LEARNING COMMUNITIES 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 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:

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.
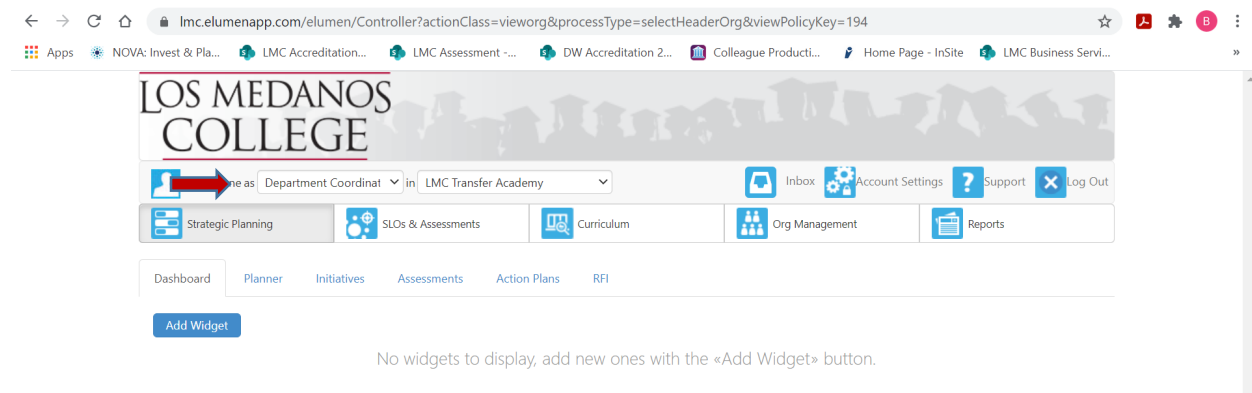
Next you will click on the tab labeled "Strategic Planning", and the link titled "Initiatives".
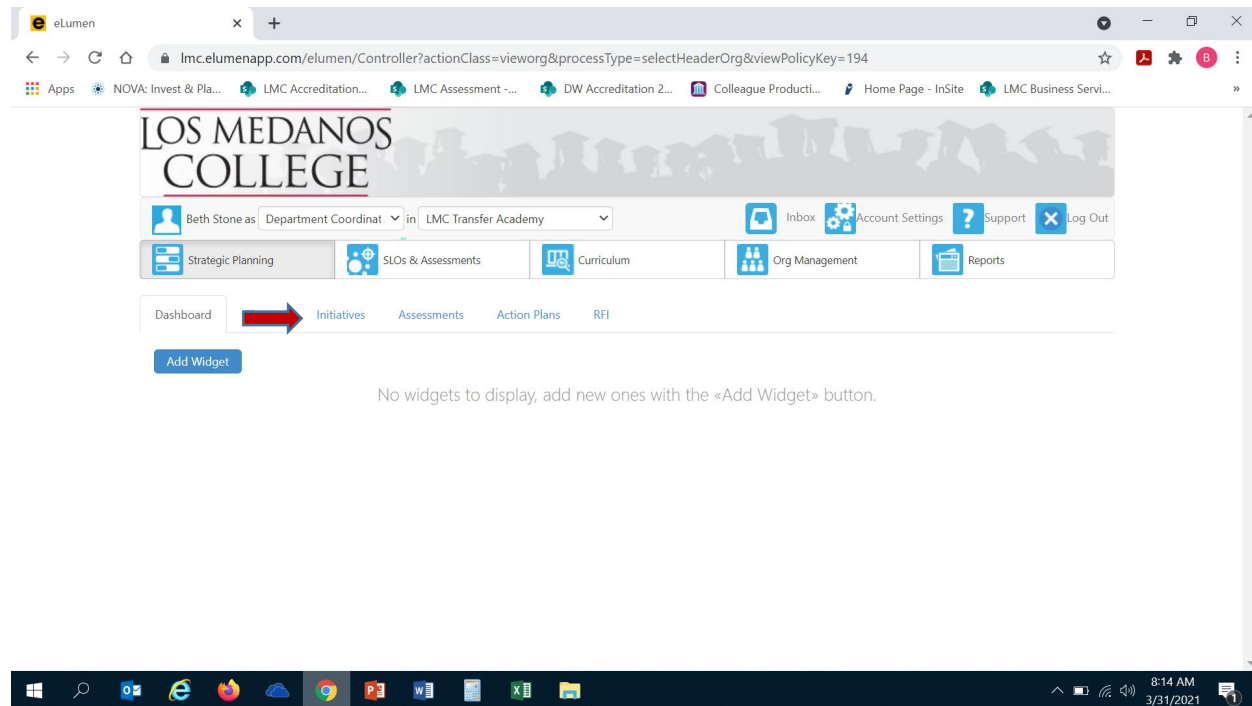
After you click on "Initiatives" you will see the screen below. Please be sure you click on the drop-down box self-populated with "Accreditation Self-Study" and select "Program Review".

