

PROGRAM REVIEW (PR) REVIEWER INSTRUCTIONS

ITEMS TO NOTE

These instructions are designed for the Responsible Managers or **PR Reviewers** identified and approved as outlined in the [Program Review Units, Leads, and Responsible Managers](#) document. For reference, please review the [Program Review Training Calendar](#) which includes draft submission deadlines for the eLumen Program Review Year Five Update for each area of the College (Instructional, Administrative, Student Services, Learning Communities).

The **PR Reviewers** review and validate the **Program Review Year Five Updates in eLumen** for their responsible programs and/or units according to the deadlines outlined in the section below.

PR REVIEWER DEADLINES

INSTRUCTIONAL UNITS

- **October 30, 2021** – PR Reviewers complete the review of Sections #3 and #4 and provide feedback if necessary, and “**Save**” the feedback. Department Coordinators can then view the PR Reviewer’s feedback after October 30 and take action based on said feedback.
- **November 30, 2021** – PR Reviewers complete the review of Section #1 and provide feedback if necessary, and “**Save**” the feedback. Department Coordinators can then view the PR Reviewer’s feedback after November 30 and take action based on said feedback.
- **December 20, 2021** – PR Reviewers complete the review of Section #2 and provide feedback if necessary, and “**Save**” the feedback. Department Coordinators can then view the PR Reviewer’s feedback after December 20 and take action based on said feedback.
- **February 28, 2022** – PR Reviewers either “**Approve**” or “**Reject**” the final review and validation of all responsible programs and units.

ADMINISTRATIVE UNITS

- **January 22, 2022** – PR Reviewers complete the review, provide feedback if necessary, and “**Save**” the feedback.
- **February 28, 2022** – PR Reviewers either “**Approve**” or “**Reject**” the final review and validation for all responsible programs and units

