

STUDENT SERVICES 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>.
- If your unit includes courses, there is an Instructional Units PR Year Five Template also assigned in eLumen. You will need to complete *Section #3- Assessment Update and CSLO Effectiveness* and *Section #4-Course Outline of Record (COOR) Update*. There are instructions at the end of this guide pertaining to those sections of the template.

STUDENT SERVICES PR YEAR FIVE SUBMISSION SCHEDULE

Please note the schedule below with the trainings and deadlines for sections to be submitted. Please be sure to select the “Save all as draft” button when submitting your first and second drafts for review by your Manager/Dean. When submitting your final draft for review and approval (January 15th) select the “Publish All” button located at the top of the template in eLumen.

Trainings will be provided for the outlined sections according to the following schedule:

- **July 20, 2021:** Overview training on eLumen Program Review provided to SSLT.
- **October 8, 15 & 22, 2021:** Sections 1, 2 and 4 – Overview, Engagement, Assessment Update & Effectiveness.
- **October 29, November 5 & 12, 2021:** Section 3 – Vision for Success.

First, second and final drafts of your Program Review Year Five Update in eLumen are due according to the following schedule:

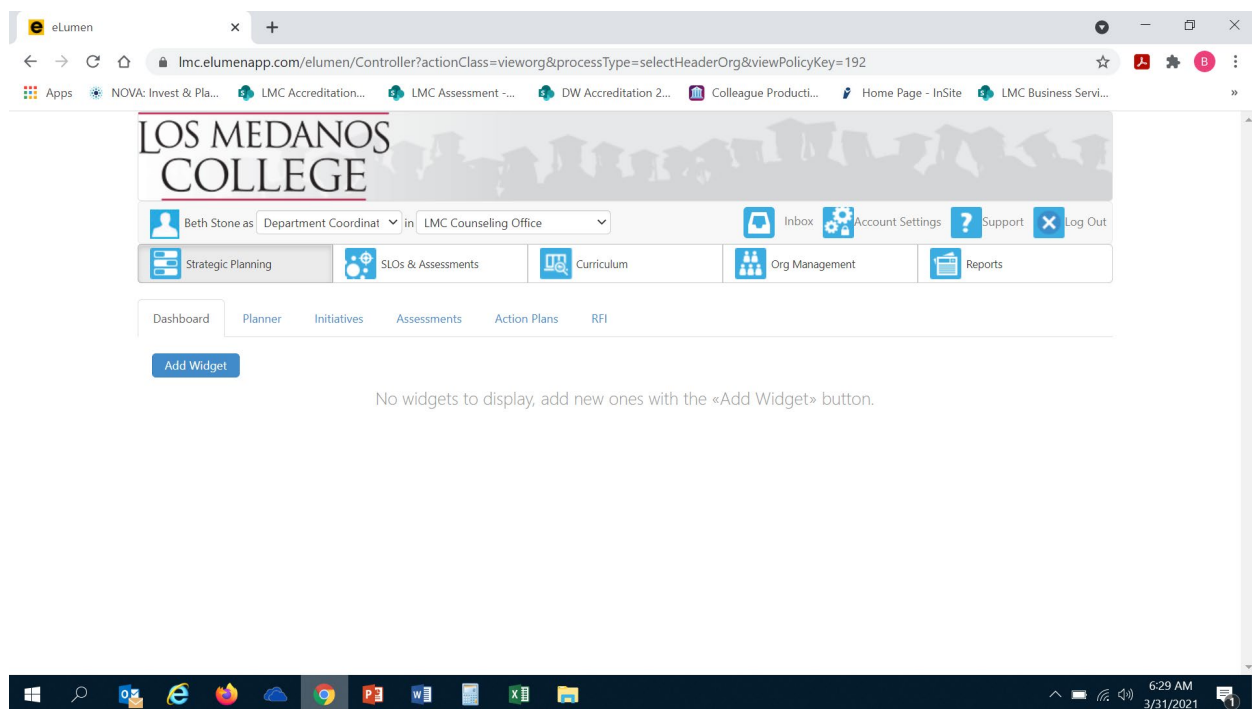
- **November 15, 2021:** Select “Save all as draft” at the top of your eLumen Program Review Y5 Update template to submit your **first draft** for your Dean/Manager to review and provide feedback.
- **December 15, 2021:** Select “Save all as draft” at the top of your eLumen Program Review Y5 Update template to submit your **second draft** for your Dean/Manager to review and provide feedback.
- **January 15, 2022:** Select “Publish all” at the top of your eLumen Program Review Y5 Update template to submit your **final draft** for your Dean/Manager to review and provide feedback.
- **February 15, 2022:** Final draft is approved by your Dean/Manager and sent to the Vice President of Student Services (VPSS) for review and approval.

