

LMC EDUCATIONAL MASTER PLAN 2020-25 ACTION PLANS

ELUMEN EMP CONTRIBUTOR GUIDE

These instructions are designed for the **EMP Contributors** identified and approved by President's Cabinet. These campus committees, groups and initiatives were selected based on their charges and/or goals that align with the [LMC Educational Master Plan 2020-2025](#) goals and/or objectives. The EMP Contributors are the responsible leads for the identified campus committees, groups and initiatives.

Plan/Committee	EMP Contributor	EMP Reviewer
SEM Plan	Natalie Hannum/Tanisha Maxwell/ Carlos Montoya	Bob Kratochvil
Student Equity Plan	Sabrina Kwist	Bob Kratochvil
Adult Education Plan	Maryam Portillo/Dave Belman	Natalie Hannum
SGC Council	Jennifer Adams/Bob Kratochvil	Bob Kratochvil
Academic Senate	Louie Giambattista/Mark Lewis	Chialin Hsieh/Natalie Hannum
Classified Senate	BethAnn Stone	Chialin Hsieh/Tanisha Maxwell
LMCAS Senate	Teresea Archaga/Dave Belman	Tanisha Maxwell
Planning Committee	Chialin Hsieh/BethAnn Stone	SGC
TLC Committee	Marci Lapriore	Academic Senate/SGC
EEO Committee	Carlos Montoya/Sabrina Kwist	SGC
IDEA Committee	Catt Wood/Nicole Trager	SGC
PDAC Committee	Julie von Bergen/Sabrina Kwist	SGC
Technology Plan/TAG	Carl Chiu/Carlos Montoya	SGC
Curriculum Committee	Morgan Lynn	Academic Senate
CTE Committee	Bill Bankhead	Natalie Hannum
DE Plan/Committee	Aprill Nogarr/Janith Norman/Scott Hubbard	Natalie Hannum
GE Committee	Adrianna Simone	Academic Senate/TLC

EMP REVIEW DEADLINES

Please note the following deadlines for the submission of the draft, the EMP review period, and the publishing of EMP Action Plans Reports.

- **February 25 – March 31, 2022:** EMP Contributors enter the objective(s) for their respective committee, group, and/or initiative (including Output & Outcomes); and successfully aligned each objective with an *LMC EMP 2020-2025* goal or objective. EMP Contributors “Save Draft” for Sections #1 and #2.
- **April 1, 2022: Section 1 and 2 Due**
- **April 1-15, 2022: EMP Reviewers provide feedback if necessary on EMP Section 1 & 2.**
- **April 1 – May 5, 2022:** EMP Contributors provide a status and progress update in eLumen EMP Action Plans Section #3. EMP Contributors “Save Draft” for Sections #3.
- **May 6, 2022: Section 3 Due**
- **May 6-21, 2022: EMP Reviewers provide feedback if necessary on EMP Section 3**

MATERIALS TO GATHER

For ease of reference it is recommended that you have the following information available when completing your EMP Action Plans Report:

- 2021-22 Charges and/or Goals
- Any updates to existing or newly developed plans and/or initiatives
- Meeting agendas and minutes
- Any research or data you will be referencing as part of your report

It is also encouraged and recommended that prior to entering information into the *EMP Action Plans eLumen Template*, that you discuss the questions and potential responses with your committee, group, office and/or initiative team. Documentation of the outcomes of these discussions should be included or referenced in the report as well (i.e. minutes, notes, etc.).

ELUMEN EMP ACTION PLANS – ACCESSING TEMPLATE

To begin your EMP Action Plans – Objectives Report, 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:

LOS MEDANOS COLLEGE

Bethann Stone as EMP Contributor in LMC Planning Committee

Strategic Planning Curriculum Reports

Initiatives

Cycles

Accreditation Self-Study

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

No Parent Cycles found

Organization: LMC Planning Committee Type: None selected Included in this term: None selected

Name	Description
EMP 2020-2025 Action Plans - Planning Committee	This cycle is for College shared governance committees, advisory groups, and/or plan leads to align action plans and strategies with the EMP 2020-2025 Goals and Objectives, to best demonstrate collegewide efforts towards achievement of these goals and objectives.

You will note at the top of the screen your name and role. For the purpose of completing the EMP Action Plans Report, please ensure your role is that of EMP Contributor. You will also note the committees, groups, initiatives you are responsible for entering information on action plans related to the *LMC EMP 2020-2025*. If you are an EMP Contributor for more than committee, group, or initiative, please ensure that the correct committee, group, or initiative is selected. Once you have confirmed you are logged in under the appropriate role and correct committee, group, or initiative; you are ready to proceed to the next step.

LOS MEDANOS COLLEGE

Bethann Stone as EMP Contributor in LMC Planning Committee

Strategic Planning Curriculum Reports

Initiatives

Cycles

Accreditation Self-Study

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

No Parent Cycles found

Organization: LMC Planning Committee Type: None selected Included in this term: None selected

Name	Description
EMP 2020-2025 Action Plans - Planning Committee	This cycle is for College shared governance committees, advisory groups, and/or plan leads to align action plans and strategies with the EMP 2020-2025 Goals and Objectives, to best demonstrate collegewide efforts towards achievement of these goals and objectives.

Next you will note at the bottom of the screen a link to the template for the selected responsible committee/group/initiative.

The screenshot shows the Los Medanos College EMP Contributor interface. At the top, the user is identified as Bethann Stone, an EMP Contributor in the LMC Planning Committee. The interface includes navigation tabs for Strategic Planning, Curriculum, and Reports. Below these are sections for Initiatives, Cycles (set to Accreditation Self-Study), and a cycle navigation bar showing Fall 2021, Summer 2021, Spring 2021, Fall 2020, Summer 2020, and Spring 2020. The current cycle is Fall 2021. Below the cycle bar are filters for Organization (LMC Planning Committee), Type (None selected), and Included in this term (None selected). A table below displays one entry:

<input type="checkbox"/>	Name	Description
<input type="checkbox"/>	EMP 2020-2025 Action Plans - Planning Committee	This cycle is for College shared governance committees, advisory groups, and/or plan leads to align action plans and strategies with the EMP 2020-2025 Goals and Objectives, to best demonstrate collegewide efforts towards achievement of these goals and objectives.

