

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

### INSTRUCTIONAL PROGRAMS/UNITS PR YEAR FIVE SUBMISSION SCHEDULE

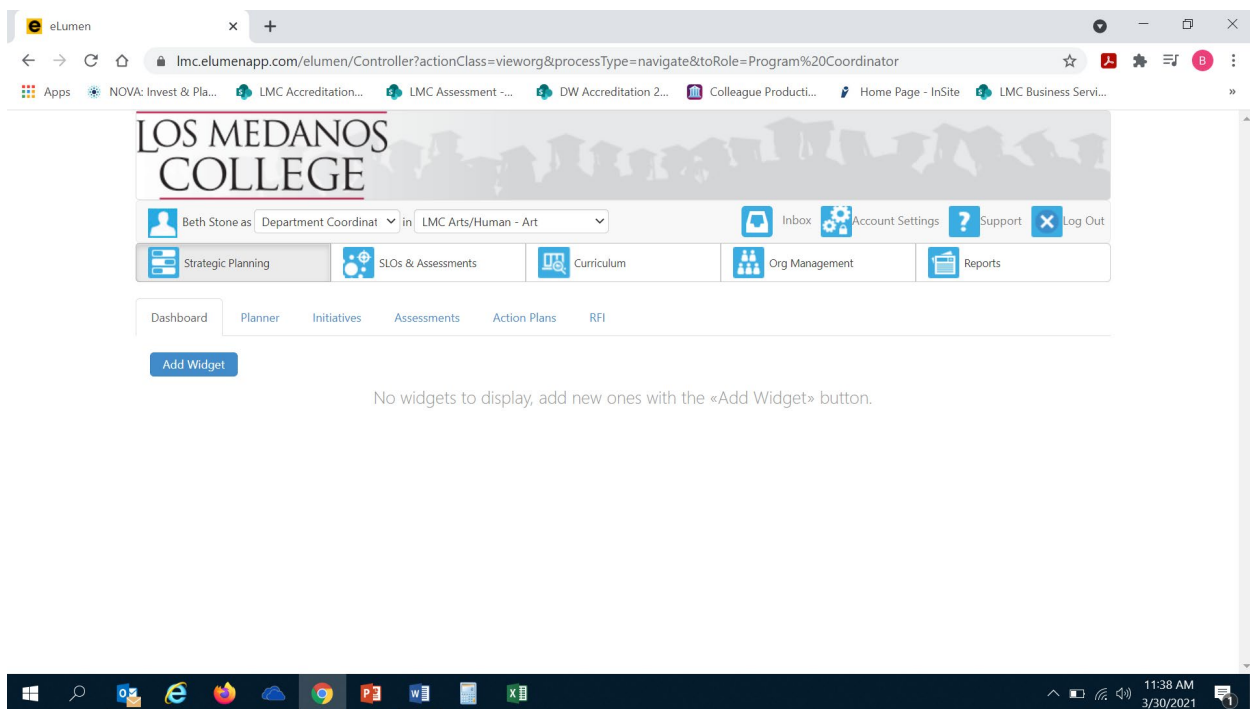
Please note the schedule below with the deadlines for sections to be submitted. Please be sure to select the “Publish” button for only the specific section(s) on or before its due date to your Dean/Manager.

- **September 30, 2021:** Publish for submission only Sections #3 and #4 of your eLumen Program Review Year Five Update for your Manager/Dean to review.
- **October 30, 2021:** Publish for submission only Section #1 of your eLumen Program Review Year Five Update for your Manager/Dean to review.
- **November 30, 2021:** Publish for submission only Section #2 of your eLumen Program Review Year Five Update for your Manager/Dean to review.
- **February 3, 2022:** Select “Publish” at the very top of your eLumen Program Review Year Five Update to submit your entire program review to your Manager/Dean to review and approve.

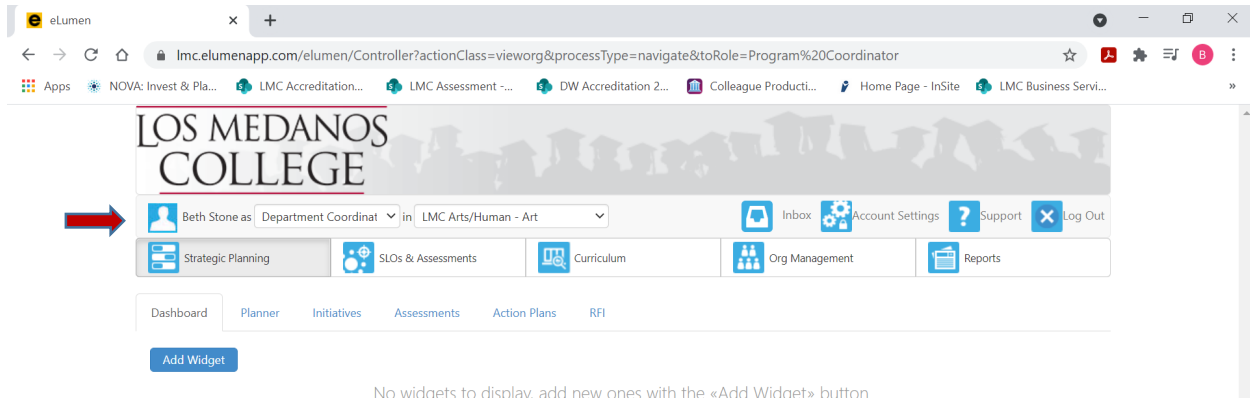
**Please note** – The following buttons and the corresponding function located in each section of the template and at the top right of the template:

