

# 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-Part I and II for your program/unit. You can download a PDF copy of your Part I Report via the Program Review Year Three Update Reports Website - <https://www.losmedanos.edu/planning/programreview-reports-2020.aspx>. Dave Belman will be sending an e-mail with a copy of your Part II Report.
- 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.

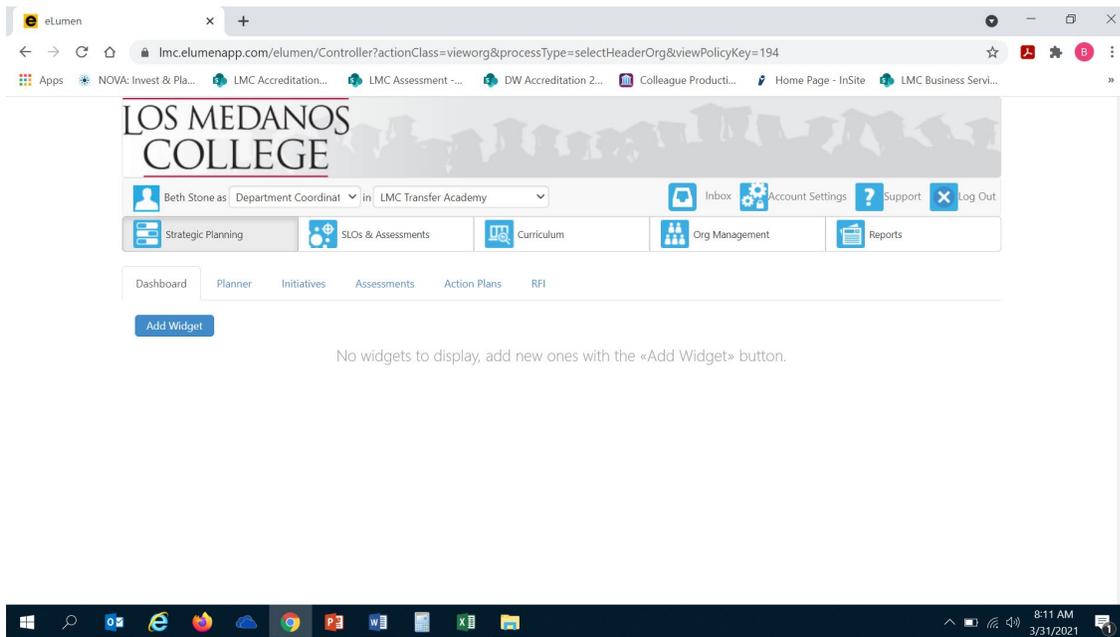
### IMPORTANT ITEMS TO NOTE PERTAINING TO DATA AND EXCEL:

*Please follow the instructions and information in this Guide, specifically as it pertains to the data provided in your Learning Communities' Excel Workbook and where "DATA NOT AVAILABLE" is noted. Additionally, when "EXCEL" is noted your response will be indicated in the Excel workbook provided by Dave Belman.*

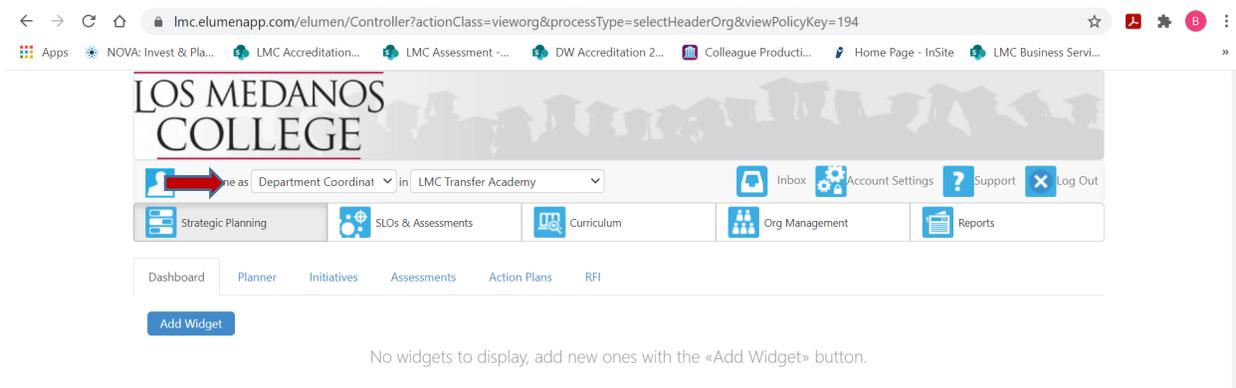
### LEARNING COMMUNITIES PROGRAM REVIEW YEAR FIVE UPDATE SUBMISSION DEADLINES:

- **November 15, 2021** – 1<sup>st</sup> Draft Due to Dean ("Save Draft")
- **December 15, 2021** – 2<sup>nd</sup> Draft Due to Dean ("Save Draft")
- **January 15, 2022** – Final Draft Due to Dean ("Publish")
- **February 3, 2022** – Final Draft Due to VPSS

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](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”.

