (set to LMC Arts/Human - Art), 'Type' (set to None selected), and 'Included in this term' (set to 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: 'Instructional Units Program Review Year' with the description 'This cycle is for Instructional Units to complete the Year Five Update of the Program Review Cycle.'

LOS MEDANOS COLLEGE

Beth Stone as Department Coordinat in LMC Arts/Human - Art

Strategic Planning SLOs & Assessments Curriculum Org Management Reports

Dashboard Planner Initiatives Assessments Action Plans RFI

Cycles Budgets

Accreditation Self-Study

- Accreditation Self-Study
- College Plan
- General
- Program Review
- LMC Arts/Human - Art

Summer 2020 Spring 2020 Fall 2019 Summer 2019

No Parent Cycles found

Type: None selected Included in this term: None selected

Add Cycle

Name	Description
Instructional Units Program Review Year Five Update - Art Department	This cycle is for Instructional 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 “Instructional Units Program Review Year Five Update...” with a hyphen and the name of your program/unit. For example, in the screenshot below you see “Instructional Program Review Year Five Update-Art Department”. 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.

LOS MEDANOS COLLEGE

Beth Stone as Department Coordinat in LMC Arts/Human - Art

Strategic Planning SLOs & Assessments Curriculum Org Management Reports

Dashboard Planner Initiatives Assessments Action Plans RFI

Cycles Budgets

Program Review

Spring 2021 Fall 2020 Summer 2020 Spring 2020 Fall 2019 Summer 2019

Administrative Units Program Review Year Five Update

Instructional Units Program Review Year Five Update

Student Services Units Program Review Year Five Update

Learning Communities Ye...

Organization: LMC Arts/Human - Art Type: None selected Included in this term: None selected

Add Cycle

Name	Description
Instructional Units Program Review Year Five Update - Art Department	This cycle is for Instructional 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”.

Strategic Initiative

Beth Stone as Department Coordinat in LMC Arts/Human - Art

Strategic Planning SLOs & Assessments Curriculum Org Management Reports

Dashboard Planner Initiatives Assessments Action Plans RFI

Cycles Budgets

Instructional Units Program Review Year Five Update - Art Department

Program Review
This cycle is for Instructional 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

Instructional Units Program Review Year Five Update - Unsaved Sections Management - Save all as draft Publish all

Instructional Units Program Review Year Five Update Not Reviewed

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.

Strategic Initiative

Planning and Institutional Effecti

Beth Stone as Department Coordinat in LMC Arts/Human - Art

Strategic Planning SLOs & Assessments Curriculum Org Management Reports

Dashboard Planner Initiatives Assessments Action Plans RFI

Cycles Budgets

Instructional Units Program Review Year Five Update - Art Department

Program Review
This cycle is for Instructional 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

Instructional Units Program Review Year Five Update - Unsaved Sections Management - Save all as draft Publish all

Instructional Units Program Review Year Five Update Not Reviewed

1. Program Update

No versions created yet for this section

1a. Provide any important changes or updates within your program since your Program Review Year Three Update (2019-20). (New degrees, new curriculum, staffing changes, etc.)

1b. Please address the following enrollment data provided for your program.

1b.1. What are the enrollment trends over the past 3 years, beginning with Fall 2018? (Please address census enrollment, census fill rate, and productivity (FTES/FTEF))

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.

The screenshot shows a web browser window with the URL `lmc.elumenapp.com/elumen/Controller?actionClass=sigoal&processType=list&parentKey=29`. The page title is "Instructional Units Program Review Year Five Update". Below the title, there is a section for "1. Program Update" with a version control box showing "5" and "0". A red arrow points to the "5". Below this is a text editor with a toolbar and a large empty text area. Below the text editor, there is a question: "1b.1. What are the enrollment trends over the past 3 years, beginning with Fall 2018? (Please address census enrollment, census fill rate, and productivity (FTES/FTFE))".