- “Save all as draft” – By clicking this button it will save your entire template as a draft so you can save what you have already done and revisit it again to add more content or revise what you have already entered.
- “Publish all” – By clicking this button you are submitting your entire Program Review Year Five Update for review and approval by your Dean/Manager. This button **is only used when you have completed your entire program review** and are ready to submit it.
- At the bottom of each section the following buttons are available to use:
  - “Cancel Changes” – Used if you have entered content and want to remove it. This button will clear out any information you just entered in this section.
  - “Save draft” – Used to save the content you have entered and return to it at another time to add more content or revise what you have already entered.
  - “Publish” – Used to submit this particular section only for review by your Dean/Manager. Note, this button does not submit your entire Program Review Year Five Update it only submits this section.

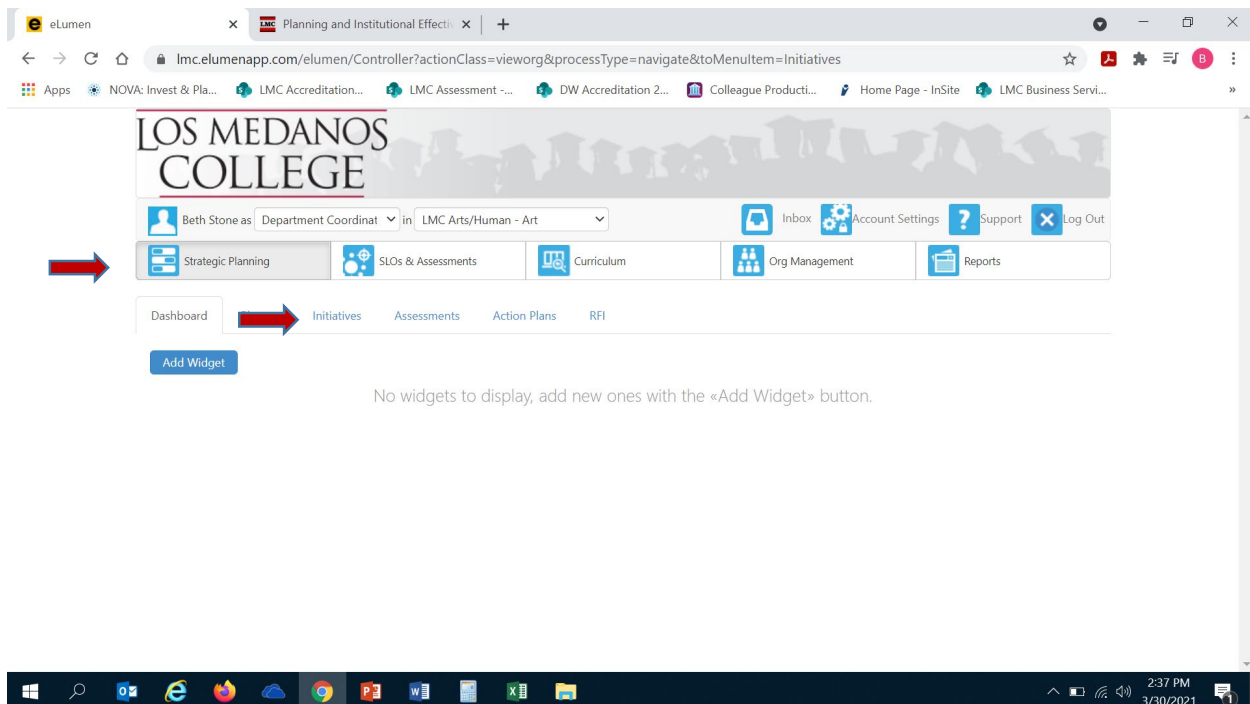
To begin your Instructional Unit Program Review Year Five Update in eLumen, you will first need to connect to eLumen utilizing the following link – [lmc.elumenapp.com](https://lmc.elumenapp.com). Please note, the application will prompt you to login to the 4CD InSite portal. Once you have successfully 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 for LMC Arts/Human - Art. The 'Initiatives' tab is selected in the navigation bar. Below the navigation bar, there are tabs for 'Cycles' and 'Budgets'. The 'Cycles' tab is active, and a dropdown menu is open, showing 'Accreditation Self-Study' as the selected option. A red arrow points to this dropdown. Below the dropdown, there are buttons for 'Add Cycle' and a table with columns 'Name' and 'Description'. The table contains one entry: 'Instructional Units Program Review Year Five Update - Art Department' with a description: 'This cycle is for Instructional Units to complete the Year Five Update of the Program Review Cycle.'