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

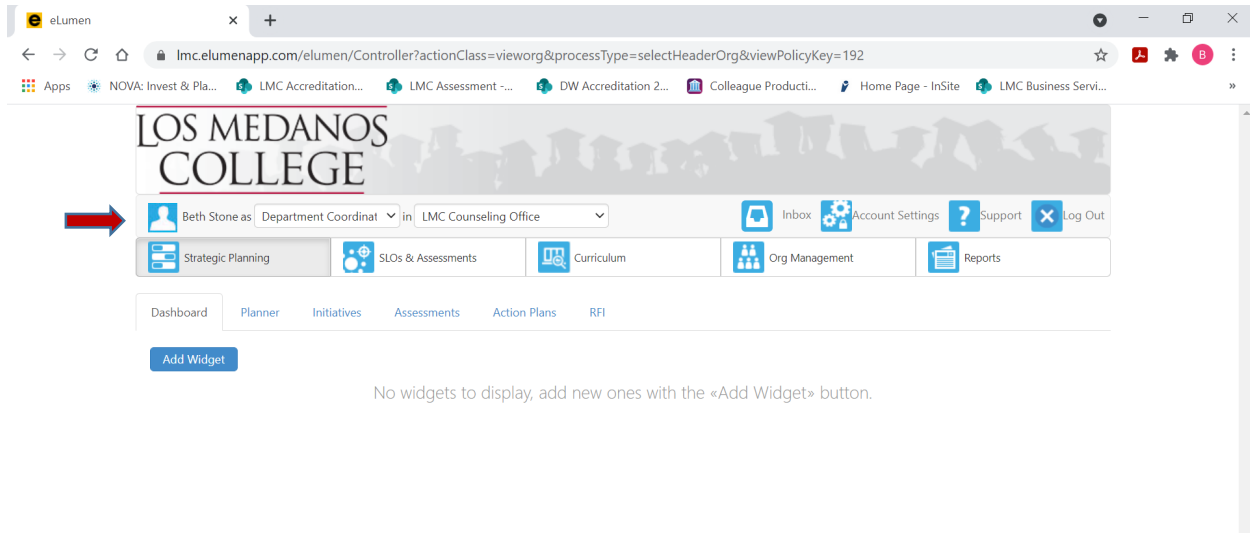
- “Save all as draft” – By clicking this button it will save your entire template as a draft so you can save what you have already done and revisit it again to add more content or revise what you have already entered.
- “Publish all” – By clicking this button you are submitting your entire Program Review 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.

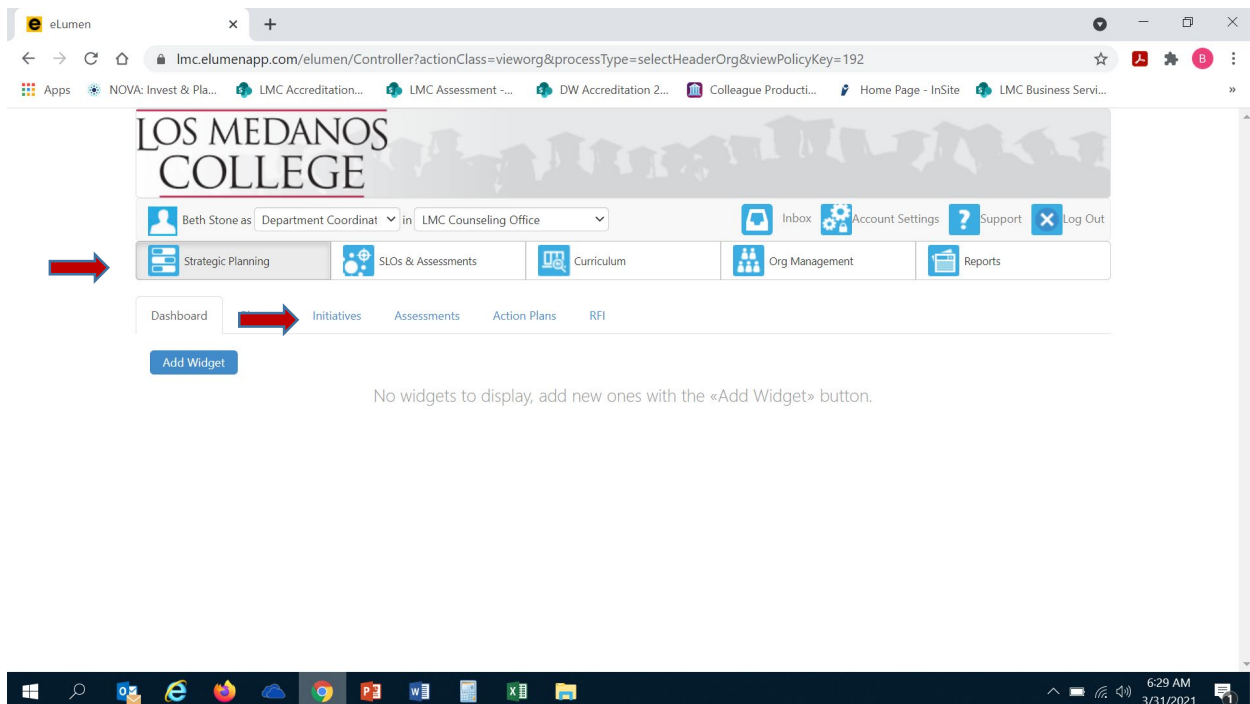
To begin your Student Services Program Review Year Five Update in eLumen, you will first need to connect to eLumen utilizing the following link – lmc.elumenapp.com. Please note, the application will prompt you to login to the 4CD InSite portal. Once you have successfully logged in and connected to eLumen 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”.

The screenshot shows the eLumen application interface. At the top, the user is logged in as Beth Stone, a Department Coordinator in the LMC Counseling Office. 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 menu. Below the dropdown, there are buttons for 'Add Cycle' and a table with columns 'Name' and 'Description'. The table contains one entry: 'Student Services Units Program Review Year Five Update - Counseling Office' with a description: 'This cycle is for Student Services Units to complete the Year Five Update of the Program Review cycle.'

This screenshot shows the same eLumen application interface, but with the 'Accreditation Self-Study' dropdown menu open. The dropdown menu is expanded, showing four options: 'Accreditation Self-Study' (which is selected), 'College Plan', 'General', and 'Program Review'. A red arrow points to the dropdown menu. The rest of the interface remains the same as in the previous screenshot.

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 “Student Services Program Review Year Five Update...” with a hyphen and the name of your program/unit. For example, in the screenshot below you see “Student Services Program Review Year Five Update-Counseling Office”. 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, Department Coordinator for LMC Counseling Office. The interface displays a navigation bar with tabs for Strategic Planning, SLOs & Assessments, Curriculum, Org Management, and Reports. Below this is a sub-navigation bar with Dashboard, Planner, Initiatives, Assessments, Action Plans, and RFI. The main content area shows a table of program review cycles for Spring 2021, Fall 2020, Summer 2020, Spring 2020, Fall 2019, and Summer 2019. The 'Spring 2021' column is selected, showing a list of program review updates: Administrative Units, Instructional Units, Student Services Units, and Learning Communities. Below the table are filters for Organization (LMC Counseling Office), Type (None selected), and Included in this term (None selected). At the bottom, there is a table with columns for Name and Description. A red arrow points to the link 'Student Services Units Program Review Year Five Update - Counseling Office' in the Name column.