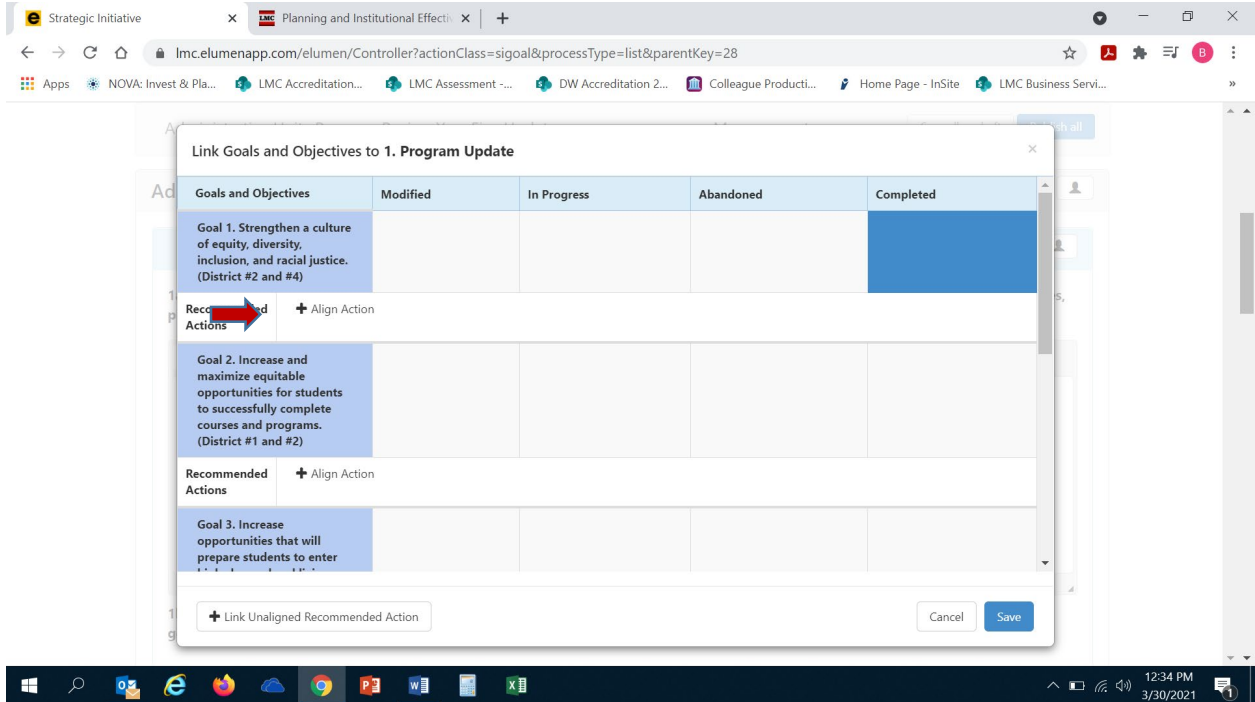
Once you click on the **5** the following screen will appear:

The screenshot shows a modal window titled "Link Goals and Objectives to 1. Program Update". The modal contains a table with the following data:

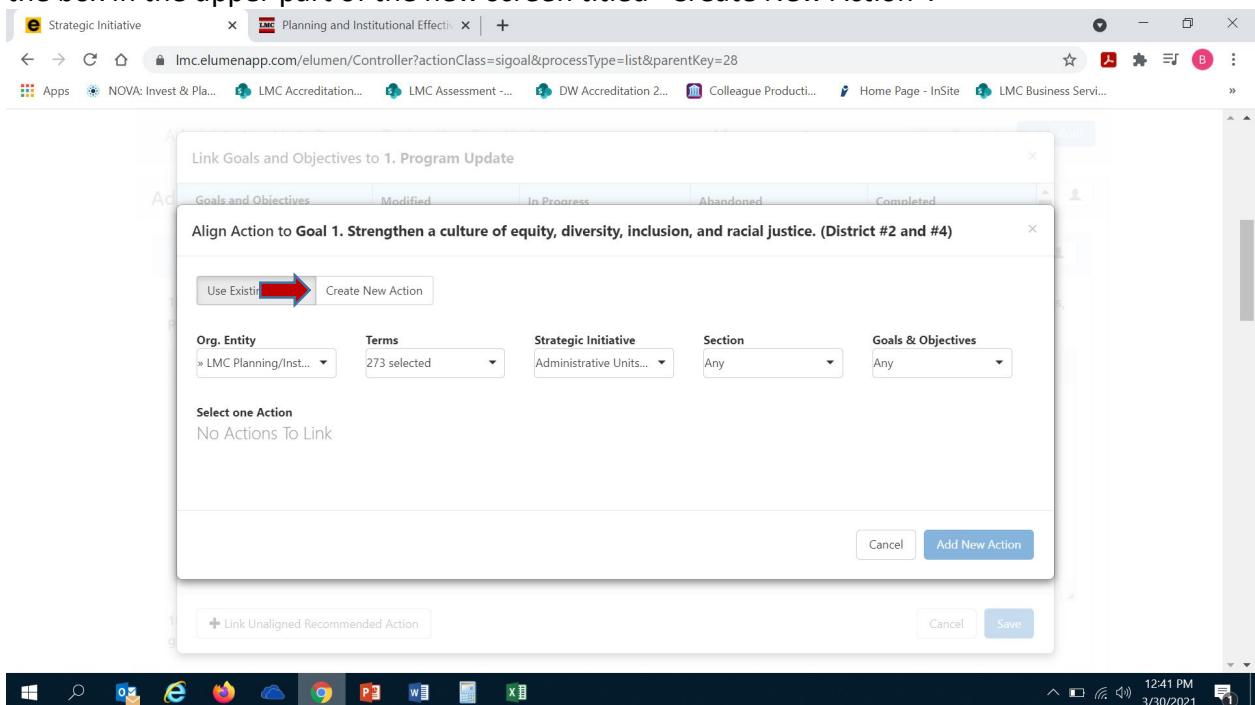
Goals and Objectives	Modified	In Progress	Abandoned	Completed
Goal 1. Strengthen a culture of equity, diversity, inclusion, and racial justice. (District #2 and #4)				
Goal 2. Increase and maximize equitable opportunities for students to successfully complete courses and programs. (District #1 and #2)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

Below the table, there are sections for "Recommended Actions" with a "+ Align Action" button. At the bottom of the modal, there is a "+ Link Unaligned Recommended Action" button, a "Cancel" button, and a "Save" button.