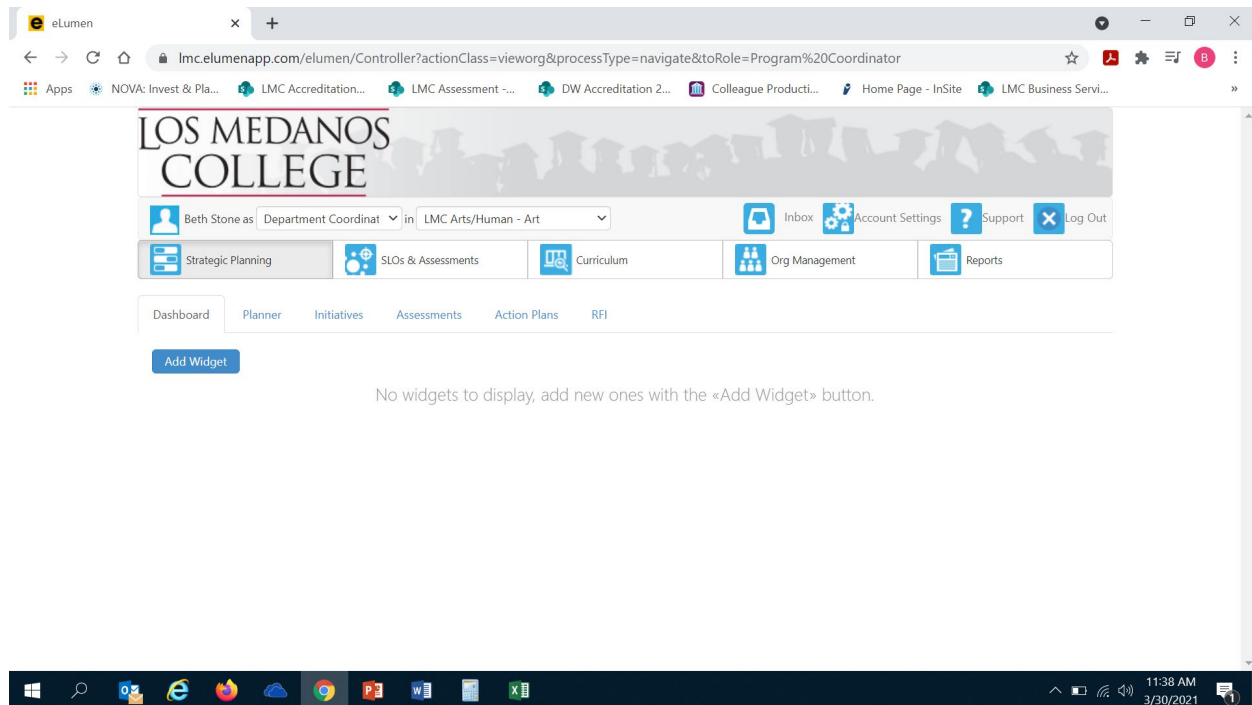
STUDENT SERVICES

- **November 29, 2021** – PR Reviewers complete the review, provide feedback if necessary, and “**Save**” the feedback for the 1st Draft.
- **January 4, 2022** – PR Reviewers complete the review, provide feedback if necessary, and “**Save**” the feedback for the 2nd Draft.
- **February 28, 2022** – PR Reviewers either “**Approve**” or “**Reject**” the final review and validation for all responsible programs and units

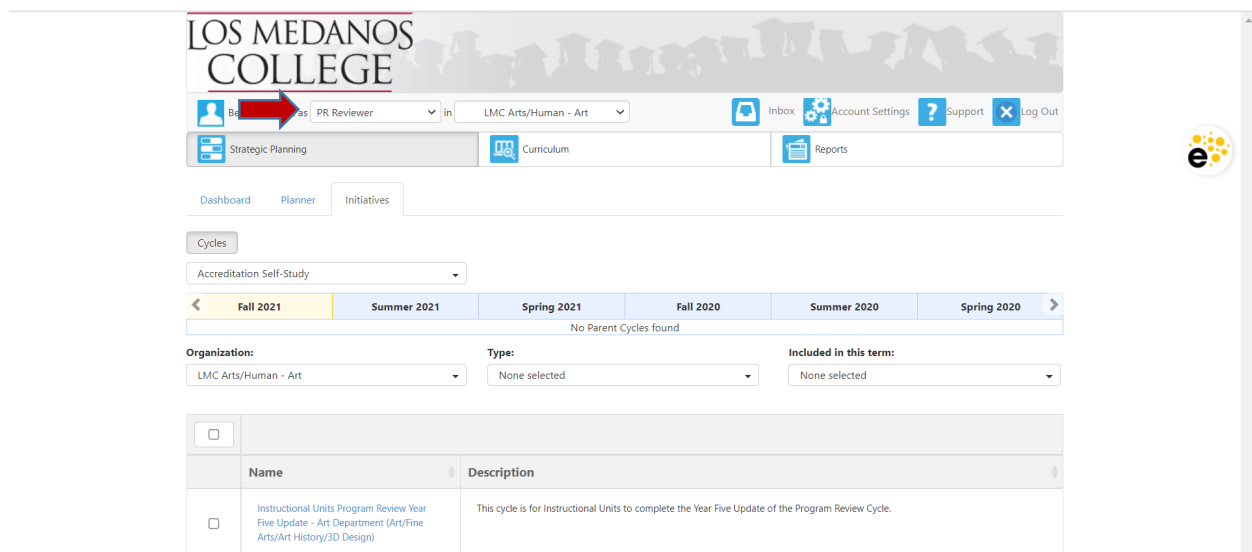
LEARNING COMMUNITIES

- **November 29, 2021** – PR Reviewers complete the review, provide feedback if necessary, and “**Save**” the feedback for the 1st Draft
- **January 4, 2022** – PR Reviewers complete the review, provide feedback if necessary, and “**Save**” the feedback for the 2nd Draft
- **February 28, 2022** – PR Reviewers either “**Approve**” or “**Reject**” the final review and validation for all responsible programs and units

To begin your review and validation of responsible programs/units 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 validation, please ensure your role is that of PR Reviewer. You will also note the programs/units you are responsible for validating. If you are responsible for validating the program review for more than one program/unit, please ensure that the program/unit you are reviewing and validating for the Year Five Update 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 note at the bottom of the screen a link to the template for the selected responsible program/unit.