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. Overview”.

The screenshot shows the eLumen application interface for the 'Student Services Units Program Review Year Five Update - Counseling Office'. The page title is 'Student Services Units Program Review Year Five Update - Counseling Office'. Below the title is a 'Program Review' section with a description: 'This cycle is for Student Services Units to complete the Year Five Update of the Program Review cycle.' To the right of the title is a 'Download' button with a PDF icon. Below the title is a 'Strategic Initiative Report' button. Below the report button is a 'To Design Mode' button. Below the design mode button is a 'Cycle Announcement' section with the text 'Cycle Announcement is not defined'. Below the announcement section is a 'Sections' dropdown menu with 'All changes saved' and 'Management' options. Below the sections menu is a 'Save all as draft' button and a 'Publish all' button. Below the publish button is a 'Program Overview, Engagement, Vfs Goal Setting, and Assessment Update' section with a 'Not Reviewed' status and a 'Review' button. Below the review button is a '1. Overview' section with a 'No versions created yet for this section' message and a '0' count.

1. OVERVIEW

a. 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. This prompt is directing the user to provide a brief overview of the program/unit, any trends affecting the unit and a description of how the unit aligns with the [College Mission Statement](#).

Strategic Initiative

lmc.elumenapp.com/elumen/Controller?actionClass=sigol&processType=list&parentKey=30

Program Overview, Engagement, Vfs Goal Setting, and Assessment Update All changes saved Management

Save all as draft Publish all

Not Reviewed Review

1. Overview

No versions created yet for this section 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.

B I U X² I_x [Icons] Size

b. Please discuss the relationship and engagement with other support services, programs, and/or instruction or administrative units and how these relationships support the department, program or unit to meet its goals.

6:43 AM 3/31/2021

b. 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. You will want to include any collaborations, relationships and/or engagement you have had with any other services, programs or units and how these collaborations support your unit.

Strategic Initiative

lmc.elumenapp.com/elumen/Controller?actionClass=sigol&processType=list&parentKey=30

Program Overview, Engagement, Vfs Goal Setting, and Assessment Update All changes saved Management

Save all as draft Publish all

1. Overview

b. Please discuss the relationship and engagement with other support services, programs, and/or instruction or administrative units and how these relationships support the department, program or unit to meet its goals.

B I U X² I_x [Icons] Size

1. Overview ▾ All changes saved Management ▾

Save all as draft

Publish all

d. Describe current level of staff, including full-time and part time faculty/staff and other categories of employment.