The screenshot shows the eLumen web application interface. At the top, the user is logged in as Beth Stone, a Department Coordinator for LMC Arts/Human - Art. The 'Initiatives' tab is selected in the navigation bar. Below the navigation bar, there are tabs for 'Cycles' and 'Budgets'. The 'Cycles' tab is active, and a dropdown menu is open, showing 'Accreditation Self-Study' as the selected option. A red arrow points to this dropdown. Below the dropdown, there are buttons for 'Add Cycle' and a table with columns 'Name' and 'Description'. The table contains one entry: 'Instructional Units Program Review Year Five Update - Art Department' with a description: '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.

The screenshot shows the eLumen application interface. The user is logged in as Beth Stone, a Department Coordinator in the LMC Arts/Human - Art department. The 'Initiatives' tab is selected, and the 'Cycles' sub-tab is active. A table displays program review cycles for various years. A red arrow points to the 'Instructional Units Program Review Year Five Update - Art Department' cycle, which is highlighted. Below the table, there are filters for Organization, Type, and Inclusion, and a table with columns for Name and Description.

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

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”.

The screenshot shows the eLumen application interface for the 'Instructional Units Program Review Year Five Update - Art Department'. The screen displays the title, a download link for the Strategic Initiative Report, and a button to 'To Design Mode'. The 'Cycle Announcement' section shows 'Cycle Announcement is not defined'. At the bottom, there is a section for 'Instructional Units Program Review Year Five Update' with a 'Not Reviewed' status and a 'Save all as draft' button.

**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

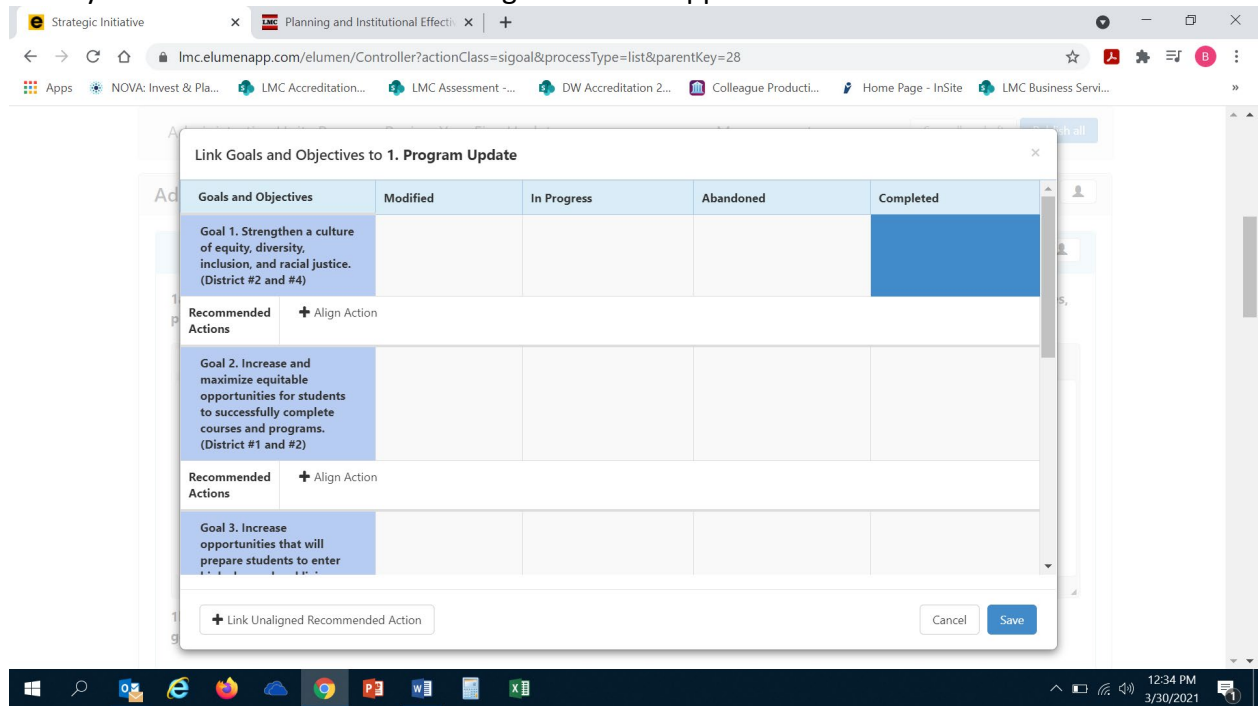
1a. Click on the open text box so your cursor will now appear in the box and you can enter in your response to this question.

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". The "Management" dropdown is set to "All changes saved". The "1. Program Update" section is highlighted in blue. Below the title, there is a text box for question 1a: "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.)". The text box is empty and has a cursor inside. Below the text box, there is a question 1b: "1b. Please address the following enrollment data provided for your program. 1.b.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))".