LOS MEDANOS COLLEGE

Bethann Stone as: PR Reviewer in LMC Arts/Human - Art

Strategic Planning Curriculum Reports

Dashboard Planner Initiatives

Cycles

Accreditation Self-Study

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

No Parent Cycles found

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

	Name	Description
<input type="checkbox"/>	Instructional Units Program Review Year Five Update - Art Department (Art/Fine Arts/Art History/3D Design)	This cycle is for Instructional Units to complete the Year Five Update of the Program Review Cycle.

Click on the link to access the template to begin and complete your review and validation. Please be sure to click on the link and not the check box.

LOS MEDANOS COLLEGE

Bethann Stone as: PR Reviewer in LMC Arts/Human - Art

Strategic Planning Curriculum Reports

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	Name	Description
<input type="checkbox"/>	Instructional Units Program Review Year Five Update - Art Department (Art/Fine Arts/Art History/3D Design)	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 review and validation.

ProgramReviewYear5_TrainingCal x Strategic Initiative x +

lmc.elumenapp.com/elumen/Controller?actionClass=sigol&processType=list&parentKey=37

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

LOS MEDANOS COLLEGE

Bethann Stone as PR Reviewer in LMC Admissions & Record

Inbox Account Settings Support Log Out

Strategic Planning Curriculum Reports

Dashboard Planner Initiatives

Cycles

Student Services Units Program Review Year Five Update - Admissions & Records

Program Review
This cycle is for Student Services Units to complete the Year Five Update of the Program Review cycle.

Download:
Strategic Initiative Report
Cycle Announcement
Cycle Announcement is not defined

Sections All changes saved

No versions created yet for this region

Program Overview, Engagement, Vfs Goal Setting, and Assessment Update Not Reviewed

Review

1. REVIEW AND FEEDBACK

Scroll down to below the “Sections” box, until you see the blue “Review” button located on the right hand side of the screen. Click on the blue “Review” button to open the review portion of the template.

Student Services Units Program Review Year Five Update - Admissions & Records

Program Review
This cycle is for Student Services Units to complete the Year Five Update of the Program Review cycle.

Download:
Strategic Initiative Report
Cycle Announcement
Cycle Announcement is not defined

Sections All changes saved

No versions created yet for this region

Program Overview, Engagement, Vfs Goal Setting, and Assessment Update Not Reviewed

Review

Not Reviewed


1. Overview Version: 05/02/2021 17:26 (Latest) 0

a. Include essential functions of your department, program or unit, any unique characteristics or trends affecting the unit, as well as a description of how the unit aligns with the college mission.

The Admissions & Records Office staff strive to provide quality and efficient services to students, faculty and community members. By focusing on student learning and success, we aim to help students build their abilities and competencies as lifelong learners.

Student Services Units Program Review
Year Five Update - Admissions & Records

Download:



Strategic Initiative Report
Cycle Announcement
Cycle Announcement is not defined


Program Review

This cycle is for Student Services Units to complete the Year Five Update of the Program Review cycle.

Sections ▾ All changes saved

Program Overview, Engagement, Vfs Goal Setting, and Assessment Update Not Reviewed

No versions created yet for this region ▾



Region Review

Reject



Approve

Cancel


Save

1. Overview

Version: 05/02/2021 17:26 (Latest) ▾

 0 


a. Include essential functions of your department, program or unit, any unique characteristics or trends affecting the unit, as well as a description of how the unit aligns with the college mission.



Position your cursor in the textbox to begin entering in feedback, acceptance and/or notes you would like your program/unit lead to see following your review.

Student Services Units Program Review
Year Five Update - Admissions & Records

Download:



Strategic Initiative Report
Cycle Announcement
Cycle Announcement is not defined


Program Review

This cycle is for Student Services Units to complete the Year Five Update of the Program Review cycle.

Sections ▾ All changes saved

Program Overview, Engagement, Vfs Goal Setting, and Assessment Update Not Reviewed

No versions created yet for this region ▾



Region Review

Reject



Approve

Cancel


Save

1. Overview

Version: 05/02/2021 17:26 (Latest) ▾


 0 

a. Include essential functions of your department, program or unit, any unique characteristics or trends affecting the unit, as well as a description of how the unit aligns with the college mission.