A red arrow points to the link in the table row.

Click on the link to access the template to begin entering and aligning the objective(s) or contributions for your respective committee, group, and/or initiative to EMP goals and/or objectives. Please be sure to click on the link and not the check box.

This screenshot is identical to the one above, showing the same interface elements and table. A red arrow points to the link in the table row.

After you click on the link for your template, you will see the screen below and you are now ready to begin entering content.

LOS MEDANOS COLLEGE

Bethann Stone as EMP Contributor | LMC Planning Committee

Strategic Planning | Curriculum | Reports

Initiatives

Cycles

EMP 2020-2025 Action Plans - Planning Committee

Download: Strategic Initiative Report

Cycle Announcement

Cycle Announcement is not defined

Sections ▾ All changes saved

EMP 2020-2025 Action Plans **Not Reviewed** | No versions created yet for this region | Review

1. EMP ACTION PLANS – OBJECTIVE(S)

Scroll down to “Section 1. EMP Action Plans – Objective(s)” to view the instructions for this section.

1. EMP Action Plans - Objective(s) ▾ All changes saved

1. EMP Action Plans - Objective(s)

No versions created yet for this section | 26 → 0 | User icon


Instructions

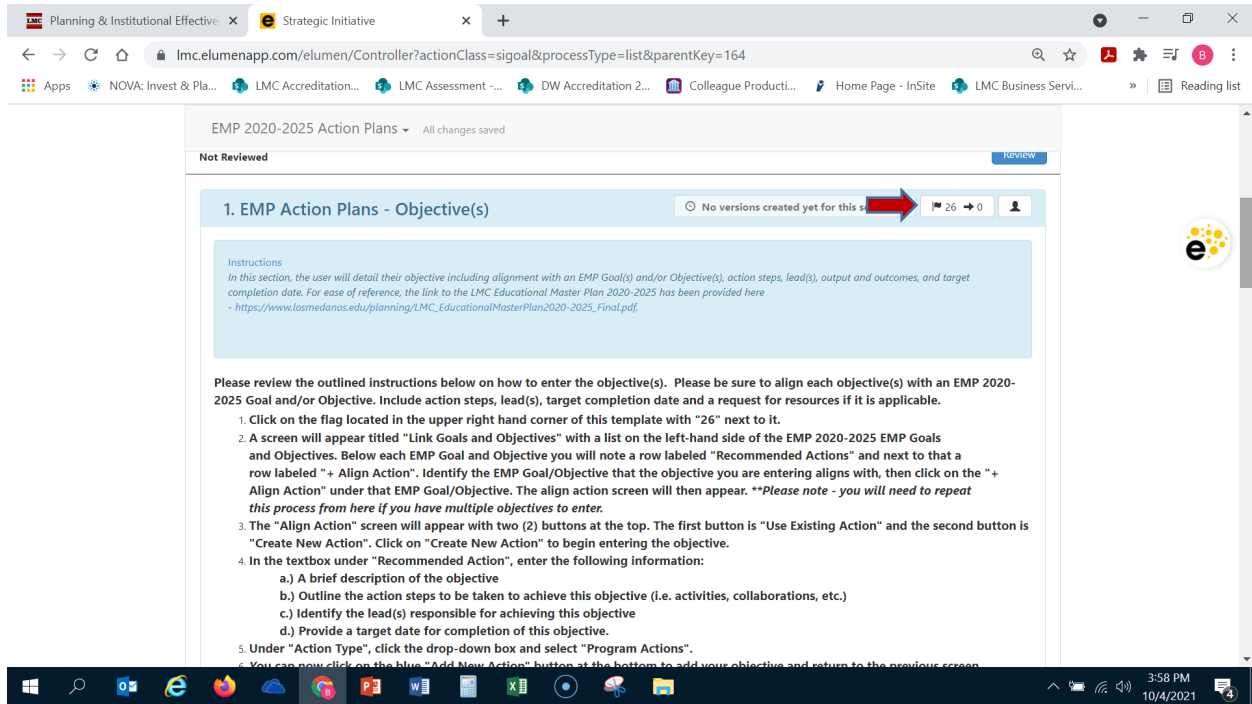
In this section, the user will detail their objective including alignment with an EMP Goal(s) and/or Objective(s), action steps, lead(s), output and outcomes, and target completion date. For ease of reference, the link to the LMC Educational Master Plan 2020-2025 has been provided here - https://www.losmedanos.edu/planning/LMC_EducationalMasterPlan2020-2025_Final.pdf.

Please review the outlined instructions below on how to enter the objective(s). Please be sure to align each objective(s) with an EMP 2020-2025 Goal and/or Objective. Include action steps, lead(s), target completion date and a request for resources if it is applicable.

