

LEARNING COMMUNITIES PROGRAM REVIEW

YEAR FIVE UPDATE ELUMEN INSTRUCTIONS

MATERIALS TO GATHER

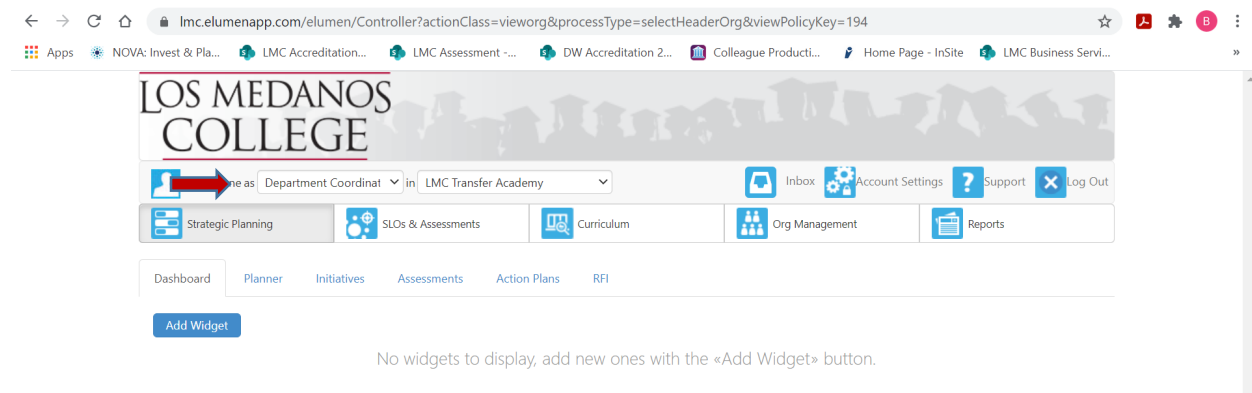
You will need to have downloaded and access to the following materials in order to successfully complete your Program Review Year Five Update:

- 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 have available and open the EXCEL data workbook provided by Dave Belman. A number of the questions included in the Learning Communities Program Review Year Five Update require your review of this workbook and/or entry of responses directly into the workbook and not the eLumen template itself.

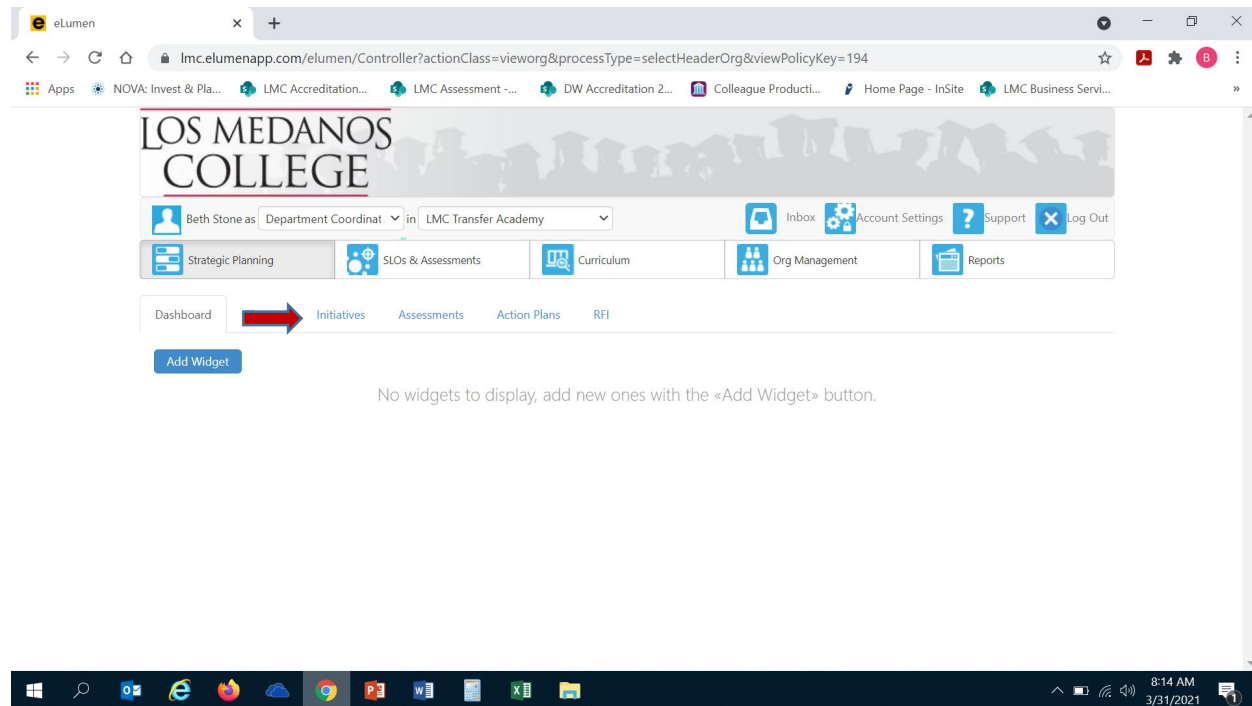
To begin your Learning Communities Program Review Year Five Update in eLumen, you will first need to connect to eLumen utilizing the following link – lmc.elumenapp.com. Please note, the application will prompt you to login to the 4CD InSite portal. Once you have successfully logged in and connected to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