B I U x₂ x³ I_x | 1= 2= 3= 4= 5= 6= 7= 8= 9= 10= 11= 12= 13= 14= 15= 16= 17= 18= 19= 20= 21= 22= 23= 24= 25= 26= 27= 28= 29= 30= 31= 32= 33= 34= 35= 36= 37= 38= 39= 40= 41= 42= 43= 44= 45= 46= 47= 48= 49= 50= 51= 52= 53= 54= 55= 56= 57= 58= 59= 60= 61= 62= 63= 64= 65= 66= 67= 68= 69= 70= 71= 72= 73= 74= 75= 76= 77= 78= 79= 80= 81= 82= 83= 84= 85= 86= 87= 88= 89= 90= 91= 92= 93= 94= 95= 96= 97= 98= 99= 100= 101= 102= 103= 104= 105= 106= 107= 108= 109= 110= 111= 112= 113= 114= 115= 116= 117= 118= 119= 120= 121= 122= 123= 124= 125= 126= 127= 128= 129= 130= 131= 132= 133= 134= 135= 136= 137= 138= 139= 140= 141= 142= 143= 144= 145= 146= 147= 148= 149= 150= 151= 152= 153= 154= 155= 156= 157= 158= 159= 160= 161= 162= 163= 164= 165= 166= 167= 168= 169= 170= 171= 172= 173= 174= 175= 176= 177= 178= 179= 180= 181= 182= 183= 184= 185= 186= 187= 188= 189= 190= 191= 192= 193= 194= 195= 196= 197= 198= 199= 200= 201= 202= 203= 204= 205= 206= 207= 208= 209= 210= 211= 212= 213= 214= 215= 216= 217= 218= 219= 220= 221= 222= 223= 224= 225= 226= 227= 228= 229= 230= 231= 232= 233= 234= 235= 236= 237= 238= 239= 240= 241= 242= 243= 244= 245= 246= 247= 248= 249= 250= 251= 252= 253= 254= 255= 256= 257= 258= 259= 260= 261= 262= 263= 264= 265= 266= 267= 268= 269= 270= 271= 272= 273= 274= 275= 276= 277= 278= 279= 280= 281= 282= 283= 284= 285= 286= 287= 288= 289= 290= 291= 292= 293= 294= 295= 296= 297= 298= 299= 300= 301= 302= 303= 304= 305= 306= 307= 308= 309= 310= 311= 312= 313= 314= 315= 316= 317= 318= 319= 320= 321= 322= 323= 324= 325= 326= 327= 328= 329= 330= 331= 332= 333= 334= 335= 336= 337= 338= 339= 340= 341= 342= 343= 344= 345= 346= 347= 348= 349= 350= 351= 352= 353= 354= 355= 356= 357= 358= 359= 360= 361= 362= 363= 364= 365= 366= 367= 368= 369= 370= 371= 372= 373= 374= 375= 376= 377= 378= 379= 380= 381= 382= 383= 384= 385= 386= 387= 388= 389= 390= 391= 392= 393= 394= 395= 396= 397= 398= 399= 400= 401= 402= 403= 404= 405= 406= 407= 408= 409= 410= 411= 412= 413= 414= 415= 416= 417= 418= 419= 420= 421= 422= 423= 424= 425= 426= 427= 428= 429= 430= 431= 432= 433= 434= 435= 436= 437= 438= 439= 440= 441= 442= 443= 444= 445= 446= 447= 448= 449= 450= 451= 452= 453= 454= 455= 456= 457= 458= 459= 460= 461= 462= 463= 464= 465= 466= 467= 468= 469= 470= 471= 472= 473= 474= 475= 476= 477= 478= 479= 480= 481= 482= 483= 484= 485= 486= 487= 488= 489= 490= 491= 492= 493= 494= 495= 496= 497= 498= 499= 500= 501= 502= 503= 504= 505= 506= 507= 508= 509= 510= 511= 512= 513= 514= 515= 516= 517= 518= 519= 520= 521= 522= 523= 524= 525= 526= 527= 528= 529= 530= 531= 532= 533= 534= 535= 536= 537= 538= 539= 540= 541= 542= 543= 544= 545= 546= 547= 548= 549= 550= 551= 552= 553= 554= 555= 556= 557= 558= 559= 560= 561= 562= 563= 564= 565= 566= 567= 568= 569= 570= 571= 572= 573= 574= 575= 576= 577= 578= 579= 580= 581= 582= 583= 584= 585= 586= 587= 588= 589= 590= 591= 592= 593= 594= 595= 596= 597= 598= 599= 600= 601= 602= 603= 604= 605= 606= 607= 608= 609= 610= 611= 612= 613= 614= 615= 616= 617= 618= 619= 620= 621= 622= 623= 624= 625= 626= 627= 628= 629= 630= 631= 632= 633= 634= 635= 636= 637= 638= 639= 640= 641= 642= 643= 644= 645= 646= 647= 648= 649= 650= 651= 652= 653= 654= 655= 656= 657= 658= 659= 660= 661= 662= 663= 664= 665= 666= 667= 668= 669= 670= 671= 672= 673= 674= 675= 676= 677= 678= 679= 680= 681= 682= 683= 684= 685= 686= 687= 688= 689= 690= 691= 692= 693= 694= 695= 696= 697= 698= 699= 700= 701= 702= 703= 704= 705= 706= 707= 708= 709= 710= 711= 712= 713= 714= 715= 716= 717= 718= 719= 720= 721= 722= 723= 724= 725= 726= 727= 728= 729= 730= 731= 732= 733= 734= 735= 736= 737= 738= 739= 740= 741= 742= 743= 744= 745= 746= 747= 748= 749= 750= 751= 752= 753= 754= 755= 756= 757= 758= 759= 760= 761= 762= 763= 764= 765= 766= 767= 768= 769= 770= 771= 772= 773= 774= 775= 776= 777= 778= 779= 780= 781= 782= 783= 784= 785= 786= 787= 788= 789= 790= 791= 792= 793= 794= 795= 796= 797= 798= 799= 800= 801= 802= 803= 804= 805= 806= 807= 808= 809= 810= 811= 812= 813= 814= 815= 81

2. ENGAGEMENT

- a. 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 pertaining to faculty and staff engagement.

The screenshot shows a web browser with the URL lmc.elumenapp.com/elumen/Controller?actionClass=sigal&processType=list&parentKey=30. The page title is 'Mission, Vision & Values'. The main content area is titled '2. Engagement' and includes a sub-header '2. Engagement'. Below this, the question 'a. Discuss how faculty and staff have engaged in institutional efforts, such as committees, presentations, and departmental activities.' is displayed. A rich text editor toolbar is visible above the text box, and the text box itself is empty and ready for input.

- b. 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 pertaining to faculty and staff engagement or collaborations with external partners.

The screenshot shows the same web browser interface as the previous one. The question 'b. Discuss how faculty and staff have engaged in community activities, partnerships and/or collaborations.' is displayed. The text box is empty and ready for input.

- c. 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 pertaining to part-time/temporary employees.

The screenshot shows the same web browser interface. The question 'c. Discuss how part-time/temporary employees (students, classified professionals, and adjunct faculty) are included in departmental training, discussions, and decision-making.' is displayed. The text box is empty and ready for input.

- d. **Applicable only to programs with Advisory Boards.** 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 providing information and an update on your Advisory Board.

The screenshot shows a web browser window with the URL `lmc.elumenapp.com/elumen/Controller?actionClass=sigol&processType=list&parentKey=30`. The page title is "2. Engagement" and it shows "All changes saved" and "Management" tabs. There are buttons for "Save all as draft" and "Publish all". The main content area contains a text box with the following instructions: "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." Below the text box is a rich text editor toolbar with various formatting options like bold, italic, underline, link, and list.