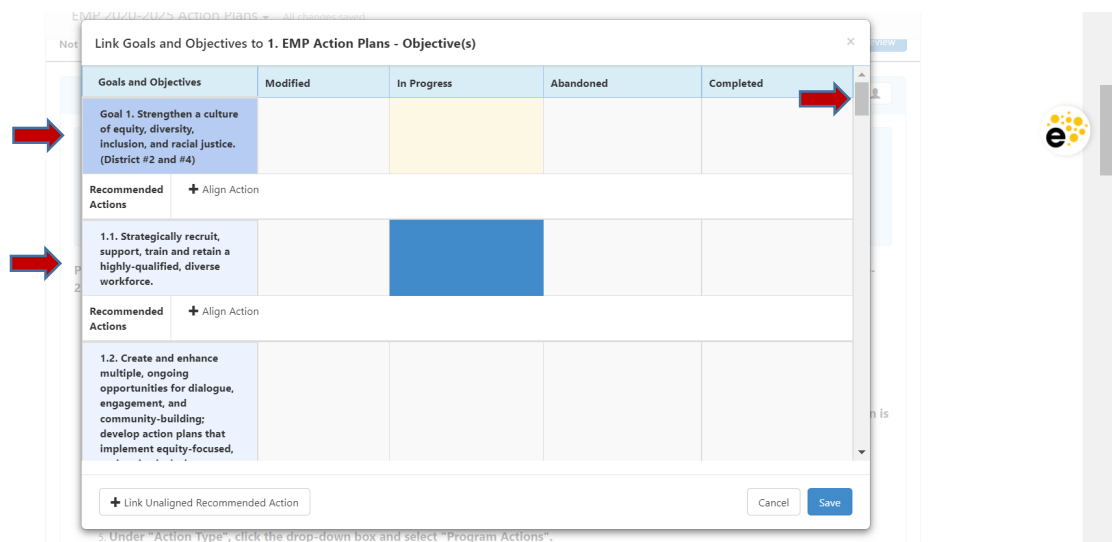
1. Click on the flag located in the upper right hand corner of this template with "26" next to it.
2. A screen will appear titled "Link Goals and Objectives" with a list on the left-hand side of the EMP 2020-2025 EMP Goals and Objectives. Below each EMP Goal and Objective you will note a row labeled "Recommended Actions" and next to that a row labeled "+ Align Action". Identify the EMP Goal/Objective that the objective you are entering aligns with, then click on the "+ Align Action" under that EMP Goal/Objective. The align action screen will then appear. ****Please note - you will need to repeat this process from here if you have multiple objectives to enter.**
3. The "Align Action" screen will appear with two (2) buttons at the top. The first button is "Use Existing Action" and the second button is "Create New Action". Click on "Create New Action" to begin entering the objective.
4. In the textbox under "Recommended Action", enter the following information:
 - a.) A brief description of the objective
 - b.) Outline the action steps to be taken to achieve this objective (i.e. activities, collaborations, etc.)
 - c.) Identify the lead(s) responsible for achieving this objective
 - d.) Provide a target date for completion of this objective.
5. Under "Action Type", click the drop-down box and select "Program Actions".
6. You can now click on the blue "Add New Action" button at the bottom to add your objective and return to the previous screen.
7. Repeat steps #2-#5 above to enter in any additional objectives or if you are done, you can click on the blue "Save" button at the bottom to return to the template and proceed to the next section to enter "Output and Outcomes."

In this section, the user will detail their objective(s) including alignment with an EMP Goal(s) and/or Objective(s), action steps, lead(s), output and outcomes, and target completion date. For ease of reference, the link to the LMC Educational Master Plan 2020-2025 has been provided here - https://www.losmedanos.edu/planning/LMC_EducationalMasterPlan2020-2025_Final.pdf.

- a. Please be sure to align each objective(s) with an *LMC EMP 2020-2025* goal or objective. Include action steps, lead(s), and target completion date. Click on the flag  located in the upper right hand corner of this template with a "26" next to it.



- b. A screen will appear titled "Link Goals and Objectives" with a list on the left-hand side of the *LMC EMP 2020-2025 Goals and Objectives* (use the scroll bar on the right side of the window to see all goals and objectives).



- c. Below each EMP Goal and Objective you will note a row labeled "Recommended Actions" and next to that a row labeled "+ Align Action". Identify the EMP goal or objective that the objective you are entering **best** aligns with, then click on the "+ Align Action" under that EMP Goal/Objective. *****Please note - you will need to repeat this process from here if you have multiple objectives to enter.***

Link Goals and Objectives to 1. EMP Action Plans - Objective(s)

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				
1.1. Strategically recruit, support, train and retain a highly-qualified, diverse workforce.				
Recommended Actions				
+ Align Action				
1.2. Create and enhance multiple, ongoing opportunities for dialogue, engagement, and community-building; develop action plans that implement equity-focused.				

+ Link Unaligned Recommended Action

Cancel Save

s. Under "Action type", click the drop-down box and select "Program Actions".

- d. The align action screen will then appear. The "Align Action" screen will appear with two (2) buttons at the top. The first button is "Use Existing Action" and the second button is "Create New Action". Click on "Create New Action" to begin entering the objective.

Align Action to 1.1. Strategically recruit, support, train and retain a highly-qualified, diverse workforce.

Use Existing Action Create New Action

Org. Entity: LMC Planning Co... Terms: 276 selected Strategic Initiative: EMP 2020-2025 Acti... Section: Any Goals & Objectives: Any

Select one Action

No Actions To Link

Cancel Add New Action

Align Action to 1.1. Strategically recruit, support, train and retain a highly-qualified, diverse workforce.

Use Existing Action Create New Action

Recommended Action

Describe recommended action

Action Type

Reflection

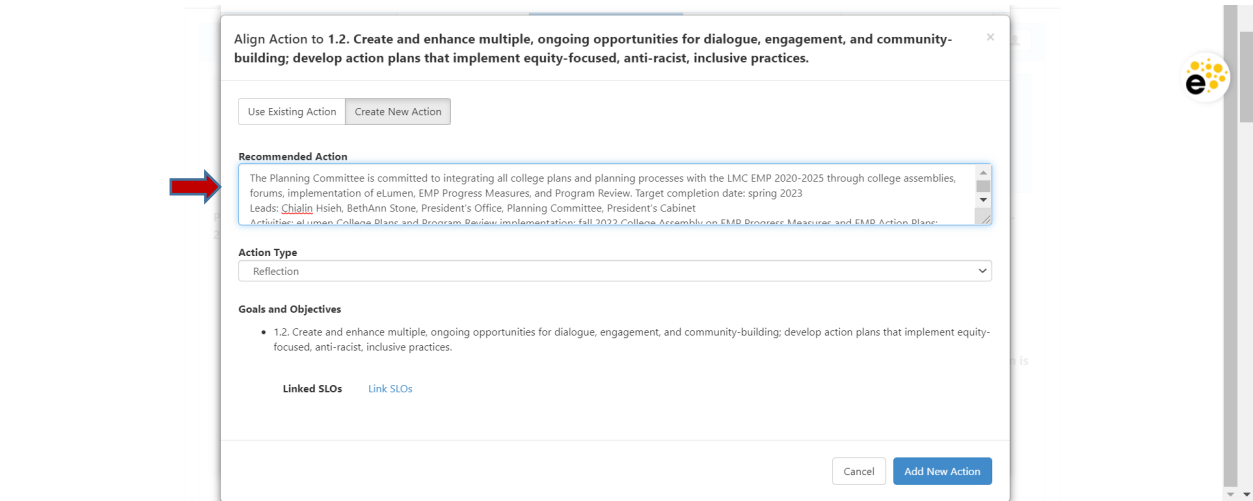
Goals and Objectives

- 1.1. Strategically recruit, support, train and retain a highly-qualified, diverse workforce.