The screenshot shows a web browser window displaying the eLumen application. The browser's address bar shows the URL: lmc.elumenapp.com/elumen/Controller?actionClass=vieworg&processType=selectHeaderOrg&viewPolicyKey=194. The page header features the Los Medanos College logo and navigation links for 'Inbox', 'Account Settings', 'Support', and 'Log Out'. Below the header, there is a user profile section for 'Beth Stone' as a 'Department Coordinator' in the 'LMC Transfer Academy'. A main navigation bar includes 'Strategic Planning', 'SLOs & Assessments', 'Curriculum', 'Org Management', and 'Reports'. A secondary navigation bar lists 'Dashboard', 'Planner', 'Initiatives', 'Assessments', 'Action Plans', and 'RFI'. An 'Add Widget' button is visible, and a message states: 'No widgets to display, add new ones with the «Add Widget» button.' The Windows taskbar at the bottom shows the time as 8:11 AM on 3/31/2021.

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 at LMC Transfer Academy. The main navigation bar includes Strategic Planning, SLOs & Assessments, Curriculum, Org Management, and Reports. The 'Initiatives' tab is active. Below the navigation, there are tabs for Cycles and Budgets. The 'Accreditation Self-Study' dropdown menu is open, and a red arrow points to it. The dropdown menu shows the following options: Accreditation Self-Study (selected), College Plan, General, and Program Review. Below the dropdown, there are filters for Organization (LMC Transfer Academy), Type (None selected), and Included in this term (None selected). A table of cycles is displayed, with the following data:

Cycle	Parent Cycles
Spring 2021	No Parent Cycles found
Fall 2020	No Parent Cycles found
Summer 2020	No Parent Cycles found
Spring 2020	No Parent Cycles found
Fall 2019	No Parent Cycles found
Summer 2019	No Parent Cycles found

At the bottom of the screen, there is a table with the following data:

Name	Description
Learning Communities Year Five Program Review Update - Transfer Academy	This cycle is for Learning Communities to complete the Year Five Program Review Update.

The screenshot shows the eLumen web application interface. The 'Accreditation Self-Study' dropdown menu is open, and a red arrow points to the 'Program Review' option. The dropdown menu shows the following options: Accreditation Self-Study, College Plan, General, and Program Review (selected). Below the dropdown, there are filters for Organization (LMC Transfer Academy), Type (None selected), and Included in this term (None selected). A table of cycles is displayed, with the following data:

Cycle	Parent Cycles
Summer 2020	No Parent Cycles found
Spring 2020	No Parent Cycles found
Fall 2019	No Parent Cycles found
Summer 2019	No Parent Cycles found

At the bottom of the screen, there is a table with the following data:

Name	Description
Learning Communities Program Review Year Five Update-Transfer Academy	This cycle is for Learning Communities to complete the Year Five Program Review Update.

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 “Learning Communities Program Review Year Five Update...” with a hyphen and the name of your program/unit. For example, in the screenshot below you see “Learning Communities Program Review Year Five Update-Transfer Academy”. 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.