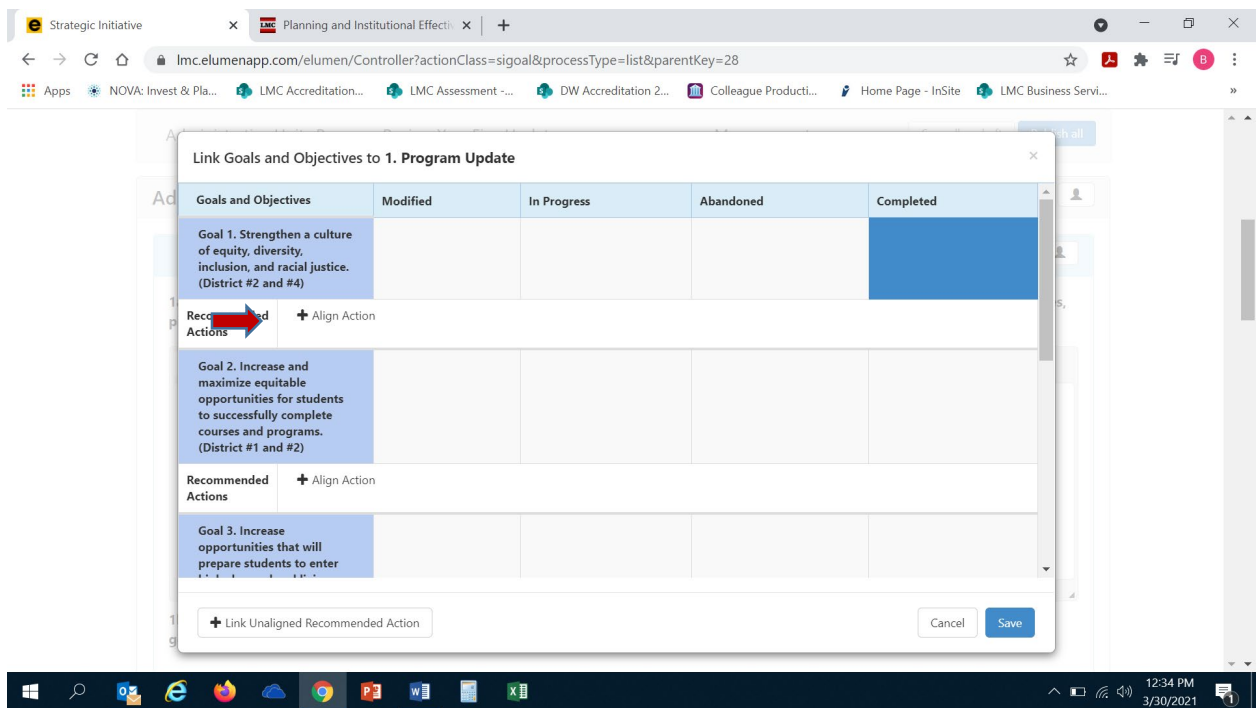
3. VISION FOR SUCCESS GOALS UPDATE

In this section you will be reporting on your Program Review Year Three Update goals and aligning them with the [LMC Educational Master Plan 2020-2025](#) goals. Additionally, you will provide an update on those goals and alignment with [CCCCO Vision for Success](#) and Student Services Guiding Principles.

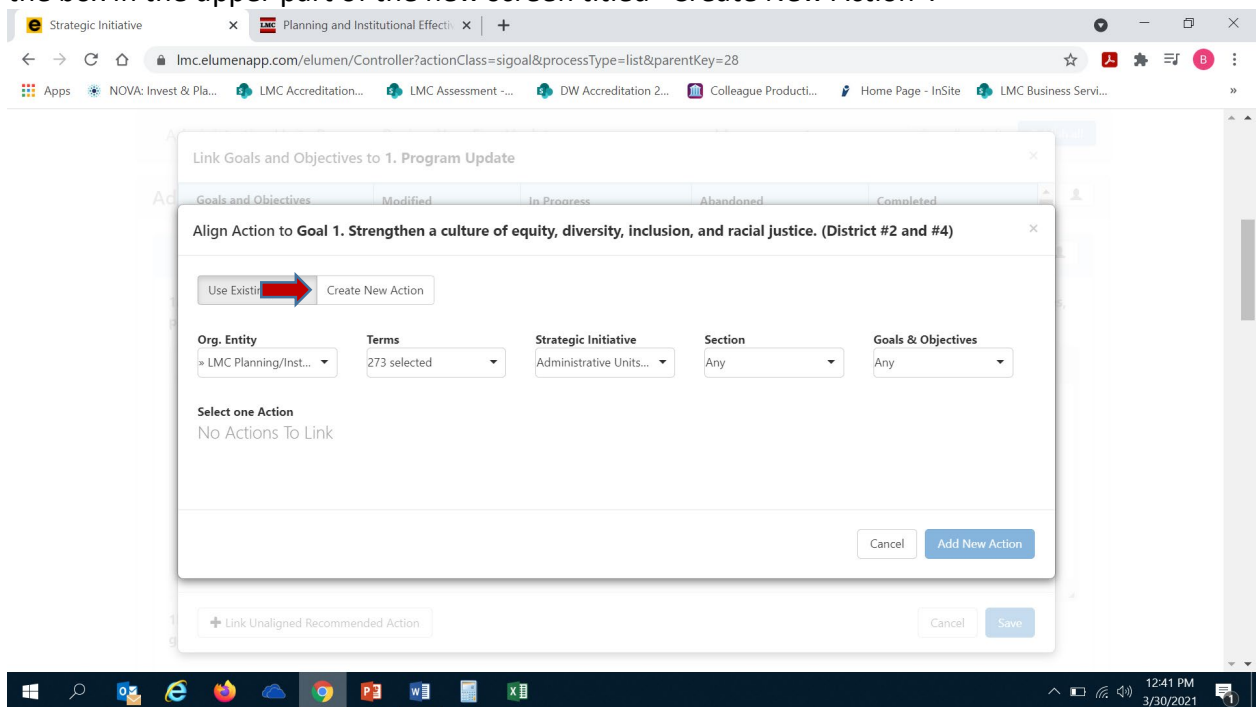
First, you will click on 5 in the box in the upper right corner of the “Vision for Success Goals Update” title.

The screenshot shows the "3. Vision for Success Goals Update" section in the LMC elumen app. The title bar includes "Cancel changes", "Save draft", and "Publish" buttons. Below the title, there is a status bar that says "No versions created yet for this" followed by a red arrow pointing to a box containing the number "5". The main content area is divided into two sections: "Instructions" and "CCCCO VISION FOR SUCCESS GOALS". The "Instructions" section contains text about the State's Vision for Success plan. The "CCCCO VISION FOR SUCCESS GOALS" section lists five 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), and GOAL #5 (Reduce equity gaps across all of the above measure through faster improvements among traditionally underrepresented groups as identified by the college).