Linked SLOs Link SLOs

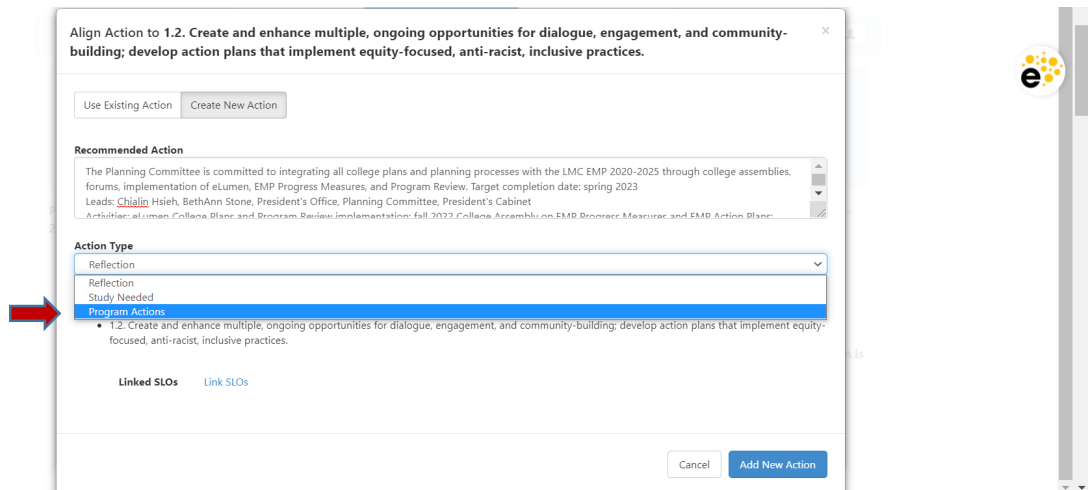
Cancel Add New Action

- e. Position your cursor in the textbox under "Recommended Action", and enter the following information:
- a.) A brief description of the objective
 - b.) Outline the action steps to be taken to achieve this objective (i.e. activities, collaborations, etc.)
 - c.) Identify the lead(s) responsible for achieving this objective
 - d.) Provide a target date for completion of this objective.



The screenshot shows a web form titled "Align Action to 1.2. Create and enhance multiple, ongoing opportunities for dialogue, engagement, and community-building; develop action plans that implement equity-focused, anti-racist, inclusive practices." The form has two tabs: "Use Existing Action" and "Create New Action". The "Recommended Action" field is highlighted with a red arrow and contains the following text: "The Planning Committee is committed to integrating all college plans and planning processes with the LMC EMP 2020-2025 through college assemblies, forums, implementation of eLumen, EMP Progress Measures, and Program Review. Target completion date: spring 2023. Leads: [ChiaLin Hsieh](#), BethAnn Stone, President's Office, Planning Committee, President's Cabinet. Activities: eLumen, College Plans and Program Review implementation; fall 2022, College Assembly on EMP Progress Measures and EMP Action Plans." Below this field is the "Action Type" dropdown menu, currently set to "Reflection". The "Goals and Objectives" section lists "1.2. Create and enhance multiple, ongoing opportunities for dialogue, engagement, and community-building; develop action plans that implement equity-focused, anti-racist, inclusive practices." At the bottom, there are "Linked SLOs" and "Link SLOs" links, and "Cancel" and "Add New Action" buttons.

- f. Under "Action Type", click the drop-down box and select "Program Actions".



The screenshot shows the same "Align Action" form as above, but with the "Action Type" dropdown menu open. The dropdown menu lists "Reflection", "Study Needed", and "Program Actions". A red arrow points to the dropdown menu, and "Program Actions" is highlighted in blue. The rest of the form, including the "Recommended Action" field and "Goals and Objectives" section, remains the same as in the previous screenshot.

- g. You can now click on the blue "Add New Action" button at the bottom to add your objective and return to the previous screen.

Align Action to 1.2. Create and enhance multiple, ongoing opportunities for dialogue, engagement, and community-building; develop action plans that implement equity-focused, anti-racist, inclusive practices.

Use Existing Action Create New Action

Recommended Action
forums, Implementation of eLumen, EMP Progress Measures, and Program Review. Target completion date: spring 2023
Leads: [Chialin Hsieh](#), BethAnn Stone, President's Office, Planning Committee, President's Cabinet
Activities: eLumen College Plans and Program Review implementation; fall 2022 College Assembly on EMP Progress Measures and EMP Action Plans;

Action Type
Reflection

Goals and Objectives

- 1.2. Create and enhance multiple, ongoing opportunities for dialogue, engagement, and community-building; develop action plans that implement equity-focused, anti-racist, inclusive practices.

Linked SLOs [Link SLOs](#)

Add New Action

*****Please note, do not utilize the "Add Resource Request" button as LMC is not using this feature in eLumen. Please refer to the LMC SGC website or the LMC Business Services Office website for the forms and process for submitting a RAP.***

- h. Repeat steps c-g above to enter in any additional objectives. When you have successfully entered all of the objectives for your responsible committee, group and/or initiative, you are ready to proceed to the next section. Click on the blue "Save" button at the bottom to return to the template.

Link Goals and Objectives to 1. EMP Action Plans - Objective(s)

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				
1.1. Strategically recruit, support, train and retain a highly-qualified, diverse workforce.				
Recommended Actions + Align Action				
1.2. Create and enhance multiple, ongoing opportunities for dialogue, engagement, and community-building; develop action plans that implement equity-focused, anti-racist, inclusive practices.				

+ Link Unaligned Recommended Action Save

d.) Provide a target date for completion of this objective.

- i. You don't have to fill this textbox; however, you can utilize the open textbox for Item #1 (below the instructions) to include any additional information that you would like to add to your entered and aligned objectives.

1. EMP Action Plans - Objective(s) - All changes saved

a.) A brief description of the objective
b.) Outline the action steps to be taken to achieve this objective (i.e. activities, collaborations, etc.)
c.) Identify the lead(s) responsible for achieving this objective
d.) Provide a target date for completion of this objective.