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 "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.

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**

   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.

2. **ENGAGEMENT**

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

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

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

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.

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
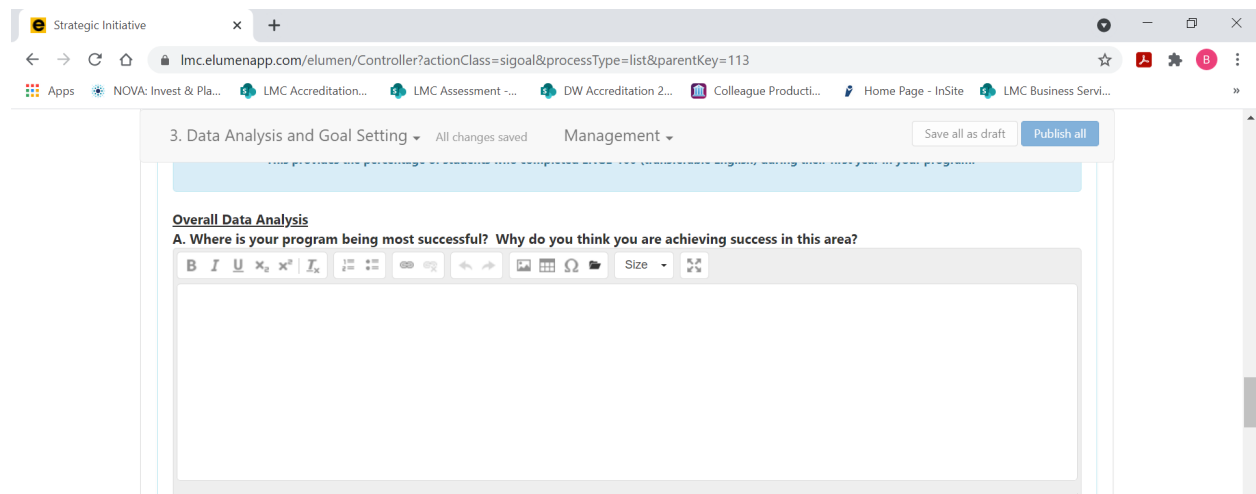
Puente, Umoja, and Transfer Academy ONLY

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.
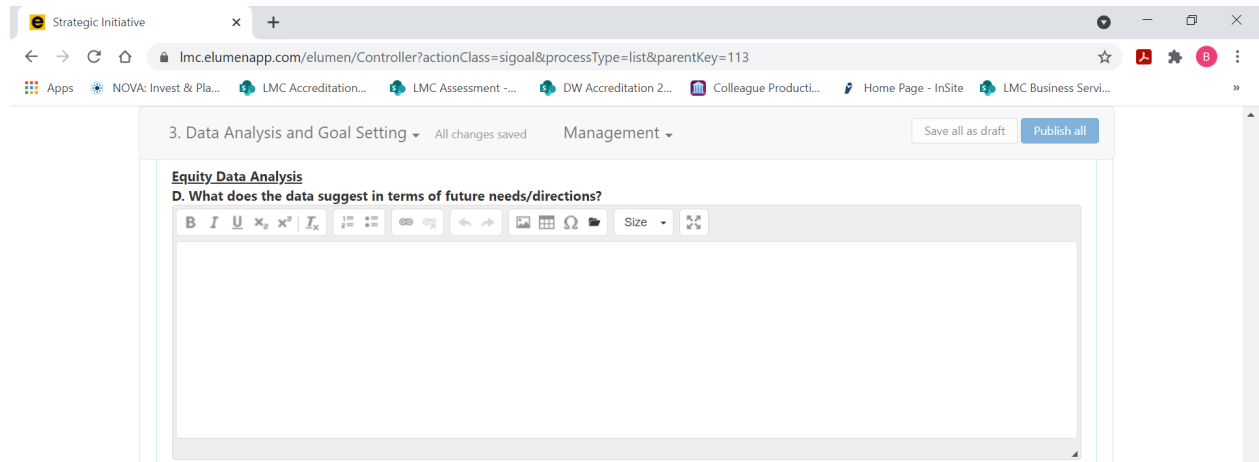