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.

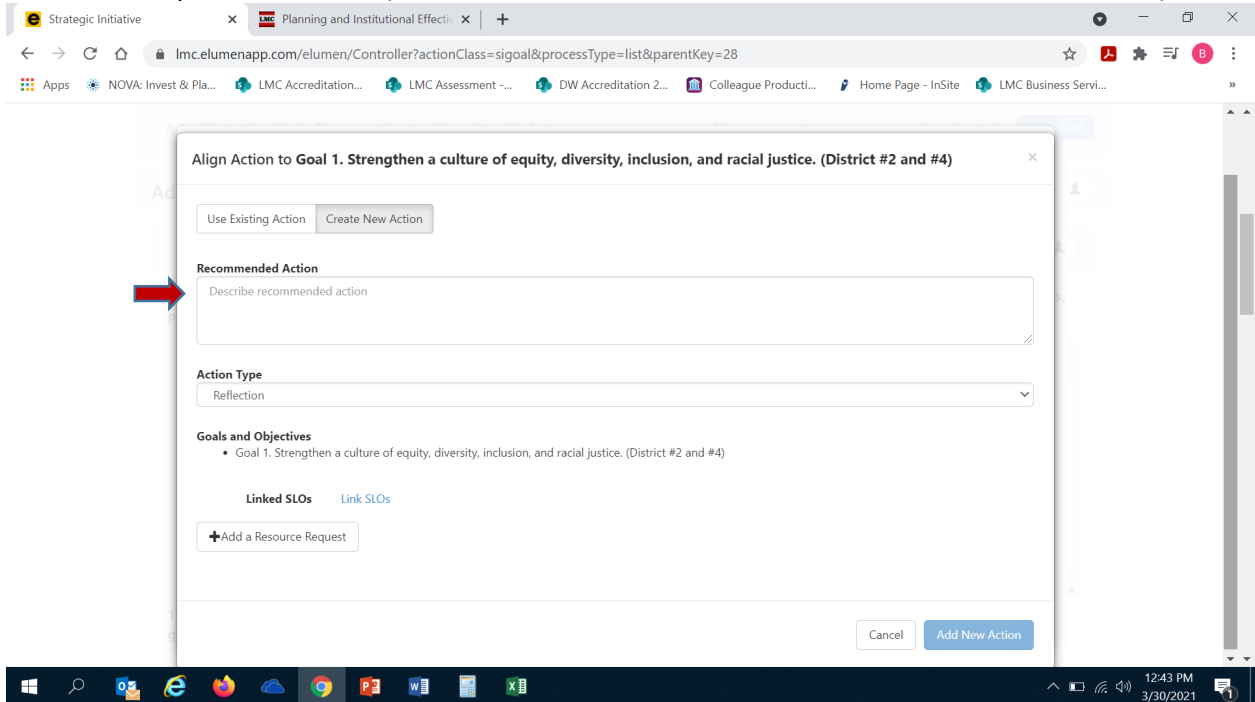


Once you click on “+ Align Action” the following screen will appear. You next want to click on the box in the upper part of the new screen titled “Create New Action”.