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 Year Five Program Review Update - Transfer Academy					

Organization: LMC Transfer Academy | Type: None selected | Included in this term: None selected

Add Cycle

Name	Description
Learning Communities Year Five Program Review Update - Transfer Academy	This cycle is for Learning Communities to complete the Year Five Program Review Update.

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

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

Untitled Region | Not Reviewed | No versions created yet for this region

1. PROGRAM UPDATE

Click on the open text box so your cursor will now appear in the box and you can enter in your response on any important changes or updates within your learning community since the Program Review Year Three Update.

The screenshot shows a web browser window with the URL `lmc.elumenapp.com/elumen/Controller?actionClass=sigol&processType=list&parentKey=113`. The page is titled "Untitled Region" and "Management". It features a "Not Reviewed" status and a "Review" button. The main section is "1. Program Update", which includes a "No versions created yet for this section" message and a "Review" button. Below this is an "Instructions" box with the text: "Describe any important changes or updates within your program since the 2019-2020 Program Review Year 3 Update. (staffing changes, program changes, etc.)". A rich text editor toolbar is visible below the instructions, and a large empty text box is provided for the user's response. The Windows taskbar at the bottom shows the time as 8:18 AM on 3/31/2021.

2. ENGAGEMENT

a. Position your cursor in the open text box below the question to enter your response.

The screenshot shows the same web browser window as above, but now displaying the "2. Engagement" section. The "1. Program Update" section is collapsed. The "2. Engagement" section includes a "No versions created yet for this section" message and a "Review" button. Below this is a question: "a. Discuss how faculty and staff have engaged in institutional efforts, such as committees, presentations, and departmental activities." A rich text editor toolbar is visible below the question, and a large empty text box is provided for the user's response. The Windows taskbar at the bottom shows the time as 8:18 AM on 3/31/2021.

b. Position your cursor in the open text box 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=113`. The page title is "Strategic Initiative". The breadcrumb navigation shows "2. Engagement" and "Management". There are buttons for "Save all as draft" and "Publish all". The question text is: "b. Discuss how faculty and staff have engaged in community activities, partnerships and/or collaborations." Below the question is a rich text editor with a toolbar containing icons for bold, italic, underline, link, unlink, list, and other formatting options. The text area is currently empty.

c. Position your cursor in the open text box below the question to enter your response.

The screenshot shows the same web browser window as above. The question text is: "c. Discuss how part-time/temporary employees (students, classified professionals, and adjunct faculty) are included in departmental training, discussions, and decision - making." Below the question is a rich text editor with a toolbar and an empty text area.

d. **If your Learning Community has an Advisory Board, you are required to complete this section. If your Learning Community does not have an Advisory Board you can proceed to the next section (Section #3).** Position your cursor in the text box below the question to provide an update on recent Advisory Board meeting.

The screenshot shows the same web browser window. The question text is: "d. **IF APPLICABLE:** Please provide an Advisory Board Update and Analysis. Include dates of Advisory Board meetings in 2019-20 and 2020-21, and those completed or planned in 2021-2022. Provide a brief description of the major items discussed and any action taken by your Advisory Board between 2019-2021." Below the question is a rich text editor with a toolbar and an empty text area.

3. DATA ANALYSIS AND GOAL SETTING

Note Regarding Available Data:

Due to a current lack of research infrastructure capable of producing Learning Community cohort data related to student achievement of VFS outcomes for your students, there will not be a data analysis related to VFS. Learning Communities will only be expected to review data related to Guided Pathways indicators. If data program data related to VFS becomes available, programs may be asked to analyze it in subsequent Program Reviews.

Instructions: In the Excel Workbook your program has been provided with data for the following Guided Pathways Indicators. Review the data and answer the questions below

Course Success – Tab 1

This provides the success rate for your past 5 cohorts during their first year in your program.