5. Under "Action Type", click the drop-down box and select "Program Actions".
6. You can now click on the blue "Add New Action" button at the bottom to add your objective and return to the previous screen.
7. Repeat steps #2-#5 above to enter in any additional objectives or if you are done, you can click on the blue "Save" button at the bottom to return to the template and proceed to the next section to enter "Output and Outcomes."
8. Please note, do not utilize the "Add Resource Request" button as LMC is not using this feature in eLumen. Please refer to the LMC SGC website or the LMC Business Services Office website for the forms and process for submitting a RAP.

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Cancel changes Save draft Publish

You are now ready to scroll down and proceed to the next section "2. EMP Action Plans – Output & Outcomes".

2. EMP ACTION PLANS – OUTPUT & OUTCOMES

In this section, the user will describe the output and outcomes for the objective(s). Please be sure to be specific on your output (i.e. post-workshop survey, quiz or exam, etc.) and the measurable outcome(s).



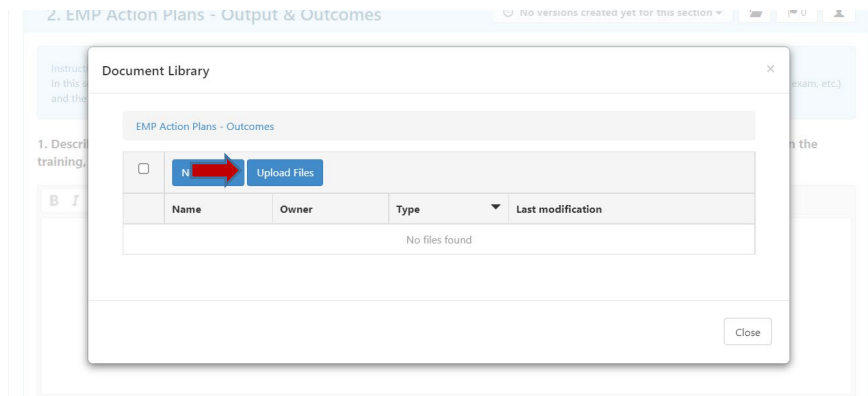
2. EMP Action Plans - Output & Outcomes [No versions created yet for this section] [document icon] [message icon] [user icon]

Instructions
In this section, the user will describe the output and outcomes for the objective. Please be sure to be specific on your output (i.e. post-workshop survey, quiz or exam, etc.) and the measurable outcome(s).

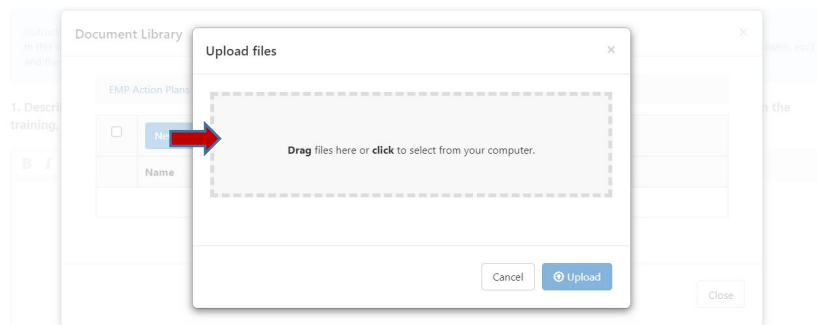
1. Describe in detail the **output** identified that will assist in **measuring the outcome** of the objective (i.e. # of faculty participating in the training, satisfaction survey results, quiz or exam at conclusion of activity).

B I U X₂ X₃ I_x [Rich Text Editor Icons] Size [dropdown] [font size icons]

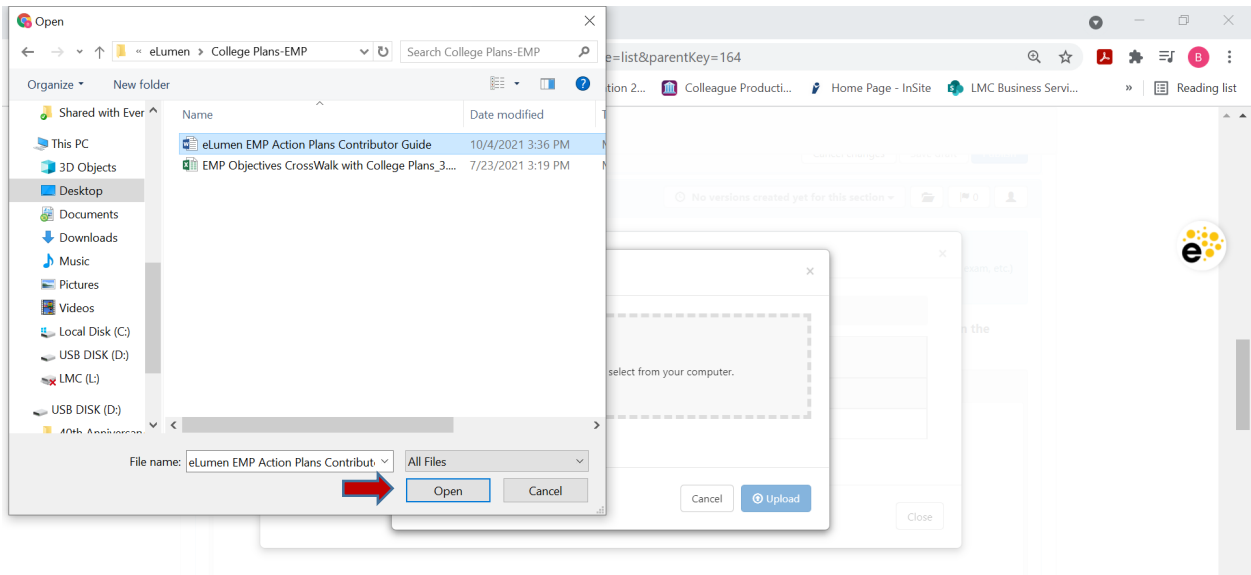
- b. Once you click on the folder button the following screen will appear. Click on the second blue button titled “Upload Files”.