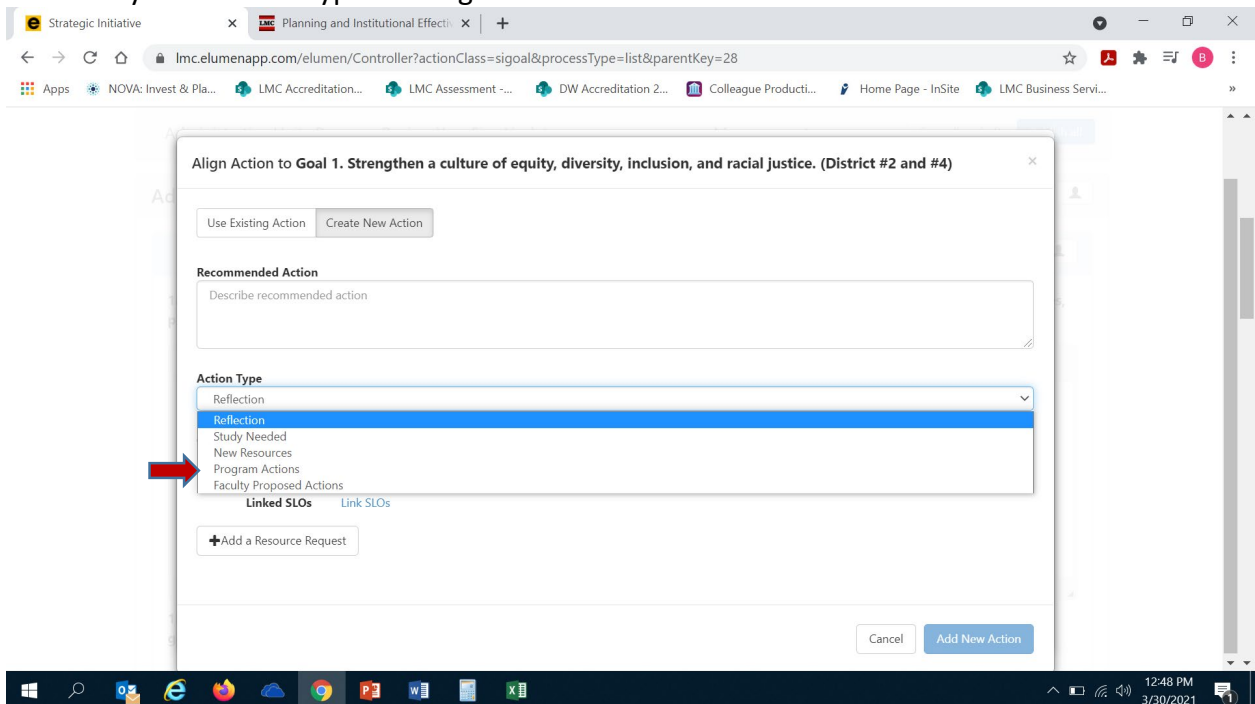


Once you click on “Create New Action” the following screen will appear for you to enter your program/unit goal that aligns with the EMP Goal you identified in the previous step. Click your mouse to position your cursor in the “Recommended Action” textbox. Enter in your program/unit goal in this textbox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

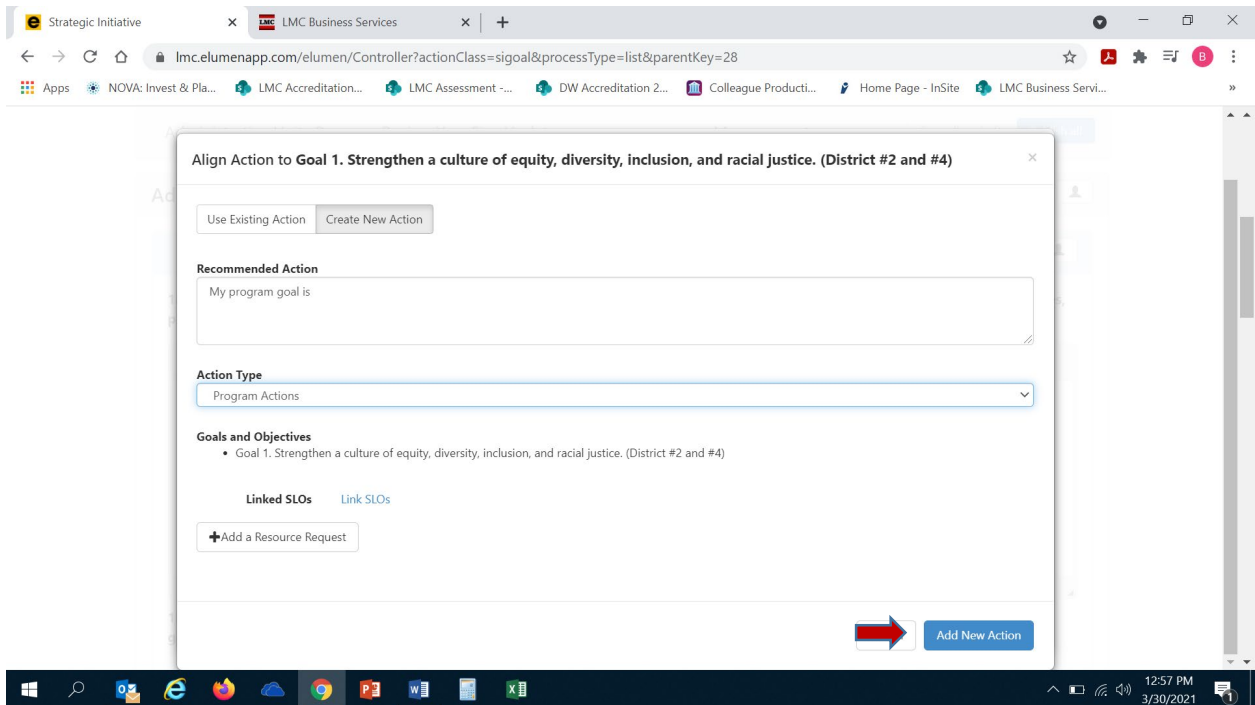


After you enter in your program/unit goal, you are ready to select “Action Type”. The most commonly used action type is “Program Actions”.