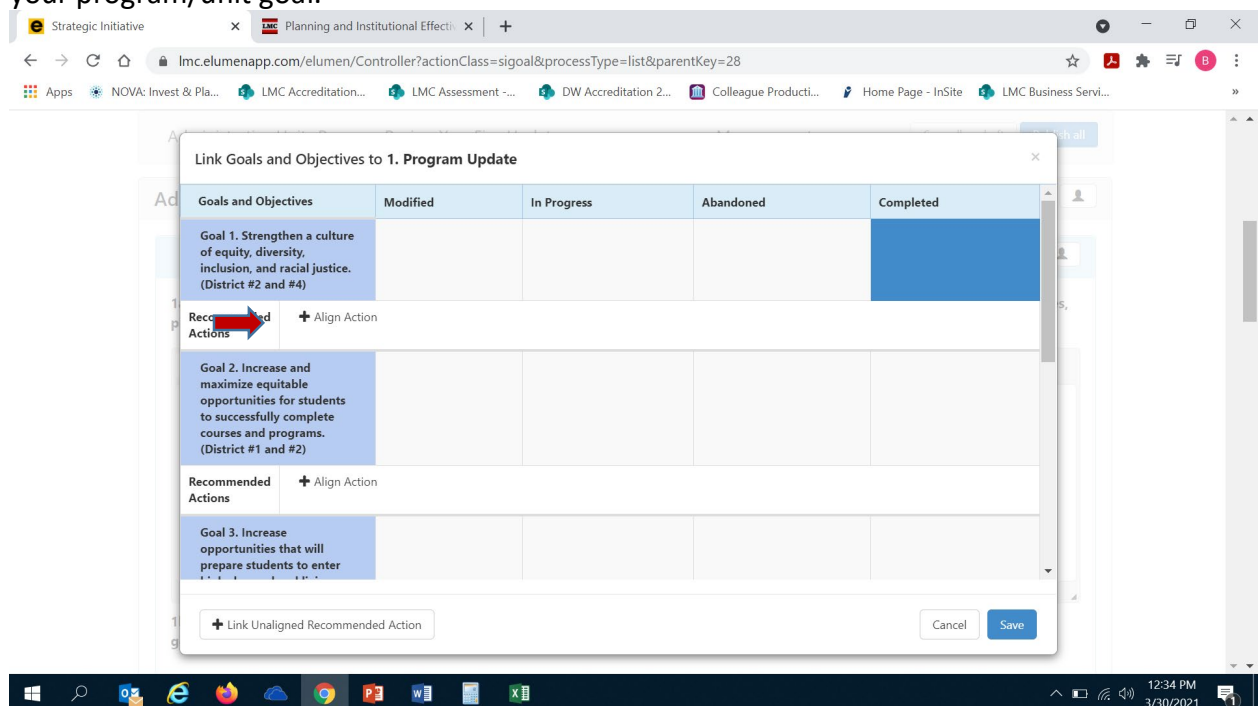
After you enter in your response to Question 1a, you will click on 5 in the box in the upper right corner of the "Program Update" title.

The screenshot shows the same web browser window as the previous one. The "1. Program Update" section is still highlighted. A red arrow points to the number "5" in the upper right corner of the title bar, which is part of the "No versions created yet for this section" text. The text box for question 1a is still empty and has a cursor inside. The question 1b is also visible.

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. **Please note** –No new goals need to be created, you are only entering your previously established goals from your Program Review Year Three Update, aligning it with the appropriate *EMP 2020-2025 Goal*, and providing a current status on these goals (Modified, In Progress, Abandoned, Completed). 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”.

Link Goals and Objectives to 1. Program Update

Align Action to Goal 1. Strengthen a culture of equity, diversity, inclusion, and racial justice. (District #2 and #4)

Use Existing **Create New Action**

Org. Entity: LMC Planning/Inst... Terms: 273 selected Strategic Initiative: Administrative Units... Section: Any Goals & Objectives: Any

Select one Action  
No Actions To Link

Cancel Add 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.)

Align Action to Goal 1. Strengthen a culture of equity, diversity, inclusion, and racial justice. (District #2 and #4)

Use Existing Action **Create New Action**

Recommended Action  
Describe recommended action

Action Type  
Reflection

Goals and Objectives  
• Goal 1. Strengthen a culture of equity, diversity, inclusion, and racial justice. (District #2 and #4)