C. Utilizing the data provided and outlined above, position your cursor in the text box below the question to enter your responses based on your review of the aforementioned data.
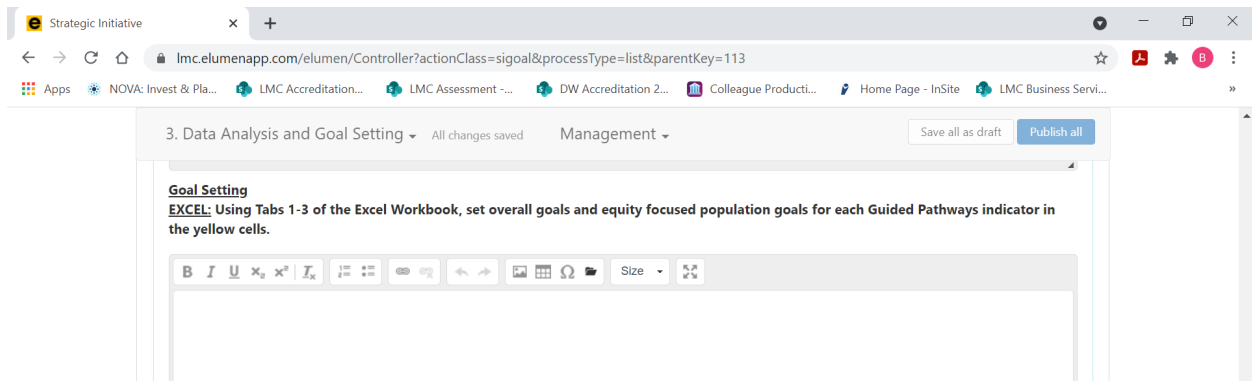
D. Utilizing the data provided, position your cursor in the text box below the question to enter your response.

E. Utilizing the data provided, position your cursor in the text box below the question to enter your response.
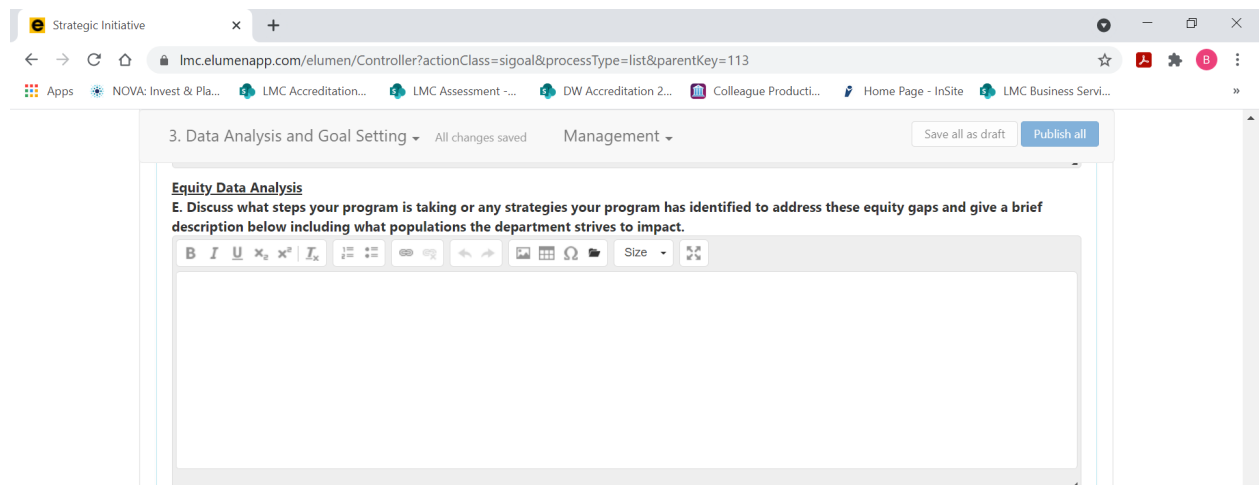
Goal Setting - EXCEL: Using Tabs 1-3 of the Excel Workbook, set overall goals and equity focused population goals for each Guided Pathways indicator in the yellow cells. **You will not enter any response or information in the eLumen template, for this prompt you will follow the directions to enter the 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.
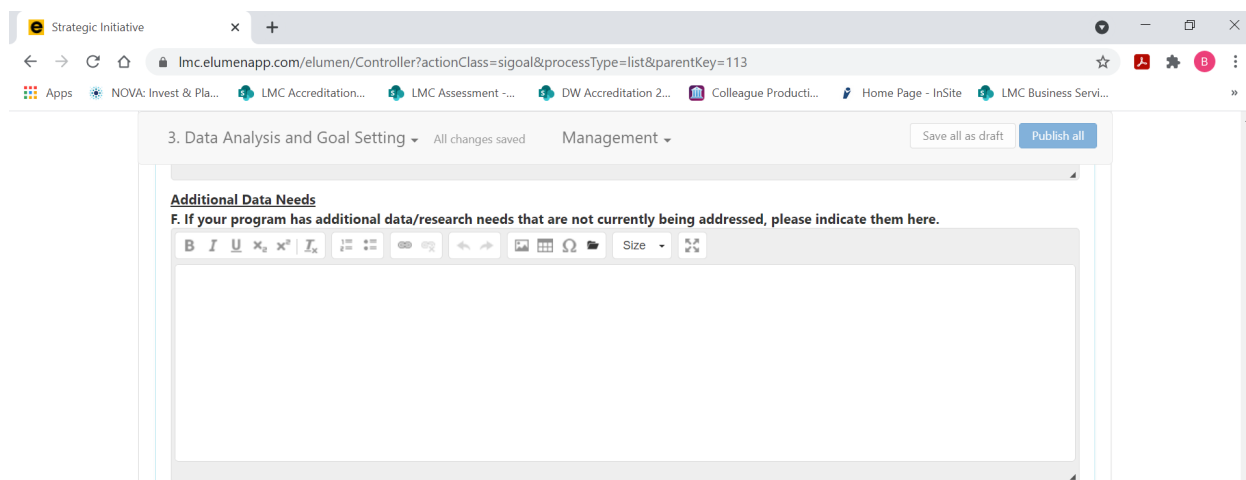
4. CPR GOALS UPDATE AND ALIGNMENT