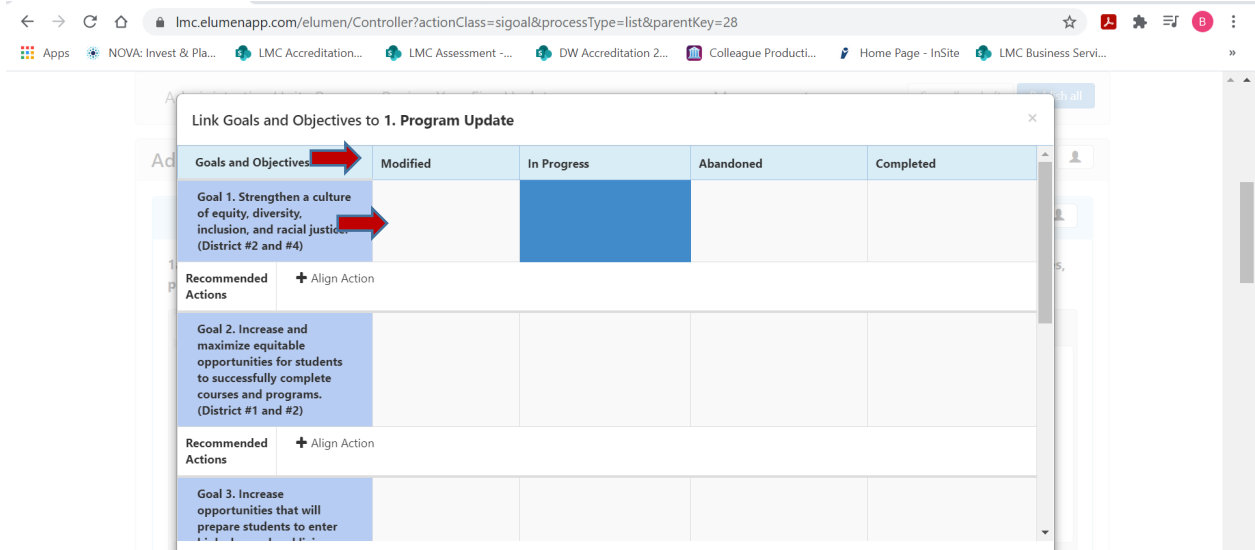


After you have selected your goal's action type, you are now ready to click on "Add New Action". **DO NOT CLICK ON OR USE "+ ADD A RESOURCE REQUEST". TO SUBMIT A RESOURCE REQUEST FOLLOW THE RESOURCE ALLOCATION PROCESS. UTILIZE THE FORM(S) AND PROCEDURE OUTLINED BY SGC AND COORDINATED THROUGH THE BUSINESS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

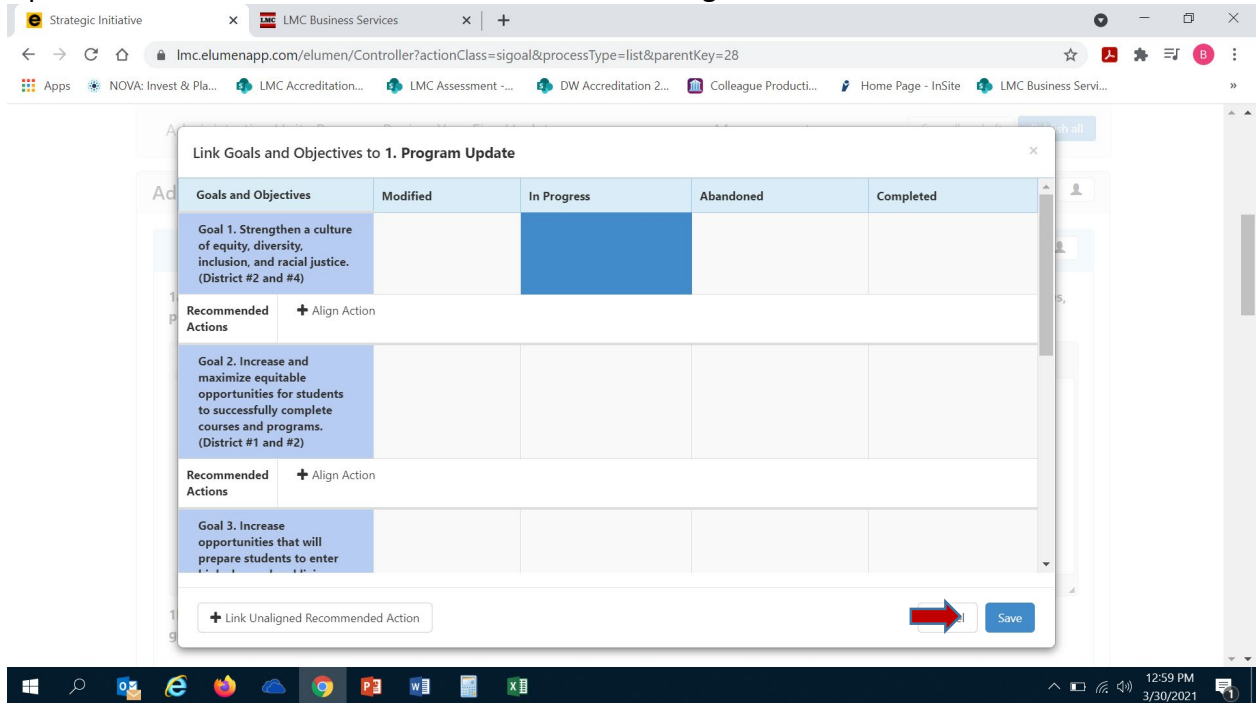
<https://www.lomedanos.edu/businessoffice/resourceallocation.aspx>