LOS MEDANOS COLLEGE

Beth Stone as Department Coordinat in LMC Transfer Academy

Strategic Planning SLOs & Assessments Curriculum Org Management Reports

Dashboard **Initiatives** Assessments Action Plans RFI

Add Widget

No widgets to display, add new ones with the «Add Widget» button.

8:14 AM 3/31/2021

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”.

LOS MEDANOS COLLEGE

Beth Stone as Department Coordinat in LMC Transfer Academy

Strategic Planning SLOs & Assessments Curriculum Org Management Reports

Dashboard Planner **Initiatives** Assessments Action Plans RFI

Cycles Budgets

Accreditation Self-Study

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

No Parent Cycles found

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

Add Cycle

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

8:14 AM 3/31/2021

LOS MEDANOS COLLEGE

Beth Stone as Department Coordinat in LMC Transfer Academy

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 Transfer Academy

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
Learning Communities Year Five Program Review 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.

LOS MEDANOS COLLEGE

Beth Stone as Department Coordinat in LMC Transfer Academy

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 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".

The screenshot displays the Lumen Learning application interface. At the top, the browser address bar shows the URL `lmc.elumenapp.com/elumer/Controller?actionClass=sigol&processType=list&parentKey=113`. The user is logged in as Beth Stone, a Department Coordinator, in the LMC Transfer Academy. The navigation menu includes Strategic Planning, SLOs & Assessments, Curriculum, Org Management, and Reports. The main content area is titled "Learning Communities Year Five Program Review Update - Transfer Academy" and includes a "Download: Strategic Initiative Report" link and a "To Design Mode" button. A "Cycle Announcement" section indicates that the announcement is not defined. At the bottom, there are "Sections", "Management", "Save all as draft", and "Publish all" options. The Windows taskbar at the bottom shows the time as 8:16 AM on 3/31/2021.

## 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 title is "Untitled Region" and it shows "All changes saved" and "Management" options. There are buttons for "Save all as draft" and "Publish all". Below this, there is a "Not Reviewed" status with a "Review" button. The main section is titled "1. Program Update" and includes a sub-header "Instructions". The instruction text reads: "Describe any important changes or updates within your program since the 2019-2020 Program Review Year 3 Update. (staffing changes, program changes, etc.)". Below the instruction is a rich text editor with a toolbar containing options for bold, italic, underline, text color, background color, bulleted list, numbered list, link, unlink, undo, redo, insert table, insert image, and font size. The text area is currently empty.

## 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 partially visible at the top with "Cancel changes", "Save draft", and "Publish" buttons. The "2. Engagement" section has a sub-header "a. Discuss how faculty and staff have engaged in institutional efforts, such as committees, presentations, and departmental activities." Below this is a rich text editor with the same toolbar as in the previous screenshot. The text area is currently empty.

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 main content area displays "2. Engagement" with a dropdown menu and "All changes saved" and "Management" buttons. Below this is a text entry field for question b: "b. Discuss how faculty and staff have engaged in community activities, partnerships and/or collaborations." The text box is empty and has a rich text editor toolbar above it. At the top right of the content area are "Save all as draft" and "Publish all" buttons.

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 main content area displays "2. Engagement" with a dropdown menu and "All changes saved" and "Management" buttons. Below this is a text entry field for question c: "c. Discuss how part-time/temporary employees (students, classified professionals, and adjunct faculty) are included in departmental training, discussions, and decision-making." The text box is empty and has a rich text editor toolbar above it. At the top right of the content area are "Save all as draft" and "Publish all" buttons.

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 as above. The main content area displays "2. Engagement" with a dropdown menu and "All changes saved" and "Management" buttons. Below this is a text entry field for question d: "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." The text box is empty and has a rich text editor toolbar above it. At the top right of the content area are "Save all as draft" and "Publish all" buttons.