***Note** – For Instructional Programs and Units that have “chunking” of sections, you will need to note those sections in the review textbox. For example, if you are responsible for the Art Department and validating Sections #3 and #4 you want to note the review of those specific sections in the textbox. Likewise, if you are responsible for draft review and validation as is with Student Services and Learning Communities. An example for reference has been provided below.

Once you have completed entering in any review notes or feedback for the program/unit lead(s) on the section (Instructional Units), first draft, and/or second draft click on the blue “Save” button located in the bottom right corner below the review textbox.

To review the program/unit goal alignments for your responsible program/unit, with the *LMC EMP 2020-2025 Goals*, please click on the  with a number next to it to view their “Recommended Actions” (i.e. goals) and the EMP Goal they have selected for alignment.

Instructional Units Program Review Year Five Update - All changes saved

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)				
Recommended Actions + Align Action				
Goal 2. Increase and maximize equitable opportunities for students to successfully complete courses and programs. (District #1 and #2)				
Recommended Actions	Goal 1: Grow 3D Design certificate program: Develop 3D media offerings that support equitable access and completions also considering Brentwood for foundations offerings.			0 linked SLOs 0 resource requests
+ Align Action				
Goal 3. Increase opportunities that will prepare students to enter				

[+ Link Unaligned Recommended Action](#) [Cancel](#) [Save](#)

To view the entire program/unit goal, click on the goal itself to open the dialog box and view the entire entry.

Instructional Units Program Review Year Five Update - All changes saved

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)				
Recommended Actions + Align Action				
Goal 2. Increase and maximize equitable opportunities for students to successfully complete courses and programs. (District #1 and #2)				
Recommended Actions	Goal 1: Grow 3D Design certificate program: Develop 3D media offerings that support equitable access and completions also considering Brentwood for foundations offerings.			0 linked SLOs 0 resource requests
+ Align Action				
Goal 3. Increase opportunities that will prepare students to enter				

[+ Link Unaligned Recommended Action](#) [Cancel](#) [Save](#)

Edit Action to Goal 2. Increase and maximize equitable opportunities for students to successfully complete courses and programs. (District #1 and #2)

Recommended Action

Goal 1: Grow 3D Design certificate program: Develop 3D media offerings that support equitable access and completions also considering Brentwood for foundations offerings.

Action Type

Program Actions

Goals and Objectives

- Goal 2. Increase and maximize equitable opportunities for students to successfully complete courses and programs. (District #1 and #2)

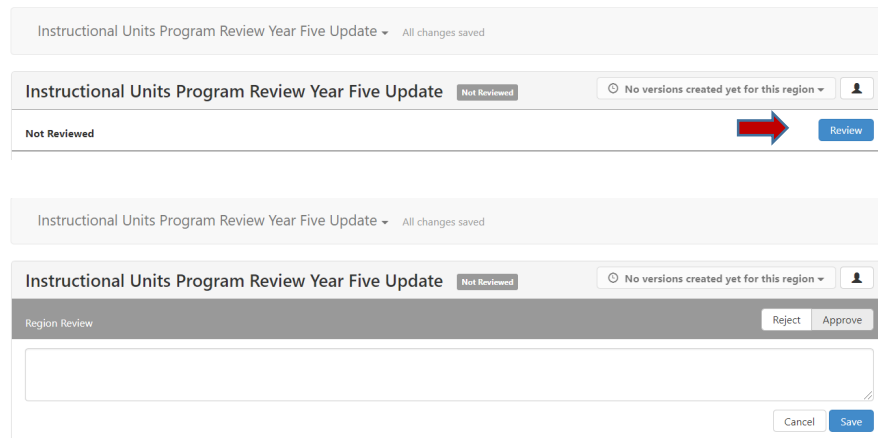
Linked SLOs [Link SLOs](#)

[+Add a Resource Request](#)

[Cancel](#) [Save Action](#)

2. FINAL APPROVAL AND VALIDATION

After you have reviewed, validated, provided feedback and are ready to approve the final eLumen Program Review Year Five Update for your responsible program/unit, you are ready to select “Approve”. To submit final approval, please click on the blue “Review” button to open the review textbox.