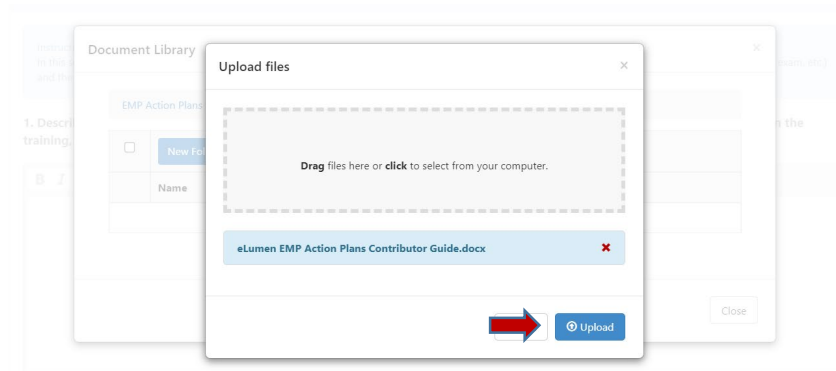
- c. Once you click on the “Upload Files” button, the screen below will appear. You can either drag and drop the file(s) or click on the center of the box to access your computer files and upload.



- d. If you opt to access your files for uploading by clicking in the open gray box, once you have identified the file to upload click on the “Open” box to proceed to upload it.



- e. Once you have selected the file you would like to upload it will appear in the blue highlight box you see below. Click on the blue “Upload” button in the lower right corner of the dialog box to complete the upload. If you are uploading multiple files repeat steps a-e.



Q1: Describe in detail the output identified that will assist in measuring the outcome of the objective (i.e. # of faculty participating in the training, satisfaction survey results, quiz or exam at conclusion of activity).

- a. Position your cursor in the textbox below the question to enter your response. Once entry is complete, proceed to Q2.

2. EMP Action Plans - Output & Outcomes Unsaved Sections

Instructions
In this section, the user will describe the output and outcomes for the objective. Please be sure to be specific on your output (i.e. post-workshop survey, quiz or exam, etc.) and the measurable outcome(s).

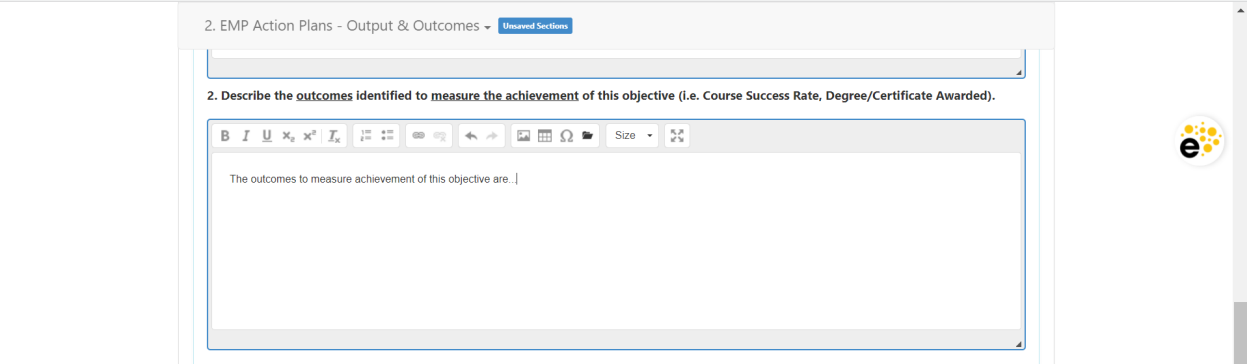
1. Describe in detail the **output** identified that will assist in **measuring the outcome** of the objective (i.e. # of faculty participating in the training, satisfaction survey results, quiz or exam at conclusion of activity).

B I U x₂ x² I_x [Rich Text Editor Icons] Size [dropdown]

The Planning Committee will use the survey results from annual evaluation of committee accomplishments, goals and charges to. |

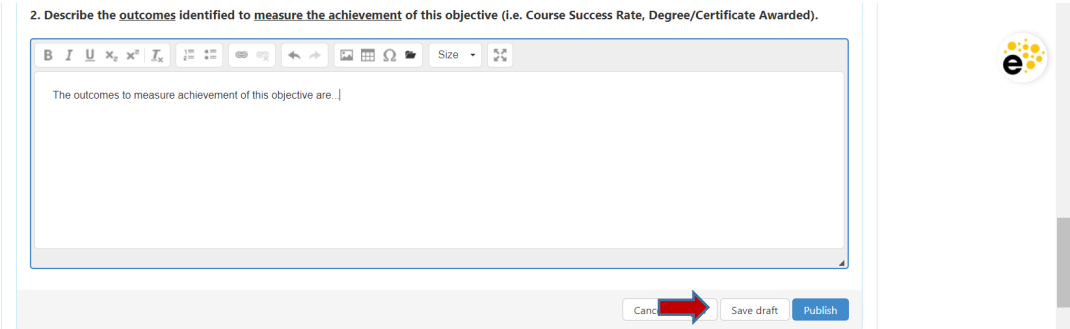
Q2: Describe the outcomes identified to measure the achievement of this objective (i.e. Course Success Rate, Degree/Certificate Awarded).

a. Position your cursor in the textbox below the question to enter your response.



Once you have completed entering your response to Q2, click the “Save Draft” button located in the bottom right hand corner of the screen window to save your report for EMP Review.

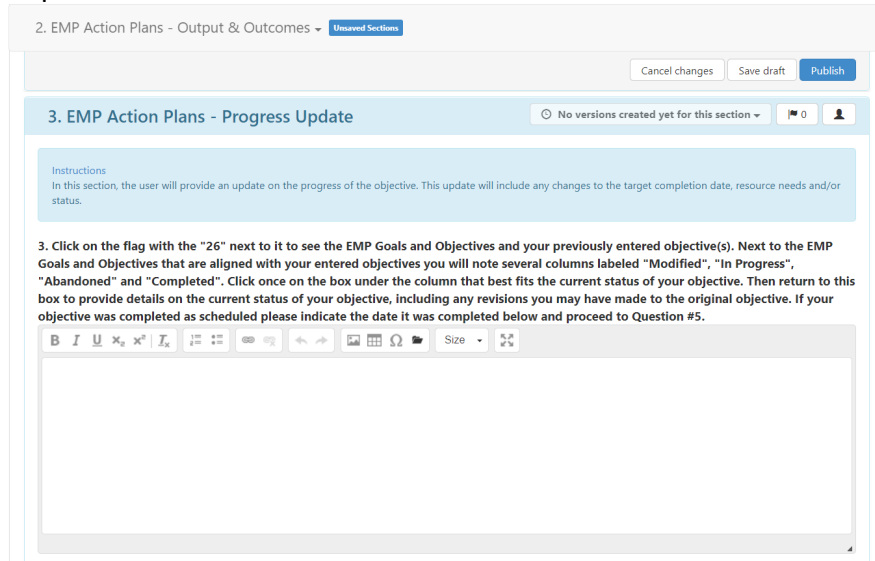
***Note – The EMP Action Plans Report must be saved by May 2, 2022.**