### 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.*

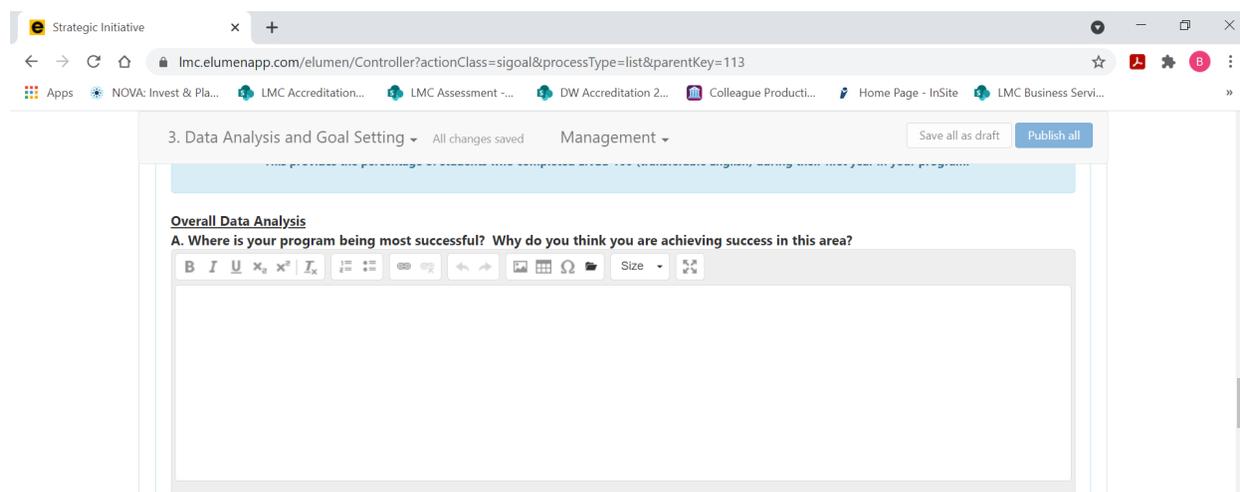
*Additionally, due to delays in the District development of a Tableau dashboard for Learning Communities, data related to Completion of Transferable Math and English is unavailable for this program update. Therefore, analysis of these indicators, where data is not available, is not required. Programs should anticipate this data to be available for future program reviews.*

#### Instructions:

*In the Excel Workbook your program has been provided with data for the following indicators. Review the data and answer the questions below.*

- **Cohort Enrollment** - This provides overall enrollment for your past 5 cohorts as well as disaggregated enrollment for populations that have been identified and prioritized in the Student Equity Plan.
- **Course Success (Tab 1)** - This provides the success rate for your past 5 cohorts during their first year in your program.
- **DATA NOT AVAILABLE Completion of Transferable Math in 1<sup>st</sup> Year (Tab 2)** - This provides the percentage of students who completed transferable Mathematics during their first year in your program.
- **DATA NOT AVAILABLE Completion of Transferable English in 1<sup>st</sup> Year (Tab 3)** - This provides the percentage of students who completed transferable English during their first year in your program.

- A. Utilizing the data provided in your Excel Workbook, 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](https://lmc.elumenapp.com/elumen/Controller?actionClass=sigoal&processType=list&parentKey=113). The page title is "3. Data Analysis and Goal Setting" and it includes a "Management" dropdown menu. Below the title, there is a "Save all as draft" button and a "Publish all" button. The main content area is titled "Overall Data Analysis" and contains the question: "A. Where is your program being most successful? Why do you think you are achieving success in this area?". Below the question is a rich text editor with a toolbar containing icons for bold, italic, underline, text color, background color, bulleted list, numbered list, link, unlink, insert table, insert image, and font size. The text editor is currently empty.

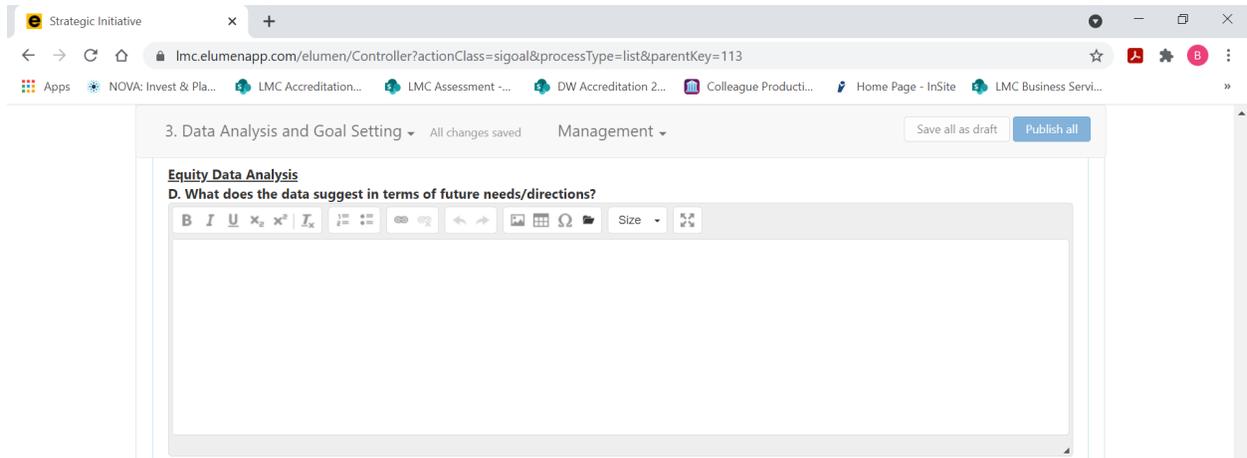
- B. Utilizing the data provided in your Excel Workbook, position your cursor in the text box below the question to enter your response based on your review of the aforementioned data.