Linked SLOs Link SLOs

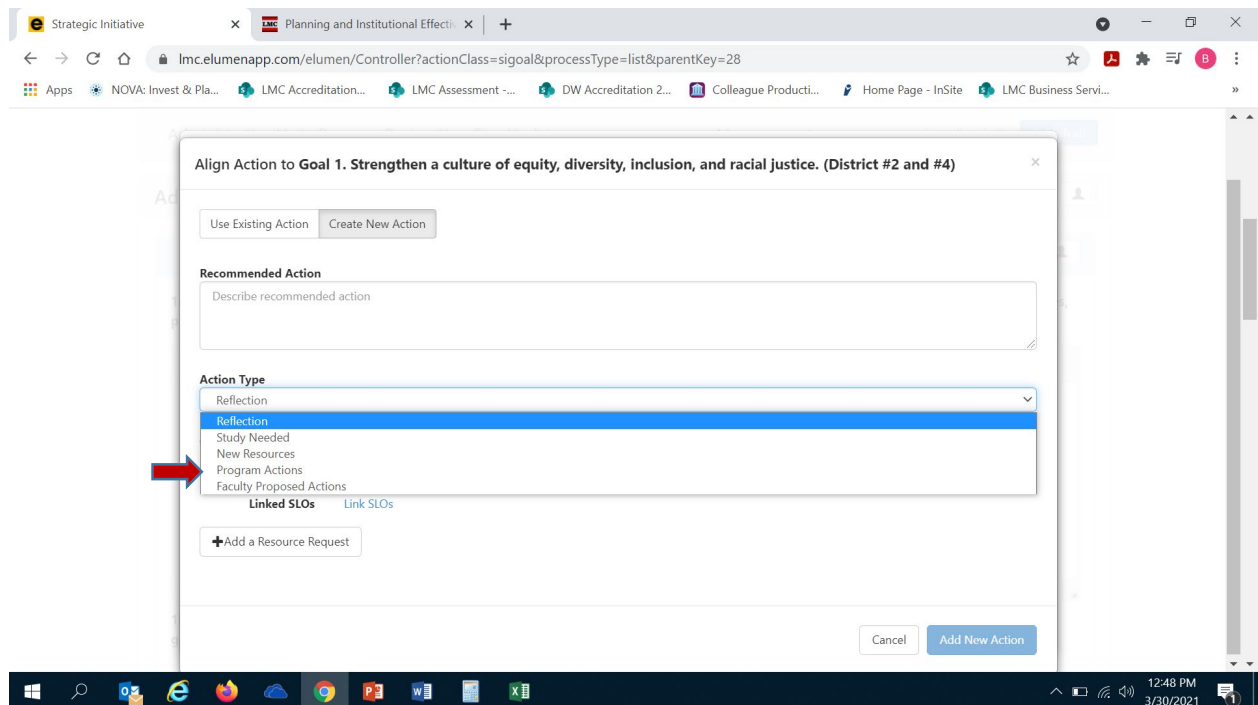
+ Add a Resource Request

Cancel Add New Action



After you enter in your program/unit goal, you are ready to select “Action Type”. Definitions for each of the “Action Types” are provided below for your reference. Please select the most appropriate action type for each goal.

- **Program Actions:** Most commonly used action type for goals, as it refers to actions your program is anticipated to take to achieve your goal. For example, if my program/unit goal is “Increase faculty participation in data coaching program” I would select “Program Actions” as my goal’s action type as there are actions my program/unit will take to achieve this goal such as offering Flex credit and Zoom trainings.
- **Reflection:** Defined as reflecting or revisiting a previous project, strategy or activity to inform and assist achievement of this goal. For example, my program/unit has a goal of “Expand data coaching program to allow for increase in number of participants” I would select “Reflection” as my program/unit will review the last data coaching program project to see the number of participants, amount of monies utilized and the structure to best determine how we could expand it to allow for more participants.
- **Study Needed:** Defined as research or data needed either within your program/unit or through a Research Request to the P&IE Office and/or District Research in order to achieve this goal. For example, my program/unit has a goal of “Increase data democracy by offering Tableau trainings in various modalities” I would select “Study Needed” as my program/unit will conduct a survey to College employees on the top modalities that would be preferred (i.e. Zoom appointments with a Data Coach, video trainings on website, detailed instructional guides, etc.).



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>

Align Action to Goal 1. Strengthen a culture of equity, diversity, inclusion, and racial justice. (District #2 and #4)

Use Existing Action Create New Action

**Recommended Action**  
My program goal is

**Action Type**  
Program Actions

**Goals and Objectives**  
• Goal 1. Strengthen a culture of equity, diversity, inclusion, and racial justice. (District #2 and #4)