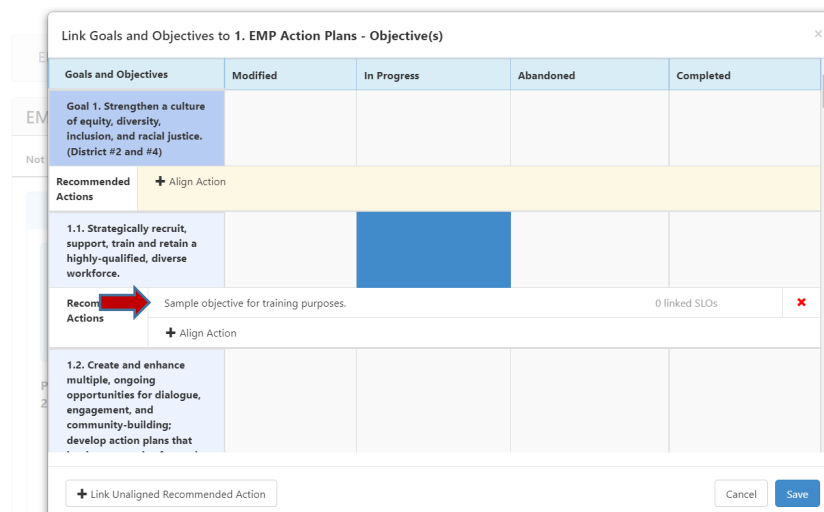
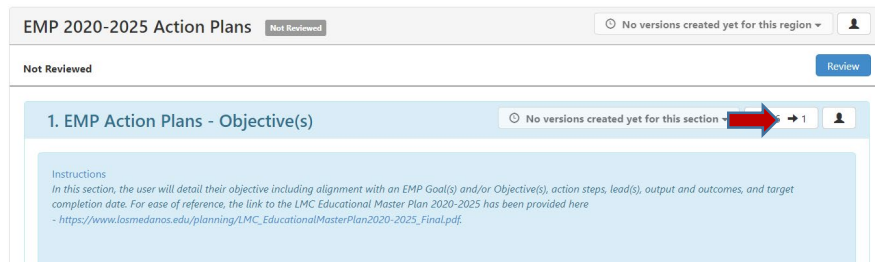
3. EMP ACTION PLANS – PROGRESS UPDATE

In this section, the user will provide an update on the progress of the objective. This update will include any changes to the target completion date, resource needs and/or status.

***NOTE** – This section is to be completed annually to update the progress on achievement of reported action plans or contributions.



- a. Use the scroll bar on the right side of the screen to scroll up to “Section 1: EMP Action Plans – Objectives”. Click on the small black arrow with the number of objectives previously entered and aligned, to see the EMP goals and objectives and your previously entered objective(s).



3. The "Align Action" screen will appear with two (2) buttons at the top. The first button is "Use Existing Action" and the second button is

- b. Next to the EMP Goals and Objectives that are aligned with your entered objectives you will note several columns labeled "Modified", "In Progress", "Abandoned" and "Completed".

6. You can now click on the blue "Add New Action" button at the bottom to add your objective and return to the previous screen.

- c. To select the status that best fits the current status for each of your objectives, click once on the box under the column for each EMP goal or objective that you have aligned with your previous objective(s).

6. You can now click on the blue "Add New Action" button at the bottom to add your objective and return to the previous screen.

- d. After you have selected the current status for each of your aligned objectives, click on the blue “Save” button in the lower right hand corner of the window to return to the template.

5. You can now click on the blue “Add New Action” button at the bottom to add your objective and return to the previous screen.

- e. The system will return you to “Section 1. EMP Action Plans-Objective(s)”. Use the scrollbar on the right side of the screen to scroll down to “Section 3. EMP Actions Progress Update”.

1. EMP Action Plans - Objective(s) No versions created yet for this section 26 → 1

Instructions
In this section, the user will detail their objective including alignment with an EMP Goal(s) and/or Objective(s), action steps, lead(s), output and outcomes, and target completion date. For ease of reference, the link to the LMC Educational Master Plan 2020-2025 has been provided here - https://www.lasmedanos.edu/planning/LMC_EducationalMasterPlan2020-2025_Final.pdf.

Please review the outlined instructions below on how to enter the objective(s). Please be sure to align each objective(s) with an EMP 2020-2025 Goal and/or Objective. Include action steps, lead(s), target completion date and a request for resources if it is applicable.

1. Click on the flag located in the upper right hand corner of this template with “26” next to it.
2. A screen will appear titled “Link Goals and Objectives” with a list on the left-hand side of the EMP 2020-2025 EMP Goals and Objectives. Below each EMP Goal and Objective you will note a row labeled “Recommended Actions” and next to that a row labeled “+ Align Action”. Identify the EMP Goal/Objective that the objective you are entering aligns with, then click on the “+ Align Action” under that EMP Goal/Objective. The align action screen will then appear. ****Please note - you will need to repeat this process from here if you have multiple objectives to enter.**
3. The “Align Action” screen will appear with two (2) buttons at the top. The first button is “Use Existing Action” and the second button is “Create New Action”. Click on “Create New Action” to begin entering the objective.

3. EMP Action Plans - Progress Update No versions created yet for this section 0

Instructions
In this section, the user will provide an update on the progress of the objective. This update will include any changes to the target completion date, resource needs and/or status.

3. Click on the flag with the “26” next to it to see the EMP Goals and Objectives and your previously entered objective(s). Next to the EMP Goals and Objectives that are aligned with your entered objectives you will note several columns labeled “Modified”, “In Progress”, “Abandoned” and “Completed”. Click once on the box under the column that best fits the current status of your objective. Then return to this box to provide details on the current status of your objective, including any revisions you may have made to the original objective. If your objective was completed as scheduled please indicate the date it was completed below and proceed to Question #5.