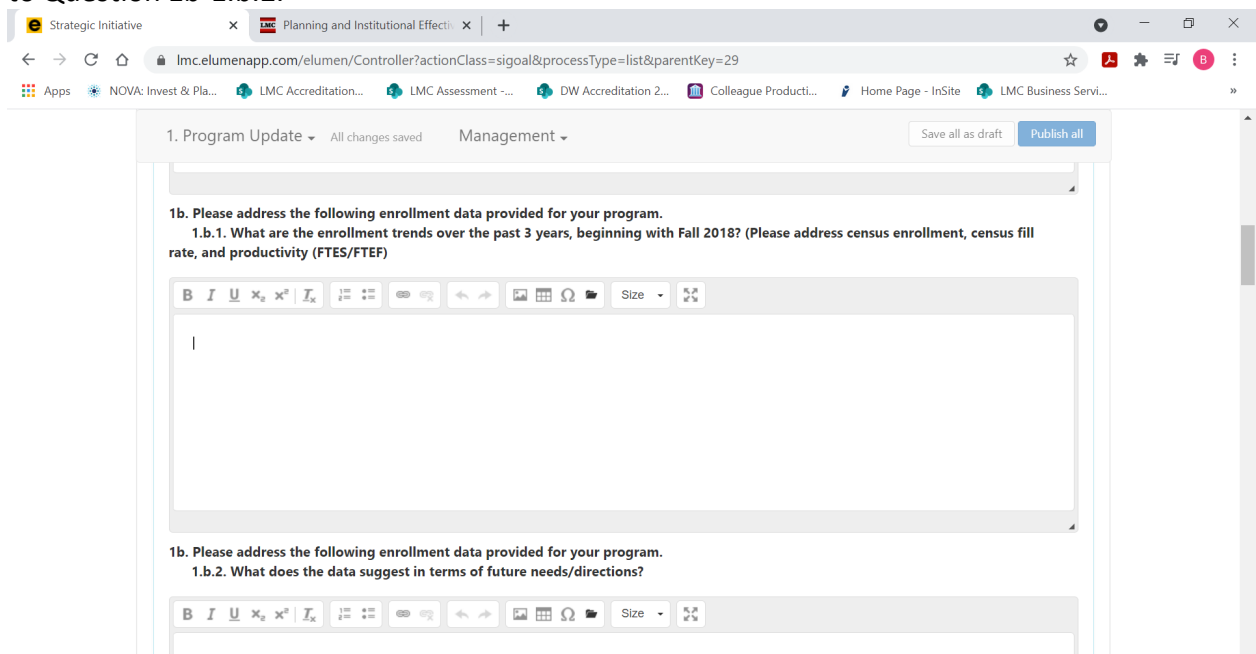
Once you have clicked on "Add New Action" you will see the screen below and are now ready to identify the current status of your entered program/unit goal. Utilizing your mouse click on the box under the appropriate column that accurately reflects the status of your goal



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-1.b.1 You are now ready to proceed to Question 1b, 1b.1 and 1.b.2. Position your mouse and click on the open textbox under Question 1b-1.b.1 to enter in text. You will need to access the [Enrollment & Productivity Tableau](#) and/or [Program Enrollment & Productivity at Census](#) to review the enrollment data for your program/unit in order to respond to this question. You will need to briefly describe the enrollment trends for your program/unit for the last three (3) years (since Fall 2018). Please address census enrollment, census fill rate and productivity (FTES/FTEF). After completing this question, you are now ready to proceed to Question 1b-1.b.2.



1.b-1.b.2 In reviewing the Enrollment & Productivity Tableau data for your program/unit, please describe what the data suggests in terms of future needs/directions. Position your cursor in the textbox below the question to enter your response.

The screenshot shows a web browser window with the URL `lmc.elumenapp.com/elumen/Controller?actionClass=sigoal&processType=list&parentKey=29`. The page title is "1. Program Update" and it shows "All changes saved" and "Management" options. There are buttons for "Save all as draft" and "Publish all". The main content area contains the following text:

1b. Please address the following enrollment data provided for your program.
1.b.2. What does the data suggest in terms of future needs/directions?

Below the text is a rich text editor with a toolbar containing icons for bold, italic, underline, strikethrough, link, unlink, list, and other formatting options. The text area is currently empty.

1c. 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. Position your cursor in the textbox below the question to enter your response.

The screenshot shows the same web browser window as above. The main content area contains the following text:

1c. Provide a brief update on the timeline for your program's goals as listed in your Program Review Year Three Update (2019-2020). If your program's goals are in progress or modified, please include action steps and responsible parties in your explanation.

Below the text is a rich text editor with a toolbar containing icons for bold, italic, underline, strikethrough, link, unlink, list, and other formatting options. The text area is currently empty.

FOR CTE PROGRAMS ONLY

If you are not a CTE Program, please proceed to Section 2 for the Vision for Success Goals Update. If you are a CTE Program, please see the instructions and screenshots below for completing 1d.