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. 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”.



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.)

After you enter in your program/unit goal, you are ready to select “Action Type”. 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 via a Research Request to the P&IE Office and/or District Research in order to achieve this goal. For example, my program/unit goal is “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.).

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
 Study Needed
 New Resources
 Program Actions
 Faculty Proposed Actions

Linked SLOs Link SLOs

+ Add a Resource Request

Cancel Add New Action

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

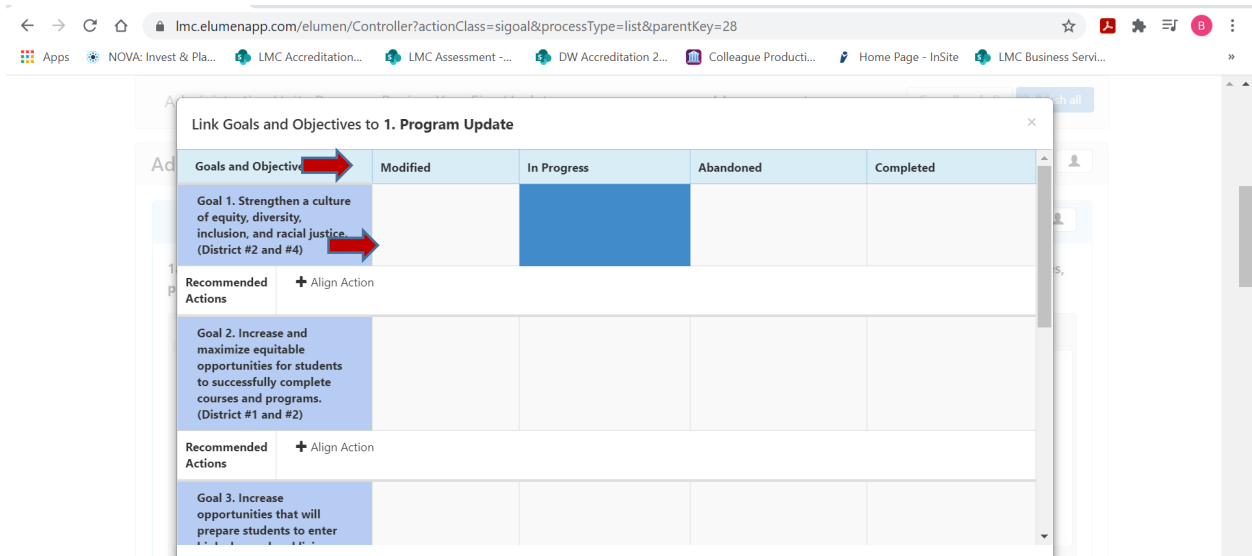
Goals and Objectives
 • Goal 1. Strengthen a culture of equity, diversity, inclusion, and racial justice. (District #2 and #4)

Linked SLOs Link SLOs

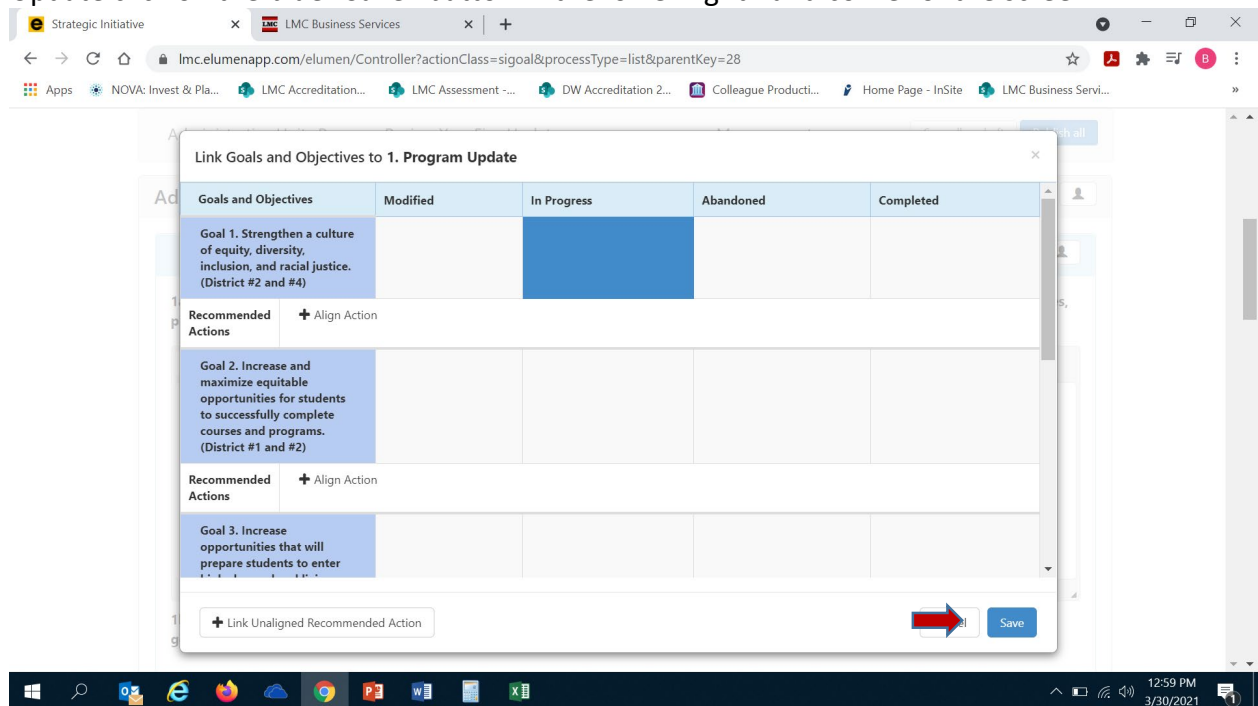
+ Add a Resource Request

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.



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.



- a. Position your cursor in the open text box below the question to enter your response pertaining to strategies to increase success in DI populations identified in the [LMC Student Equity Plan](#).