Linked SLOs Link SLOs

+ Add a Resource Request

Add New Action

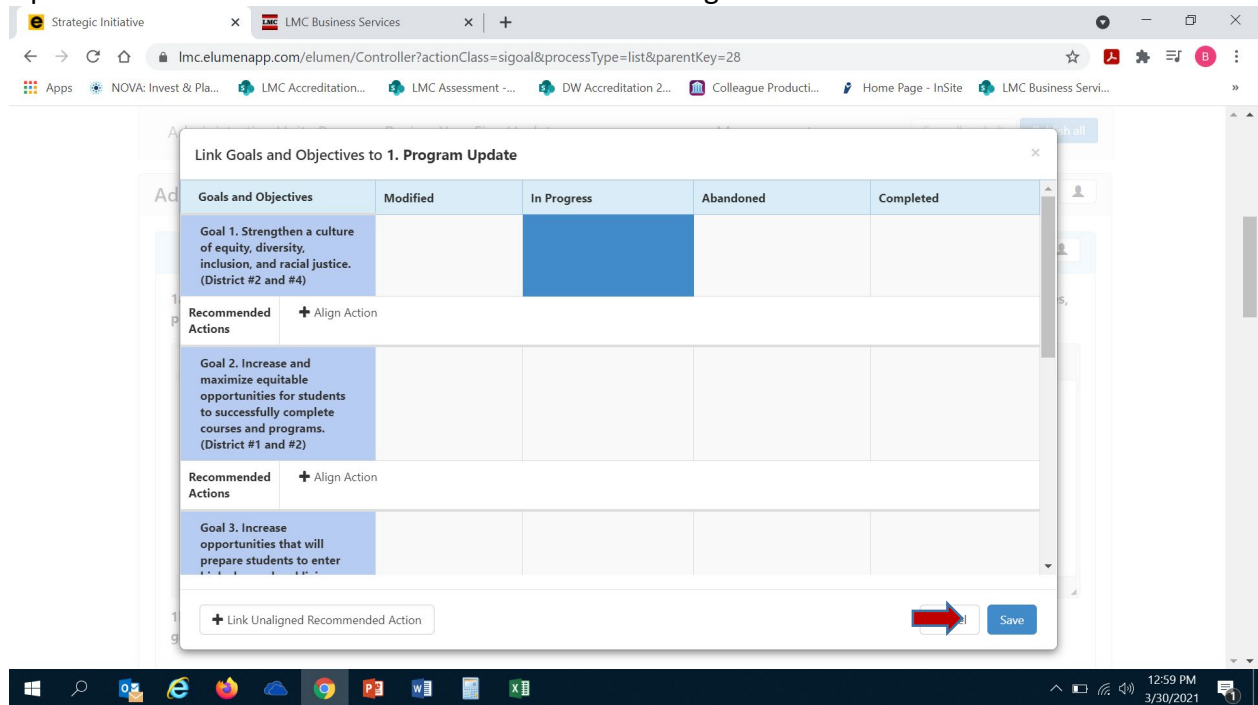
Once you have clicked on “Add New Action” you will see the screen below and are now ready to identify the current status of your entered program/unit goal. Utilizing your mouse click on the box under the appropriate column that accurately reflects the status of your goal

Link Goals and Objectives to 1. Program Update

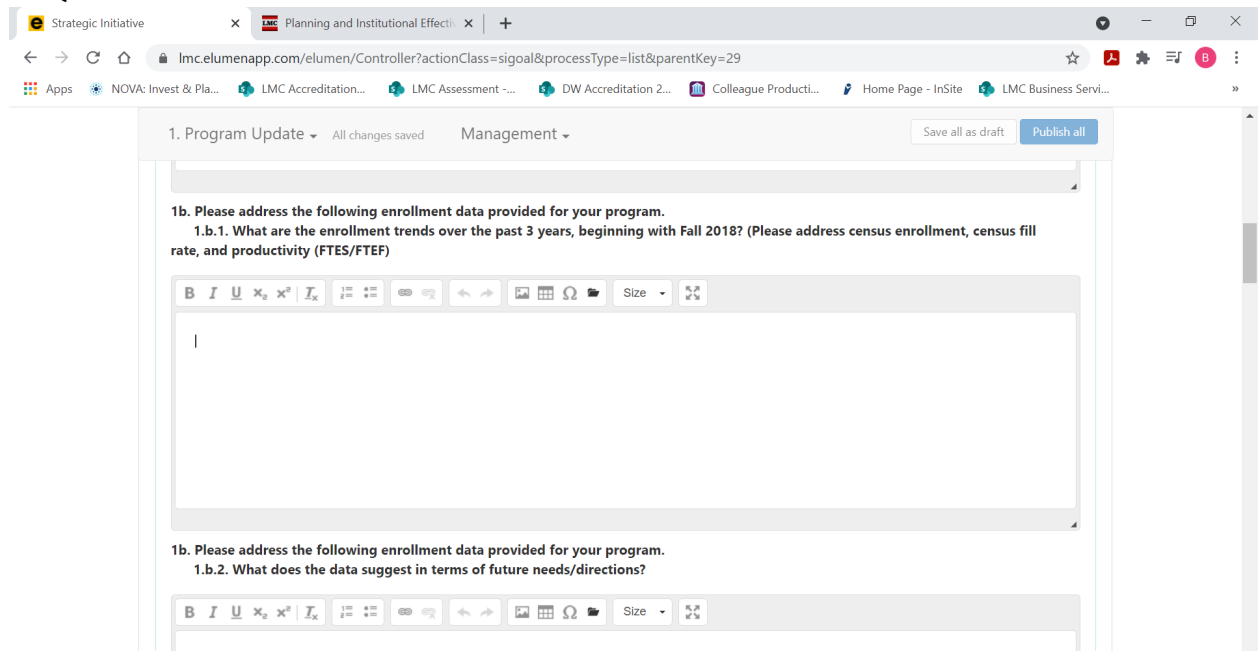
Goals and Objectives	Modified	In Progress	Abandoned	Completed
Goal 1. Strengthen a culture of equity, diversity, inclusion, and racial justice. (District #2 and #4)				
Goal 2. Increase and maximize equitable opportunities for students to successfully complete courses and programs. (District #1 and #2)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