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.
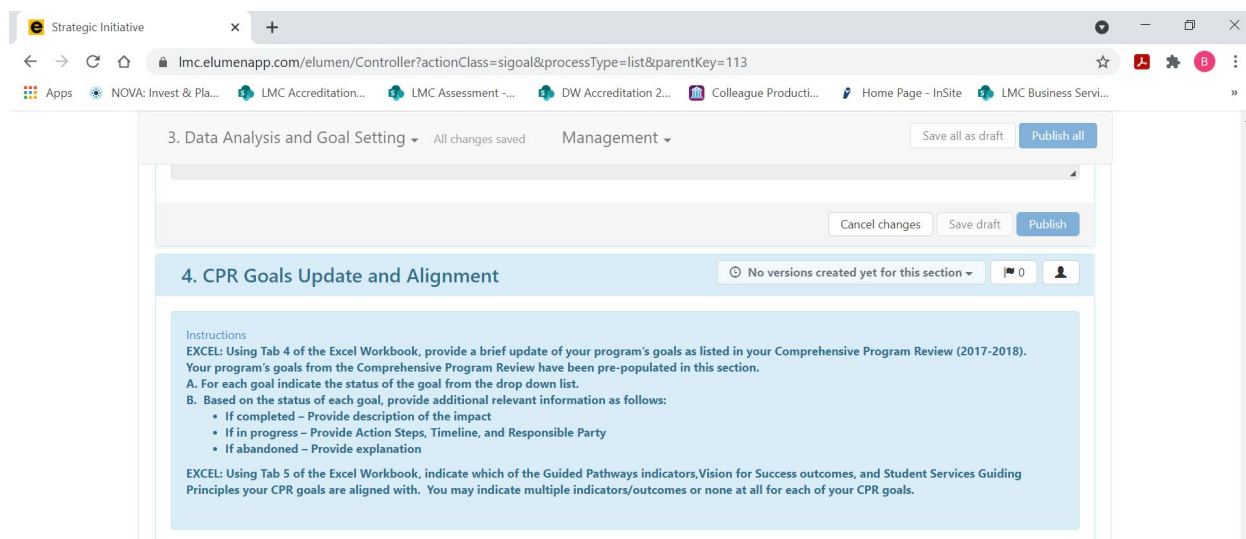
IMPACT OF RESOURCE ALLOCATION

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.

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.

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.