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 "3. Data Analysis and Goal Setting" and it includes a "Management" dropdown menu. There are two buttons: "Save all as draft" and "Publish all". The main content area has a section titled "Overall Data Analysis" with a question: "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, text color, background color, bulleted list, numbered list, link, unlink, undo, redo, insert image, insert table, insert link, and a size dropdown menu.

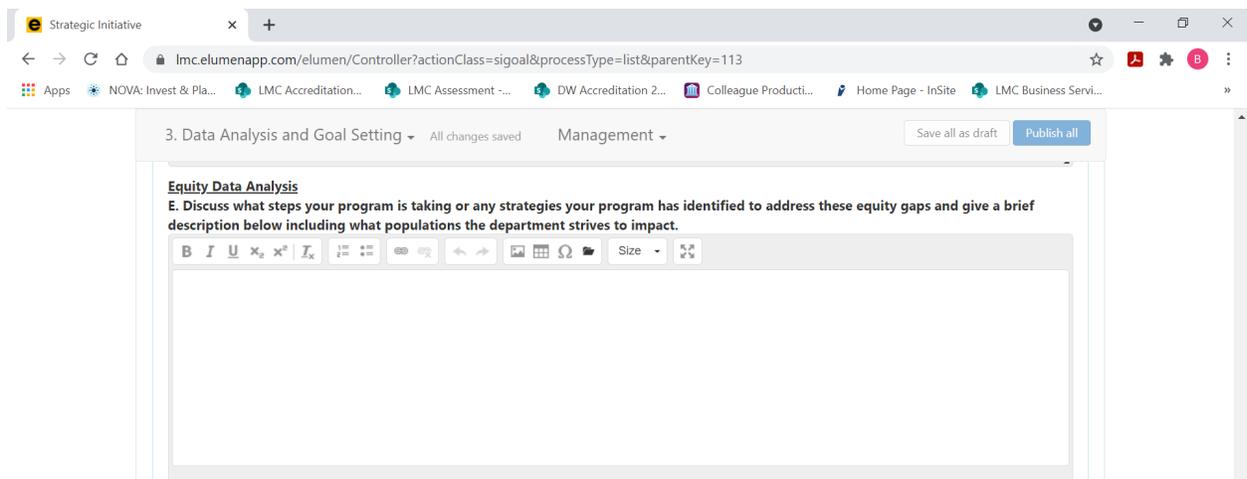
- C. Utilizing the data provided in your Excel Workbook, position your cursor in the text box below the question to enter your responses based on your review of the aforementioned data.

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 "3. Data Analysis and Goal Setting" and it includes a "Management" dropdown menu. There are two buttons: "Save all as draft" and "Publish all". The main content area has a section titled "Equity Data Analysis" with a paragraph: "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." Below the paragraph is a question: "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, text color, background color, bulleted list, numbered list, link, unlink, undo, redo, insert image, insert table, insert link, and a size dropdown menu.

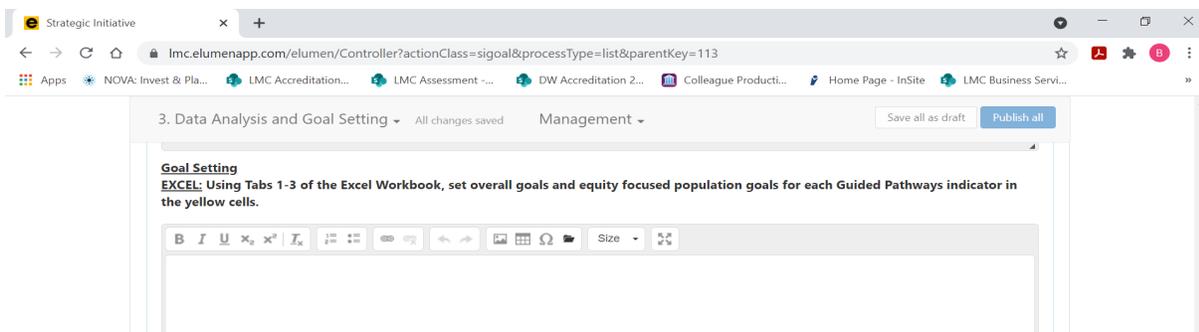
D. Utilizing the data provided in your Excel Workbook, position your cursor in the text box below the question to enter your response.