Completion of Transferable Math in 1st Year – Tab 2

Puente, Umoja, and Transfer Academy ONLY

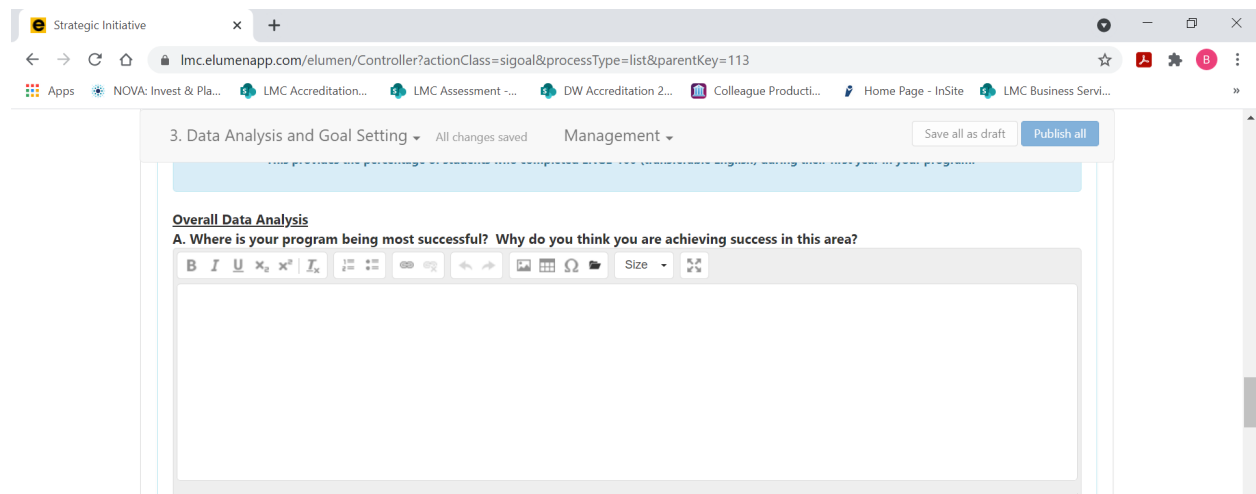
This provides the percentage of students who completed MATH-034 (transferable math) during their first year in your program.

Completion of Transferable English in 1st Year – Tab 3

Puente, Umoja, and Transfer Academy ONLY

This provides the percentage of students who completed ENGL-100 (transferable English) during their first year in your program.

- A. Utilizing the data provided and outlined above, position your cursor in the text box below the question to enter your response based on your review of the aforementioned data.



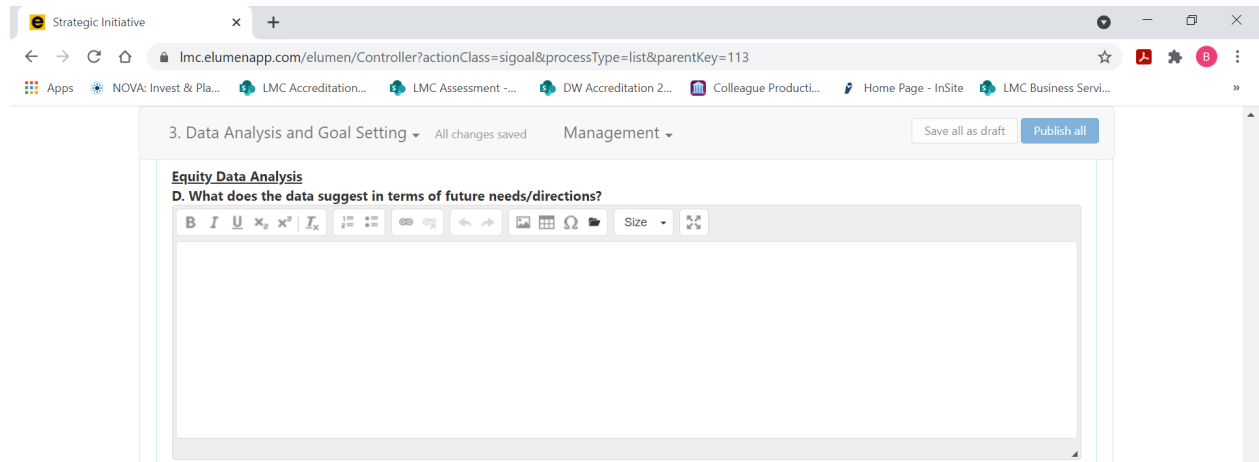
- B. Utilizing the data provided and outlined above, position your cursor in the text box below the question to enter your response based on your review of the aforementioned data.