The screenshot shows a web browser window with the URL `lmc.elumenapp.com/elumen/Controller?actionClass=sigoal&processType=list&parentKey=30`. The browser's address bar and tabs are visible. The main content area displays a question titled "3. Vision for Success Goals Update" with a sub-question: "a. Summarize your program's strategies to increase success for populations identified in LMC's Equity Plan: African American students, foster/former foster youth, low income students, and students in DSPS.*". Below the question is a text box with a link to the LMC Equity Plan: <https://www.losmedanos.edu/equity/plan.aspx>. The text box is empty, and a rich text editor toolbar is visible above it.

- b. The [State's Vision for Success](#) plan established system-wide goals that can only be attained by each department contributing to college-level goals aligned with the state plan. Toward that end, 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. 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.

Please note – you will need to copy and paste the table in eLumen (also included below) into the textbox then enter the information accordingly to complete this section. Please be sure to address all areas in the table for alignment of your program set goals that you included 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.

INDICATOR	PROGRAM REVIEW YEAR THREE GOALS	ALIGNED STUDENT SERVICES GUIDING PRINCIPLES	MEASURE	STATUS <i>(Please enter Abandoned, In Progress, Completed or New Goal to indicate the status for each goal)</i>	ACTION STEPS	TIMELINE	RESPONSIBLE PARTIES
Accreditation: Course Success							
VFS1: Increase by 20 percent the number of CCC students annually who acquire associate degrees, credentials, certificates, or specific skill sets that prepare them for an in-demand job.							
VFS2: Decrease the average number of units accumulated by CCC students earning associate 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.							
VFS3: Decrease the average number of units accumulated by CCC students earning associate 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.							

VSF4: <i>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.</i>							
VFS5: Reduce equity gaps across all of the above measures through faster improvements among traditionally underrepresented groups as identified by the college.							

Strategic Initiative x LMC Mission, Vision & Values x +

lmc.elumenapp.com/elumen/Controller?actionClass=sigoal&processType=list&parentKey=30

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

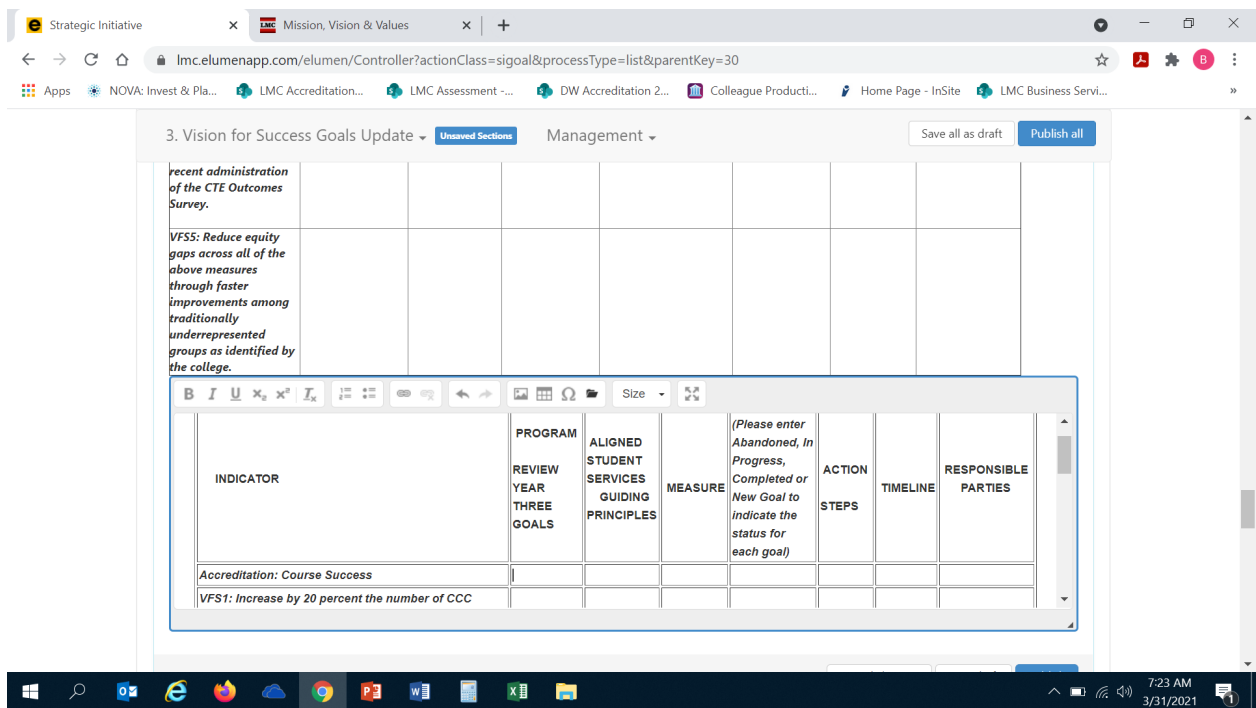
3. Vision for Success Goals Update All changes saved Management Save all as draft Publish all

b. Please align your goals from Program Review Year Three with the accreditation and Vision for Success indicators below.

**Please copy the table below into your response and complete accordingly*

INDICATOR	PROGRAM REVIEW YEAR THREE GOALS	ALIGNED STUDENT SERVICES GUIDING PRINCIPLES	MEASURE	STATUS (Please enter Abandoned, In Progress, Completed or New Goal to indicate the status for each goal)	ACTION STEPS	TIMELINE	RESPONSIBLE PARTIES
Accreditation: Course Success							
VFS1: Increase by 20 percent the number of CCC students annually who acquire associate degrees, credentials, certificates, or specific skill sets that prepare them for an in-demand job.							
VFS2: Decrease the average number of units accumulated by CCC students earning associate degrees, from approximately 87 total units (the most recent statewide average)							

7:22 AM 3/31/2021



4. ASSESSMENT UPDATE AND EFFECTIVENESS

Briefly describe at least three of the most significant changes/improvements your department, program or service area made in the past three years as a response to analysis and discussion of learning support outcome results. Please note, all are required to include at least one student learning support outcome.