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



**Goal Setting - EXCEL:** Using the Excel Workbook, review the overall goals and equity focused population goals for each Guided Pathways indicator in the yellow cells. These are the goals you set in Year 3. If your program wishes to revise one or more goals, make the change in the workbook and provide a rationale for the change in the box below. (**Note: DATA IS NOT AVAILABLE** for Math or English indicators for this program review.). *You only enter information in the eLumen template, for this prompt if you have revised one or more goals and therefore must provide rationale for the revision. Otherwise, you will follow the directions to enter the information into Tab 1 of your Excel data workbook and then follow the instructions provided for Section 4. In this guide to upload your completed Excel Workbook.*





#### 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 Program Review Year 3 Update (2019-2020). *You will not enter any response or information in the eLumen template, for this prompt you will follow the directions to enter the information into Tab 4 of your Excel Workbook, and then follow the instructions provided in this Guide to upload your Excel Workbook for Section 4-CPR Goals Update and Alignment.*

- 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. *You will not enter any response or information in the eLumen template, for this prompt you will follow the directions to enter the information into Tab 5 of your Excel Workbook, and then follow the instructions provided in this Guide to upload your Excel Workbook for Section 4-CPR Goals Update and Alignment.*

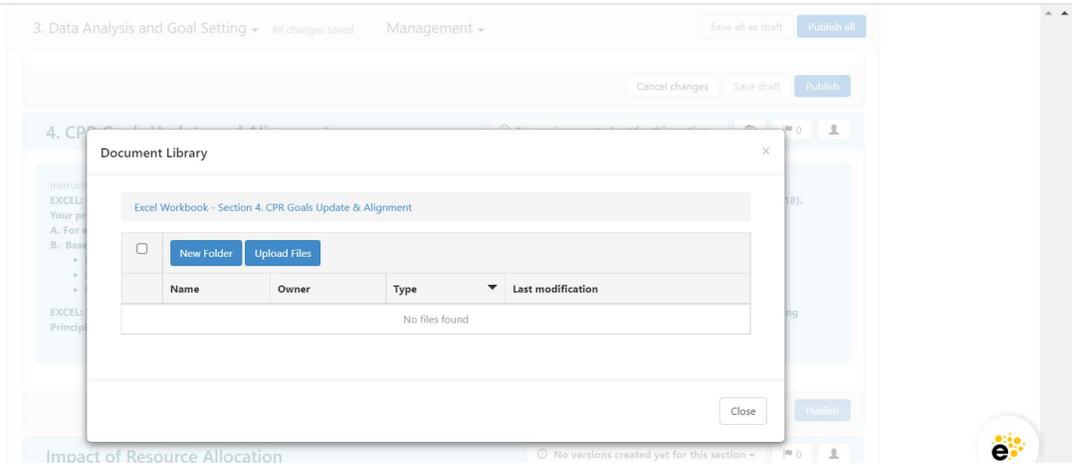
The screenshot shows a web browser window with the URL `lmc.elumenapp.com/elumen/Controller?actionClass=sigoal&processType=list&parentKey=113`. The page title is "Strategic Initiative". The main content area is titled "4. CPR Goals Update and Alignment" and contains the following instructions:

**Instructions**  
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:

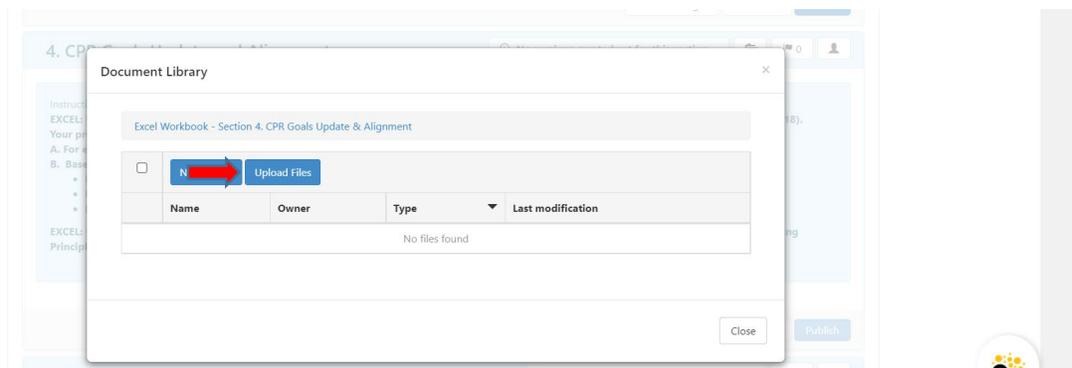
- If completed – Provide description of the impact
- If in progress – Provide Action Steps, Timeline, and Responsible Party
- If abandoned – Provide explanation

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.

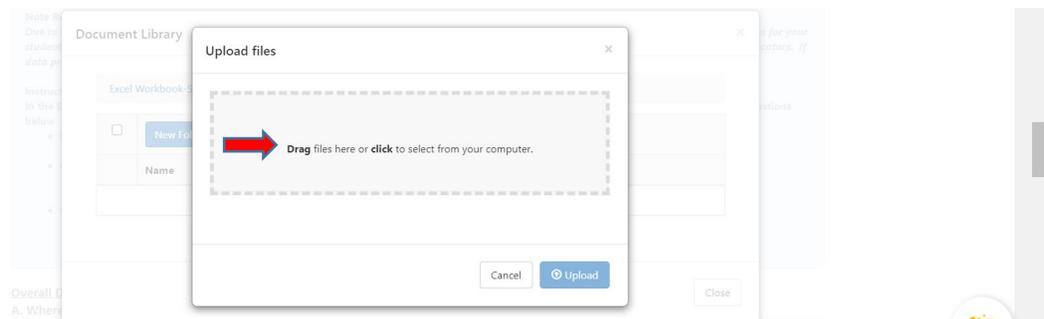
After you click on the folder icon the dialog box below will appear.

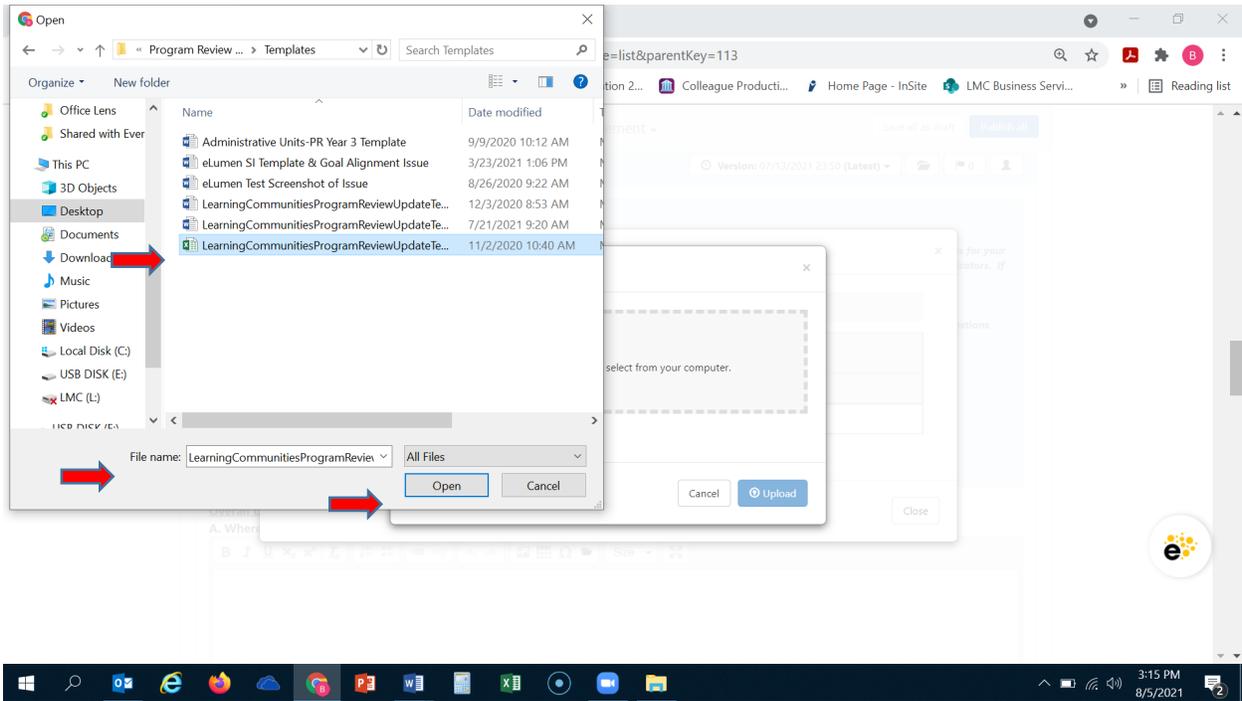


Click on the blue “Upload Files” button.