For this question, you will need to review the [CTEOS data](#) and/or [Launch Board](#) data for your CTE program/unit and briefly describe the Community and Labor Market Needs for the industry field associated with your program/unit. To enter your response, please position your cursor in the textbox beneath the question.

1. Program Update ▾ All changes saved Management ▾ Save all as draft Publish all

FOR CTE PROGRAMS ONLY

1c. Community and Labor Market Needs (Link Ed Code 78016, Title 5, 51022)

B I U x₂ x² I_x | | | | | | | | | | Size ▾

For the next CTE Program question, you will need to provide an update and brief summary for your program/unit Advisory Board meetings. Please include the date(s) of meetings in 2020-21 and those completed or planned for 2021-22. To enter your response, position your cursor in the textbox below the question.

1. Program Update ▾ All changes saved Management ▾ Save all as draft Publish all

FOR CTE PROGRAMS ONLY

1d. Advisory Board Update and Analysis (CTE related only) Include dates of Advisory Board meetings in 2020-2021, and those completed or planned in 2021-2022.

B I U x₂ x² I_x | | | | | | | | | | Size ▾

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					

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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** **X³** **I_x** **☰** **☷** **↶** **↷** **🖨** **🌐** **🔍** **Size** **🔍**

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					

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. ASSESSMENT STATUS UPDATE AND CSLO ASSESSMENT EFFECTIVENESS

3a. Please review the data provided on the assessment status of courses in your discipline for Cycle Two (2017/18-2020/21). For any courses that were not assessed in Cycle Two please list them in the in your response including why they were not assessed, when you are going to assess them, and who is going to assess them. **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. You can add extra rows if needed.** To view the CSLO Assessment Cycle Two Tracking Spreadsheet click [here](#).

Course Name/ Number	Reason course was not assessed	When course will be assessed	Faculty Responsible for Course Assessment

3. Assessment Status Update and CSLO Assessment Effectiveness

a. Please review the data provided on the assessment status of courses in your discipline for Cycle Two (2017/18-2020/21). For any courses that were not assessed in Cycle Two please list them in the table below in your response including why they were not assessed, when you are going to assess them, and who is going to assess them.*

***NOTE - Please copy and paste the table below in your response and complete accordingly (add extra rows if needed).**

Course Name/ Number	Reason course was not assessed	When course will be assessed	Faculty Responsible for Course Assessment

3b. For this question, you will need to briefly describe the results of any CSLO assessments performed this year. What changes, if any, are planned to improve student success (ex. pedagogy, assessment instruments are not appropriate to measure, CSLO rewritten etc.). To enter your response, position your cursor in the textbox below the question.

3. Assessment Status Update and CSLO Assessment Effectiveness Unsaved Sections Management

Save all as draft Publish all

b. Discuss the results of any CSLO assessments performed this year. What changes, if any, are planned to improve student success (ex. pedagogy, assessment instruments are not appropriate to measure, CSLO rewritten etc.)?

B I U X₂ X² I_x [List] [Link] [Image] [Table] [Media] [Size] [Font Color]

4. COURSE OUTLINE OF RECORD (COOR) UPDATES

For this question, you will need to access and review the data provided in eLumen for the status of the Course Outline of Records (COORs) in your program/unit. **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. You can add extra rows if needed.**

Course (Enter Course Name ex. ENGL-100)	Faculty Responsible for COOR Update

Strategic Initiative | Data & Survey | LMC Assessment - Home

lmc.elumenapp.com/elumen/Controller?actionClass=sigol&processType=list&parentKey=29

3. Assessment Status Update and CSLO Assessment Effectiveness Unsaved Sections Management

Save all as draft Publish all

4. Course Outline of Record Updates Unsaved No versions created yet for this section 0

Please review the data provided in eLumen for the status of the Course Outline of Records (COORs) in your discipline. Please indicate in the table below any COOR(s) for your discipline that has not been updated and identify the faculty member responsible for submitting the updated COOR(s) to the Curriculum Committee by November 1, 2021.*

*NOTE - Copy and paste the table below in your response and complete accordingly (add extra rows if necessary).

Course (Enter Course Name ex. ENGL-100)	Faculty Responsible for COOR Update

B I U X₂ X² I_x [List] [Link] [Image] [Table] [Media] [Size] [Font Color]