Please note – you will need to copy and paste the table provided in the eLumen template (also included below) into the textbox, then enter the information accordingly to complete this section of program review. 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, examples have been provided in the last column. The columns will also expand as you enter in information.

LEARNING SUPPORT OUTCOMES UPDATE					
LEARNING SUPPORT OUTCOME					Example: Students who attend the Financial Aid Lab will be able to complete and submit a Free Application for Federal Student Aid (FAFSA) and receive financial aid successfully (if determined eligible).
TARGET* *Indicate at least one of the following in your response: <ul style="list-style-type: none"> Student Employee Service 					

MEASURE					Example: Will gather the following data: # of students completed and submitted FAFSA for each workshop and the # of students successfully received financial aid.
STATUS* <i>*Please indicate a status from the following options:</i> <ul style="list-style-type: none"> • <i>Abandoned</i> • <i>In Progress</i> • <i>Completed</i> • <i>New Outcome</i> 					
INSERT LINK TO COMPLETED LEARNING SUPPORT OUTCOME REPORT					
NEXT STEPS					Example: Current data illustrates a need to modify the Financial Aid workshop. This work is currently in process and we will continue to evaluate its effectiveness.
RESPONSIBLE PARTIES					Example: Jennifer Ma, Financial Aid Office
ALIGNED STUDENT SERVICES GUIDING PRINCIPLES					Example: SS Theme #1: Demonstrate proficiency in the use of college online services.
ALIGNED PROGRAM REVIEW YEAR THREE GOALS					Example: Increase the FAFSA filing and completion rate for currently enrolled students.

The screenshot shows the Lumen Learning platform interface for managing assessment updates. The page title is "4. Assessment Update and Effectiveness". The interface includes a toolbar with text formatting options (bold, italic, underline, link, unlink, text color, background color, bulleted list, numbered list, indent, outdent, undo, redo, link, unlink, image, table, link, unlink, size) and a "Publish all" button. Below the toolbar is a table with the following structure:

LEARNING SUPPORT OUTCOMES UPDATE				
LEARNING SUPPORT OUTCOME	highfgbfgkljk	hikhihikhihik	hikhihikhihik	hikhihikhihik
TARGET				

The table is used for updating learning support outcomes. The first row is the header, and the second row contains the outcomes. The third row is for the target. The table is currently empty, and the user is prompted to "Indicate at least one of the following in your response:".

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.

Cancel changes

Save draft

Publish

Impact of Resource Allocation

No versions created yet for this section

0

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.

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.

Please note – if you have courses in your unit you will need to complete Sections #3 and #4 of the Instructional Units Program Review Year Five Update Template assigned to your unit. After publishing your Student Services PR Year Five Update, locate your unit identified in the drop-down as Instructional and proceed to the next section.

The screenshot shows the Lumen app interface. The top navigation bar includes links for Strategic Planning, SLOs & Assessments, Curriculum, Org Management, and Reports. The main content area displays the title 'Student Services Units Program Review Year Five Update - Counseling Office' and a sub-header 'Program Review'. Below this, there is a 'Download' section with a 'Strategic Initiative Report' link and a 'To Design Mode' button. A red arrow points to the 'Publish all' button in the 'Management' dropdown. The page also shows a 'Cycle Announcement' section with the text 'Cycle Announcement is not defined'.

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.

This screenshot is similar to the one above, showing the same Lumen app interface. However, a red arrow points to the 'Strategic Initiative Report' link in the 'Download' section, indicating the next step in the process.

STUDENT SERVICES UNITS WITH COURSES

STUDENT SERVICES UNITS WITH COURSES (SECTIONS 3 & 4 ONLY) PR YEAR FIVE SUBMISSION SCHEDULE

Please note the schedule below with the deadlines for Sections #3 and #4 only to be submitted. Please be sure to select the “Publish” button for **only** these specific section(s) located in the tool bar next to each section title 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.

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. 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. 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 Data & Survey x +

lmc.elumenapp.com/elumen/Controller?actionClass=sigol&processType=list&parentKey=29

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

Cancel changes Save draft Publish

3. Assessment Status Update and CSLO Assessment Effectiveness Unsaved

No versions created yet for this section 0

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

B I U x₂ x₃ I_x L M A B U L Size % 25

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 Save all as draft Publish all

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 X₂ X³ I_x [List] [Link] [Image] [Table] [Media] [Size] [Format]

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. 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

3. Assessment Status Update and CSLO Assessment Effectiveness Unsaved Sections Management Save all as draft Publish all

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 COORs 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 X₂ X³ I_x [List] [Link] [Image] [Table] [Media] [Size] [Format]

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

FINAL STEP: You are now ready to “Publish” or submit your Instructional Units Program Review Year Five Update for Sections #3 and #4 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 LMC elumenapp interface. At the top, there's a navigation bar with the Los Medanos College logo and user information (Beth Stone as Data Steward). Below this is a menu with various options like Strategic Planning, SLOs & Assessments, Curriculum, Org Management, Reports, and System Settings. The main content area displays the title 'Instructional Units Program Review Year Five Update - Counseling Department (COUNS)' and a sub-header 'Program Review'. A 'Download' section on the right includes a 'Strategic Initiative Report' link and a 'To Design Mode' button. At the bottom, there's a 'Cycle Announcement' section stating 'Cycle Announcement is not defined'. A red arrow points to the 'Publish all' button in the bottom right corner of the main content area.

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.

This screenshot is similar to the one above, showing the same LMC elumenapp interface. However, a red arrow points to the 'Strategic Initiative Report' link in the 'Download' section, indicating the next step in the process.

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