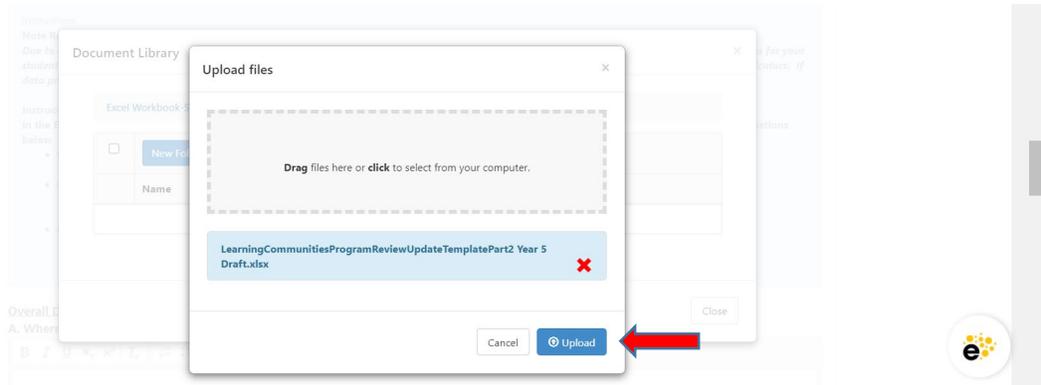


A screen will appear prompting you to either “Drag and Drop” your Excel Workbook or if you click in the center of the grey box it will bring up the files on your computer so you can select your Excel Workbook to upload, the click the “Open” box to insert into eLumen.

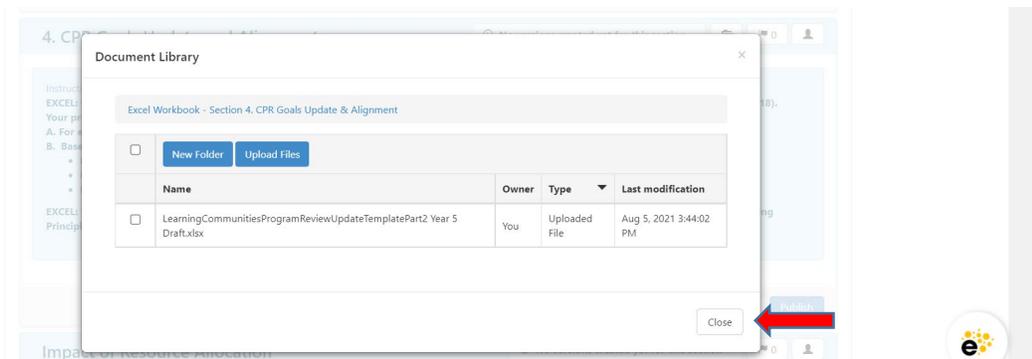




After you have successfully inserted your Excel Workbook (with Tabs 4 and 5 completed according to the instructions) you will see the screen below. Now you are ready to finish the upload, click on the blue “Upload” button in the lower right corner of the dialog box you see above.

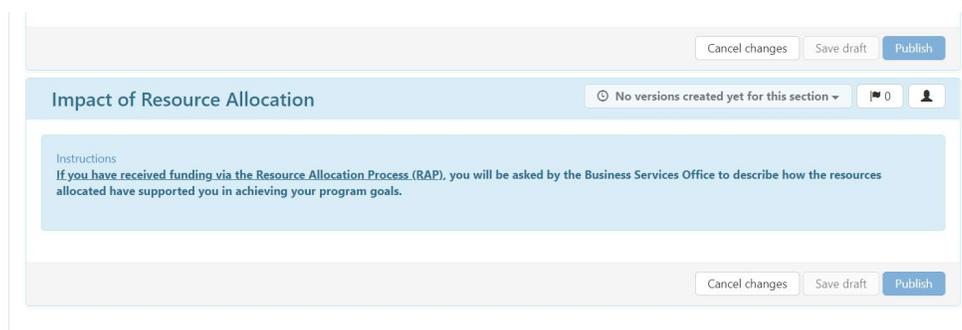


After you click the blue “Upload” button, you will see your Excel Workbook has been successfully uploaded when the screen below appears. After you have confirmed the successful upload you can click on the “Close” button in the lower right hand corner of the dialog box seen below to return to your Learning Community Program Review Year Five Update Template.



