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 <u>Program Review Units, Leads, and Responsible Managers</u> document. For reference, please review the <u>Program Review Training Calendar</u> 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 – <u>Imc.elumenapp.com</u>. 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:



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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.

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Next you will note at the bottom of the screen a link to the template for the selected responsible program/unit.

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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.



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.



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.

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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.

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*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.

Region Review	Reject	Approve
Section #3 - Please note ART-125 CSLO Assessment due by the end of the semester; do you have any departmental discussions to note on item #3b?		
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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.

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

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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.

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

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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.

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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.

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