Recommended Actions + Align Action

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 1b.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 is titled "1. Program Update" and has a "Management" dropdown menu. Below the title, there are two buttons: "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 large, empty text box with a rich text editor toolbar above it. The toolbar includes buttons for bold (B), italic (I), underline (U), strikethrough (ABC), link (K), unlink (K), list (bulleted), list (numbered), indent (left), indent (right), outdent (left), outdent (right), and a "Size" dropdown menu.

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 the previous one, but with a different question displayed. 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 large, empty text box with a rich text editor toolbar above it. The toolbar includes buttons for bold (B), italic (I), underline (U), strikethrough (ABC), link (K), unlink (K), list (bulleted), list (numbered), indent (left), indent (right), outdent (left), outdent (right), and a "Size" dropdown menu.

## **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.

The screenshot shows a web browser window with the URL `lmc.elumenapp.com/elumen/Controller?actionClass=sigol&processType=list&parentKey=29`. The page is titled "1. Program Update" and includes a "Management" dropdown menu. Below the title bar, there is a "Save all as draft" button and a "Publish all" button. The main content area displays the heading "FOR CTE PROGRAMS ONLY" followed by the question "1c. Community and Labor Market Needs (Link Ed Code 78016, Title 5, 51022)". Below the question is a large, empty text input area with a rich text editor toolbar above it. The toolbar includes buttons for bold (B), italic (I), underline (U), strikethrough (ABC), link (link icon), unlink (unlink icon), list (bulleted list icon), indent (outdent icon), undo (undo icon), redo (redo icon), insert image (image icon), insert table (table icon), insert link (link icon), and a "Size" dropdown menu.

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.

The screenshot shows the same web browser window as the previous one, but with the question "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." displayed. Below the question is a large, empty text input area with a rich text editor toolbar above it. The toolbar includes buttons for bold (B), italic (I), underline (U), strikethrough (ABC), link (link icon), unlink (unlink icon), list (bulleted list icon), indent (outdent icon), undo (undo icon), redo (redo icon), insert image (image icon), insert table (table icon), insert link (link icon), and a "Size" dropdown menu.

## 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.** If you need to add more rows, simply place your cursor in the last cell in the table and click the "Tab" button to add an additional row. 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, In Progress, Completed, or Abandoned)	Timeline	Responsible Parties	Action Steps/ Explanation
<a href="#">Course Success</a>					
<a href="#">Degrees (AA, AS, ADT)</a>					
<a href="#">Certificates of Achievement</a>					
<a href="#">Unit Reduction</a>					
<a href="#">CTE Jobs</a>					

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					

Once you have copied and pasted the table into the textbox for your response, you can complete the table accordingly. If you need to add more rows, simply place your cursor in the last cell in the table and click the “Tab” button to add an additional row.

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					

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					



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. If you need to add more rows, simply place your cursor in the last cell in the table and click the “Tab” button to add an additional row.

Course Success by DI Population	Program Set Goals (PR Year 3 Update)	Status (Indicate Modified, In Progress, 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					

B I U x<sup>2</sup> x<sup>3</sup> I<sub>x</sub> [Table Icon] [Image Icon] [Link Icon] [Size] [Full Screen Icon]

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					

2:21 PM 3/30/2021

Strategic Initiative x LMC Planning and Institutional Effecti x +

lmc.elumenapp.com/elumen/Controller?actionClass=sigal&processType=list&parentKey=28

Apps NOVA: Invest & Pla... LMC Accreditation... LMC Assessment ~... DW Accreditation 2... Colleague Producti... Home Page - InSite LMC Business Servi...

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					

### 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.** If you need to add more rows, simple place your cursor in the last cell in the table and click the “Tab” button to add an additional row. 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

Strategic Initiative x LMC Data & Survey x +

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

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### 3. Assessment Status Update and CSLO Assessment Effectiveness Unsaved

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

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

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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 x<sup>2</sup> x<sup>3</sup> I<sub>x</sub> [List] [Link] [Image] [Table] [Video] [Size] [Fullscreen]

#### 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.** If you need to add more rows, simply place your cursor in the last cell in the table and click the “Tab” button to add an additional row.