The screenshot shows a web browser window with the URL `lmc.elumenapp.com/elumen/Controller?actionClass=sigoal&processType=list&parentKey=113`. The page title is "Strategic Initiative". The main content area is titled "3. Data Analysis and Goal Setting" and includes a "Management" dropdown menu. Below the title, there are two buttons: "Save all as draft" and "Publish all". The main heading is "Overall Data Analysis". The question text is: "B. Where is your program being the least successful? Why do you think this might be? What might you do to improve?". Below the question is a rich text editor with a toolbar containing icons for bold, italic, underline, strikethrough, link, unlink, list, indent, outdent, undo, redo, insert image, insert table, insert link, and a size dropdown menu.

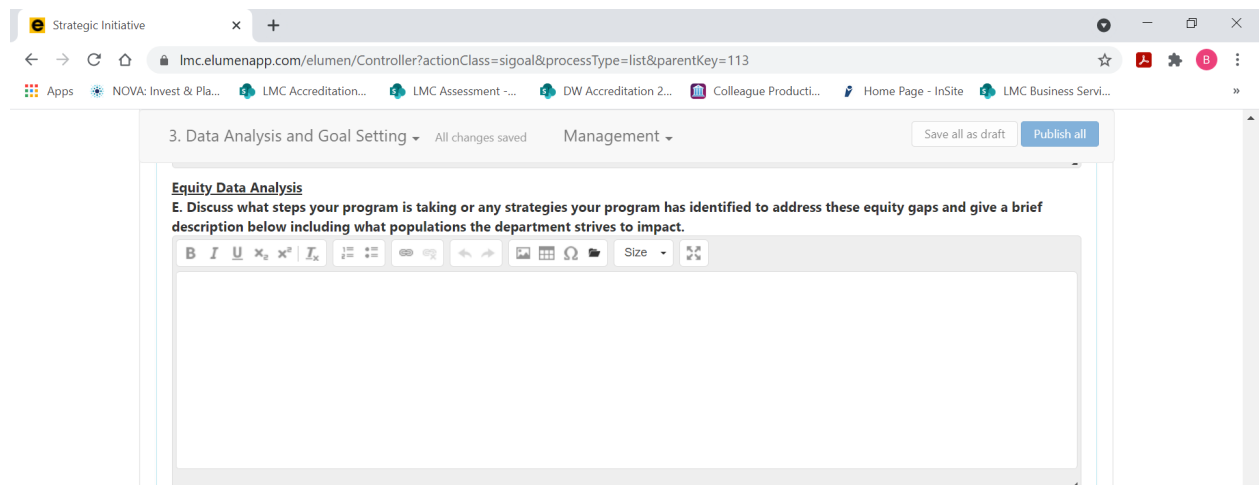
- C. Utilizing the data provided and outlined above, position your cursor in the text box below the question to enter your responses based on your review of the aforementioned data.

The screenshot shows a web browser window with the URL `lmc.elumenapp.com/elumen/Controller?actionClass=sigoal&processType=list&parentKey=113`. The page title is "Strategic Initiative". The main content area is titled "3. Data Analysis and Goal Setting" and includes a "Management" dropdown menu. Below the title, there are two buttons: "Save all as draft" and "Publish all". The main heading is "Equity Data Analysis". The text below the heading reads: "The College goal is to reduce the equity achievement gap for disproportionately impacted (DI) student populations. The following populations have been identified and prioritized in the Student Equity Plan (2019-2022): students with disabilities, economically disadvantaged students (low income), foster youth, and African-American students. Disaggregated data for each of these populations in your program has been provided." The question text is: "C. Where are the biggest equity gaps for the identified DI populations in your program?". Below the question is a rich text editor with a toolbar containing icons for bold, italic, underline, strikethrough, link, unlink, list, indent, outdent, undo, redo, insert image, insert table, insert link, and a size dropdown menu.