## 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.

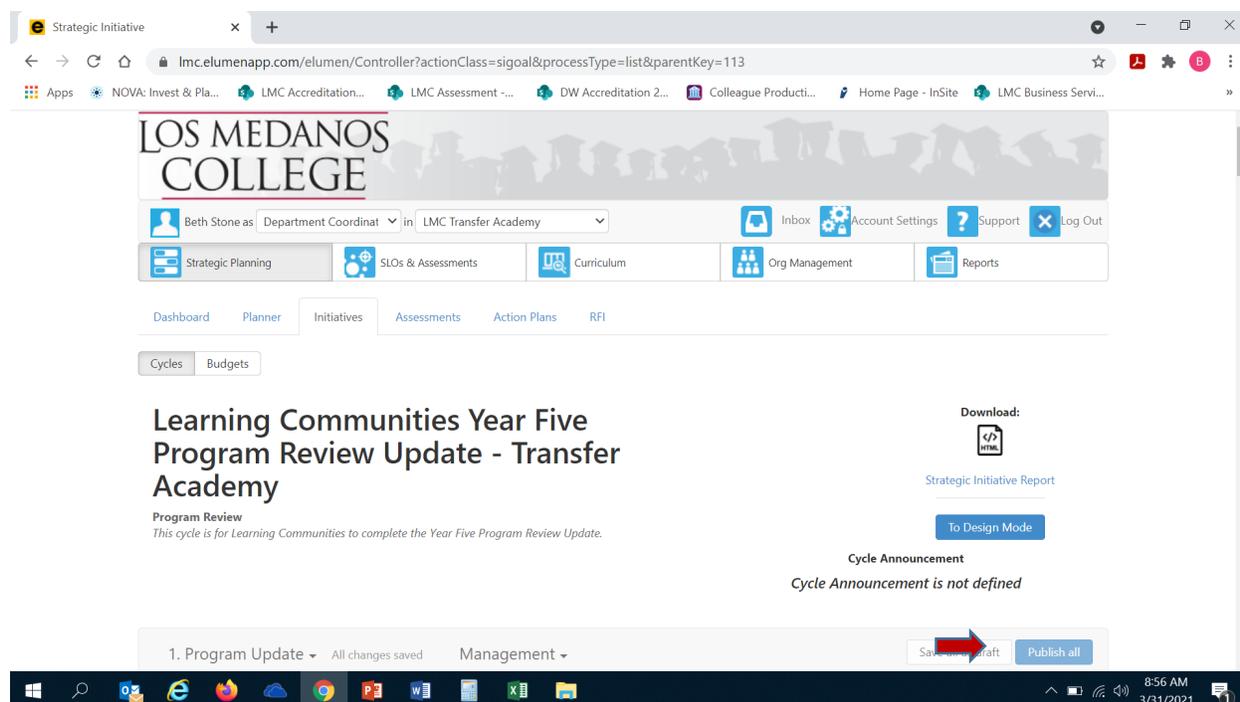


The screenshot shows a web form with a title bar "Impact of Resource Allocation" and a sub-header "No versions created yet for this section". Below the title bar is a light blue box containing the following instructions: "Instructions: If you have received funding via the Resource Allocation Process (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 top and bottom of the form 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 menu with options like "Strategic Planning", "SLOs & Assessments", "Curriculum", "Org Management", and "Reports". The main content area displays the title "Learning Communities Year Five Program Review Update - Transfer Academy" and a "Program Review" section. A "Download" button is visible, and a "Cycle Announcement" section indicates that the announcement is not defined. At the bottom of the screen, there is a "1. Program Update" section with a "Save draft" button and a "Publish all" button, which is 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 displays the Los Medanos College dashboard. At the top left, the college logo is visible. The user is logged in as Beth Stone, a Department Coordinator for the LMC Transfer Academy. The dashboard includes a navigation menu with options like Strategic Planning, SLOs & Assessments, Curriculum, Org Management, and Reports. Below this, there are sub-menus for Dashboard, Planner, Initiatives, Assessments, Action Plans, and RFI. A 'Cycles' and 'Budgets' filter is also present. The main content area features the title 'Learning Communities Year Five Program Review Update - Transfer Academy' and a 'Program Review' section with a note: 'This cycle is for Learning Communities to complete the Year Five Program Review Update.' To the right, a 'Download:' section contains a red arrow pointing to a 'Strategic Initiative Report' link, which is accompanied by a PDF icon and 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](mailto:brobertson@losmedanos.edu).