Instructional Units Program Review Year Five Update ▾ All changes saved

Instructional Units Program Review Year Five Update Not Reviewed No versions created yet for this region ▾

Not Reviewed Review

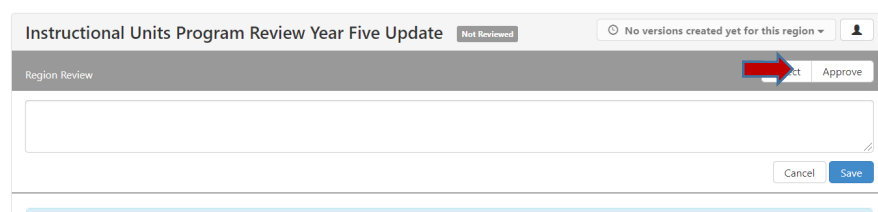
Instructional Units Program Review Year Five Update ▾ All changes saved

Instructional Units Program Review Year Five Update Not Reviewed No versions created yet for this region ▾

Region Review Reject Approve

Cancel Save

When you are ready, click on the “Approve” button to submit final approval of the Program Review Y5 Update for your responsible program/unit.



Instructional Units Program Review Year Five Update ▾ All changes saved

Instructional Units Program Review Year Five Update Not Reviewed No versions created yet for this region ▾

Region Review Reject Approve

Cancel Save

If you do not approve of the PR Y5 Update for your responsible program/unit (i.e. changes recommended were not incorporated, content is missing, etc.), you can click on the “Reject” button and this identifies in the system that at the time of the submission deadline this PR Y5 update for this program/unit is not complete. ***Please note** – the program/unit lead can go in after rejection and make revisions if directed to do so. Please let BethAnn Stone know if you have rejected a PR Y5 Update report so she can ensure that the report is available for the lead to make revisions.



Instructional Units Program Review Year Five Update ▾ All changes saved

Instructional Units Program Review Year Five Update Not Reviewed No versions created yet for this region ▾

Region Review Reject Approve

Cancel Save

If you would like to download and review PDFs of the eLumen PR Y5 Update Reports for your responsible programs/units you may do so by clicking on the “Strategic Initiative Report” link located at the top of the template.

The screenshot displays a web browser window with the URL `lmc.elumenapp.com/elumen/Controller?actionClass=sigoal&processType=list&parentKey=29`. The browser's address bar shows the LMC logo and the page title "ProgramReviewYear5_TrainingCol". The browser's tabs include "ProgramReviewYear5_TrainingCol", "Strategic Initiative", and a plus sign for additional tabs. The browser's toolbar shows various icons for navigation and functionality. The browser's address bar also displays the URL `lmc.elumenapp.com/elumen/Controller?actionClass=sigoal&processType=list&parentKey=29`. The browser's tabs include "ProgramReviewYear5_TrainingCol", "Strategic Initiative", and a plus sign for additional tabs. The browser's toolbar shows various icons for navigation and functionality. The browser's address bar also displays the URL `lmc.elumenapp.com/elumen/Controller?actionClass=sigoal&processType=list&parentKey=29`. The browser's tabs include "ProgramReviewYear5_TrainingCol", "Strategic Initiative", and a plus sign for additional tabs. The browser's toolbar shows various icons for navigation and functionality.

The application interface features a top navigation bar with tabs for "Dashboard", "Planner", and "Initiatives". Below this, a "Cycles" button is visible. The main content area displays the title "Instructional Units Program Review Year Five Update - Art Department (Art/Fine Arts/Art History/3D Design)" and a sub-header "Program Review". A note states: "This cycle is for Instructional Units to complete the Year Five Update of the Program Review Cycle." To the right, a "Download:" button is present, with a red arrow pointing to a "Strategic Initiative Report Cycle Announcement" link. Below this, a message reads "Cycle Announcement is not defined".

The form itself is titled "Instructional Units Program Review Year Five Update" and includes a "Not Reviewed" status. It features a "Region Review" section with a "Reject" button and an "Approve" button. A large text input field is provided for the review. At the bottom of the form, a "Cancel" button and a "Save" button are visible. The form also includes a "1. Program Update" section with a "Version: 09/27/2021 23:27 (Latest)" dropdown and a "5" icon.

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