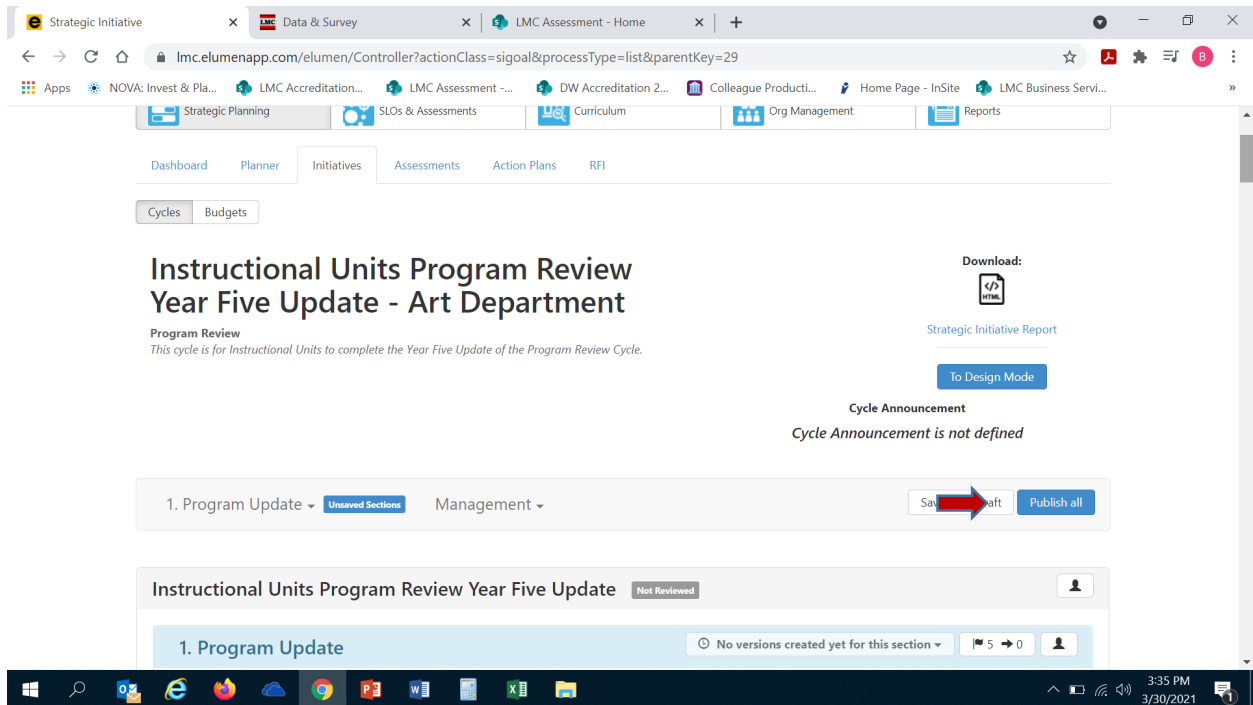
Course (Enter Course Name ex. ENGL-100)	Faculty Responsible for COOR Update

3:31 PM 3/30/2021

5. IMPACT OF RESOURCE ALLOCATION

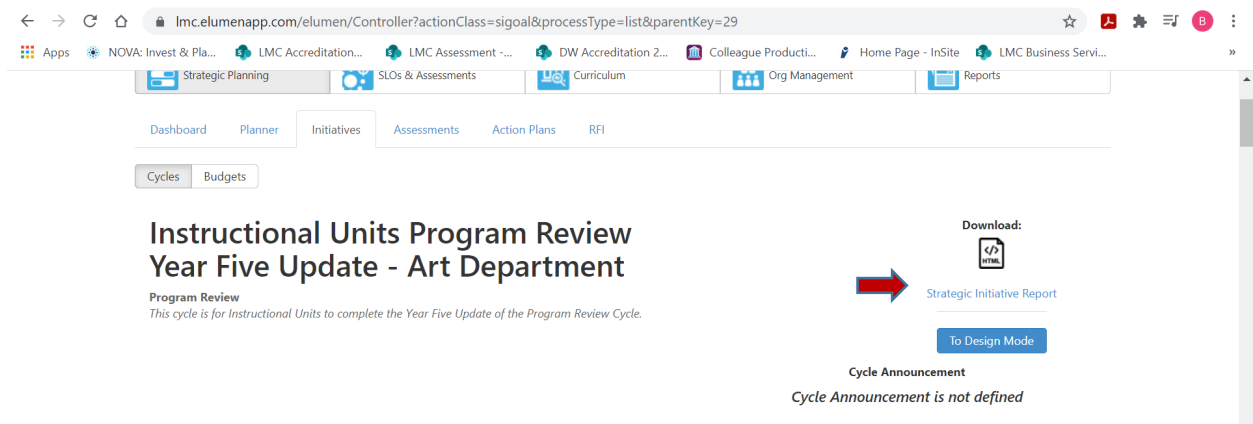
If you have received funding via the Resource Allocation Process (RAP), you will be sent an e-mail by the Business Services Office to describe how the resources allocated have supported you in achieving your program goals.

FINAL STEP: 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.



The screenshot shows a web browser window with the URL `lmc.elumenapp.com/elumen/Controller?actionClass=sigol&processType=list&parentKey=29`. The page title is "Instructional Units Program Review Year Five Update - Art Department". Below the title, there is a "Download:" section with a "Strategic Initiative Report" link and a "To Design Mode" button. A "Cycle Announcement" section indicates "Cycle Announcement is not defined". At the bottom, there is a "1. Program Update" section with "Unsaved Sections" and "Management" tabs, and a "Publish all" button highlighted with a red arrow.

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 shows the same web browser window as above. The "Download:" section is highlighted with a red arrow pointing to the "Strategic Initiative Report" link. The "To Design Mode" button and "Cycle Announcement" section are also visible.

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