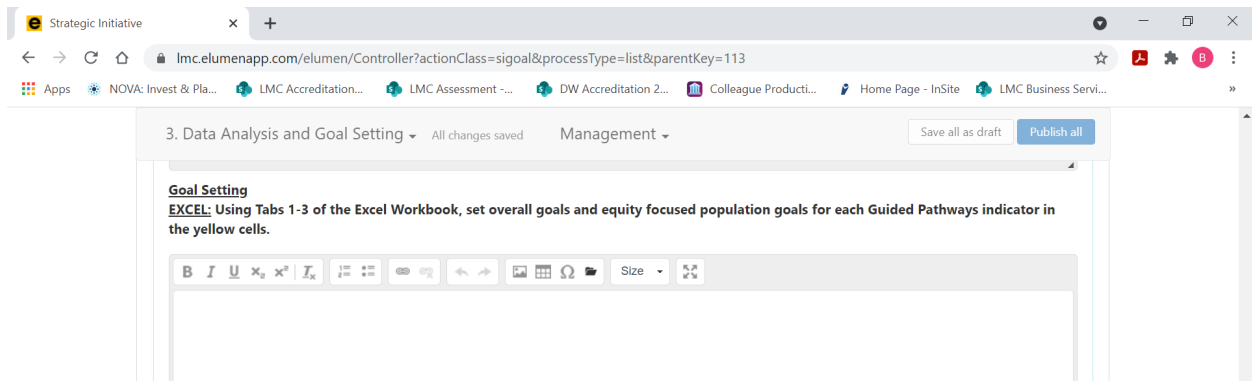
D. Utilizing the data provided, position your cursor in the text box below the question to enter your response.



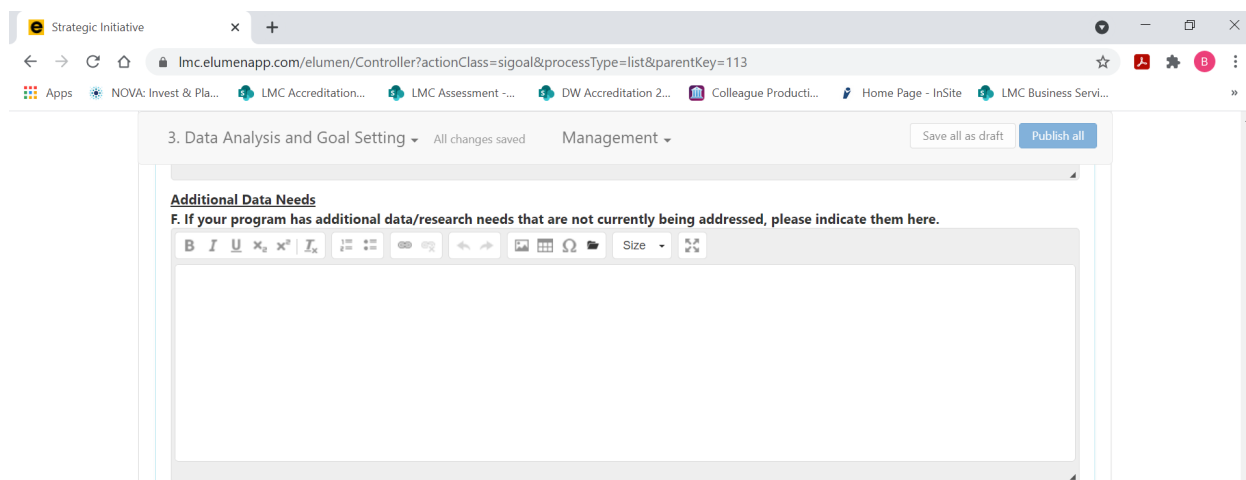
E. Utilizing the data provided, position your cursor in the text box below the question to enter your response.



Goal Setting - **EXCEL**: Using Tabs 1-3 of the Excel Workbook, set overall goals and equity focused population goals for each Guided Pathways indicator in the yellow cells. **You will not enter any response or information in the eLumen template, for this prompt you will follow the directions to enter the information in the Excel data workbook you have been provided for your Learning Community.**



F. Position your cursor in the text box below the question to enter any additional data needs for your learning community.



4. CPR GOALS UPDATE AND ALIGNMENT

EXCEL: Using Tab 4 of the Excel Workbook, provide a brief update of your program's goals as listed in your Comprehensive Program Review (2017-2018).