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

Strategic Initiative Data & Survey LMC Assessment - Home

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

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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 x<sup>2</sup> x<sup>3</sup> I<sub>x</sub> [List] [Link] [Image] [Table] [Video] [Size] [Fullscreen]

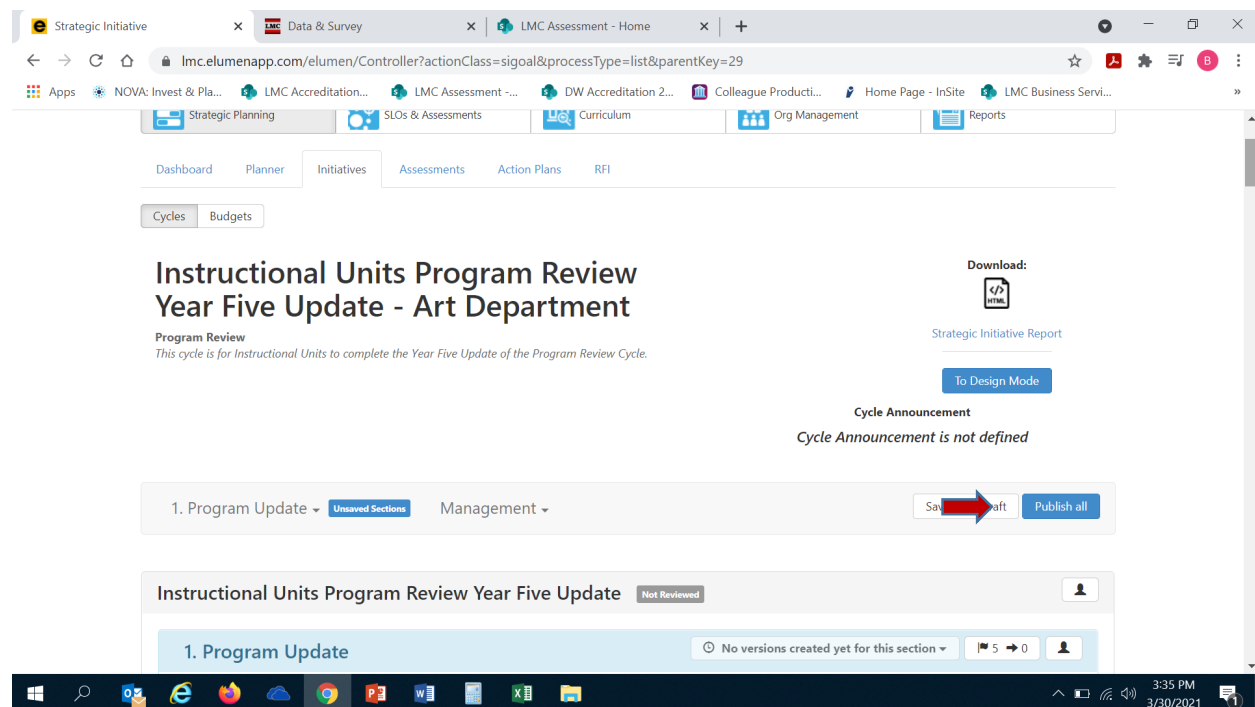
Course (Enter Course Name ex. ENGL-100)	Faculty Responsible for COOR Update

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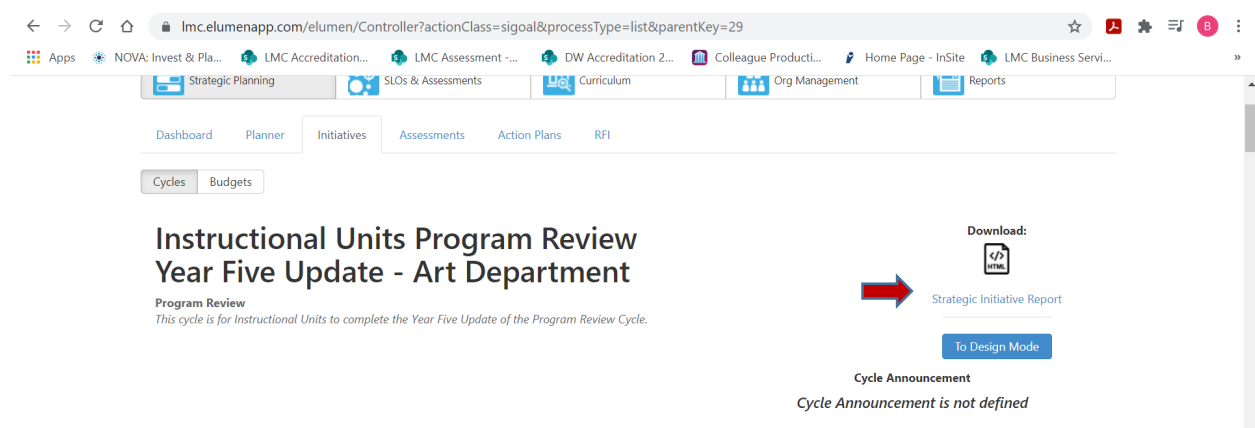
## 5. IMPACT OF RESOURCE ALLOCATION

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.



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 [broberson@losmedanos.edu](mailto:broberson@losmedanos.edu).