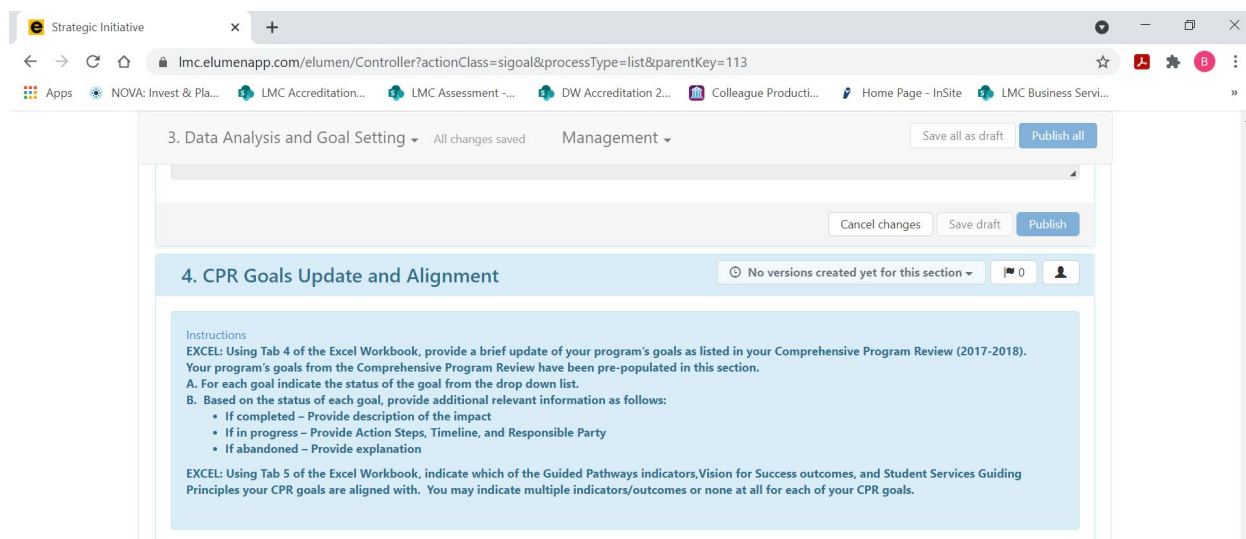
Your program's goals from the Comprehensive Program Review have been pre-populated in this section.

A. For each goal indicate the status of the goal from the drop down list.

B. Based on the status of each goal, provide additional relevant information as follows:

- **If completed – Provide description of the impact**
- **If in progress – Provide Action Steps, Timeline, and Responsible Party**
- **If abandoned – Provide explanation**

EXCEL: Using Tab 5 of the Excel Workbook, indicate which of the Guided Pathways indicators, Vision for Success outcomes, and Student Services Guiding Principles your CPR goals are aligned with. You may indicate multiple indicators/outcomes or none at all for each of your CPR goals.



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.

The screenshot shows a web form titled "Impact of Resource Allocation". At the top right, there are buttons for "Cancel changes", "Save draft", and "Publish". Below the title, there is a status indicator: "No versions created yet for this section" with a dropdown arrow, a notification icon showing "0", and a user profile icon. A light blue box contains the following instructions: "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." At the bottom right, there are buttons for "Cancel changes", "Save draft", and "Publish".

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>

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 the Lumen Learning interface for Los Medanos College. The header includes the college name and a navigation bar with options like "Strategic Planning", "SLOs & Assessments", "Curriculum", "Org Management", and "Reports". The main content area displays "Learning Communities Year Five Program Review Update - Transfer Academy" with a "Program Review" status. A "Download" button is visible, along with 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 a "Save draft" button (highlighted with a red arrow) and a "Publish all" button. The Windows taskbar at the bottom shows the time as 8:56 AM on 3/31/2021.

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 Los Medanos College system interface. At the top, the college logo is visible. Below it, a navigation bar includes the user name 'Beth Stone as Department Coordinator' and the department 'LMC Transfer Academy'. A secondary navigation bar contains icons for 'Strategic Planning', 'SLOs & Assessments', 'Curriculum', 'Org Management', and 'Reports'. A third navigation bar lists 'Dashboard', 'Planner', 'Initiatives', 'Assessments', 'Action Plans', and 'RFI'. Below this, there are tabs for 'Cycles' and 'Budgets'. The main content area features the title 'Learning Communities Year Five Program Review Update - Transfer Academy' and a sub-section 'Program Review' with the note 'This cycle is for Learning Communities to complete the Year Five Program Review Update.' To the right, a 'Download:' section contains a 'Strategic Initiative Report' link with a download icon, which is highlighted by a red arrow. Below this link is a 'To Design Mode' button.

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