- f. Position your cursor in the textbox below Item #3 to provide additional details on the current status of your objective. Include any revisions to the original objective(s) if it was modified, context for any delays in making progress, and/or any reasoning for abandoning an objective. Once you have completed this update to your objective(s), please proceed to Item #4.

***Note** – If an objective(s) was completed as scheduled, please indicate the date it was completed below and proceed to Question #5.

3. EMP Action Plans - Progress Update

No versions created yet for this section

Instructions
In this section, the user will provide an update on the progress of the objective. This update will include any changes to the target completion date, resource needs and/or status.

3. Click on the flag with the "26" next to it to see the EMP Goals and Objectives and your previously entered objective(s). Next to the EMP Goals and Objectives that are aligned with your entered objectives you will note several columns labeled "Modified", "In Progress", "Abandoned" and "Completed". Click once on the box under the column that best fits the current status of your objective. Then return to this box to provide details on the current status of your objective, including any revisions you may have made to the original objective. If your objective was completed as scheduled please indicate the date it was completed below and proceed to Question #5.

Item #4: Did the target completion date for the objective change? If so, please include the revised date and reason the timeline changed. If the target completion date has not changed, please proceed to Question #5.

- a. Position your cursor in the textbox below Item #4 to enter your response.

3. EMP Action Plans - Progress Update

All changes saved

4. Did the target completion date for the objective change? If so, please include the revised date and reason the timeline changed. If the target completion date has not changed, please proceed to Question #5.

b. Once you have completed your response for Item #4, **refer to the bullet-pointed criteria below before proceeding to Item #5.**

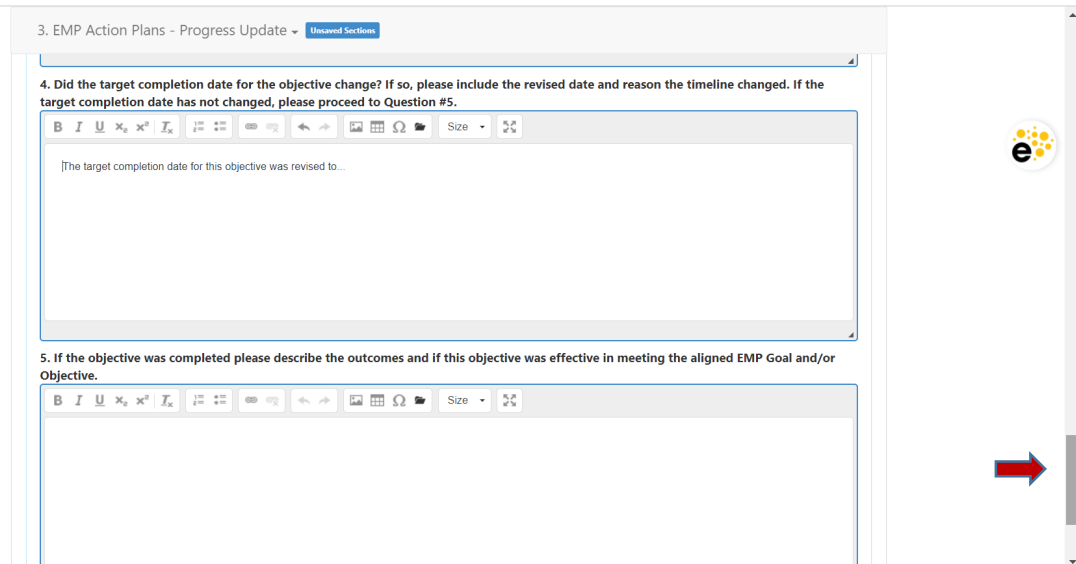
- **Objective(s) Completed** – Proceed to Item #5 and the instructions provided under “c.”.
- **Objective(s) Modified, In Progress, and/or Abandoned** – You are ready to save your progress update for review. To “Save Draft” for EMP Review, scroll down to view the bottom of the template (below Item #5). Click on the white “Save Draft” button in the bottom right hand corner of the section to save your draft.

3. EMP Action Plans - Progress Update Unsaved Sections

4. Did the target completion date for the objective change? If so, please include the revised date and reason the timeline changed. If the target completion date has not changed, please proceed to Question #5.


[The target completion date for this objective was revised to ...]

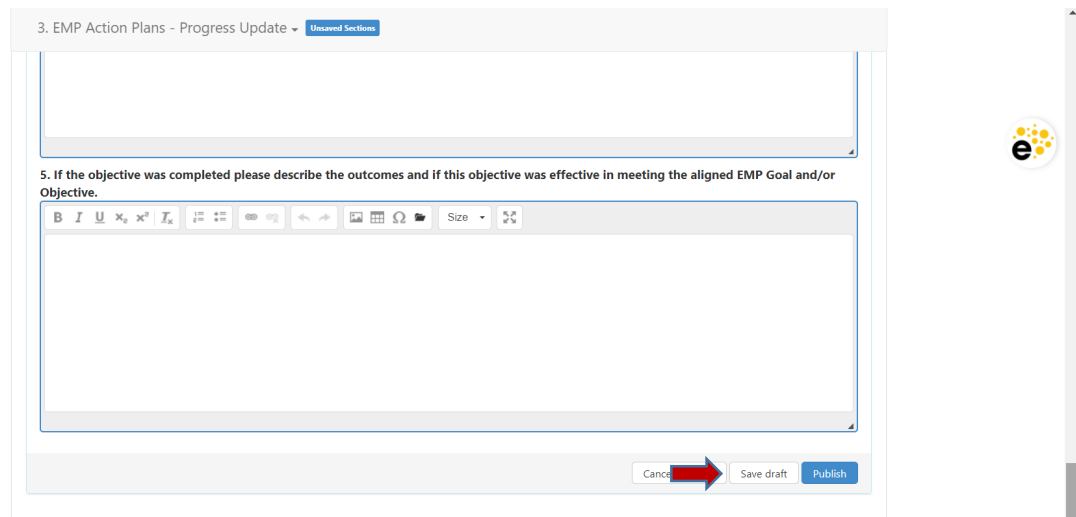
5. If the objective was completed please describe the outcomes and if this objective was effective in meeting the aligned EMP Goal and/or Objective.



3. EMP Action Plans - Progress Update Unsaved Sections

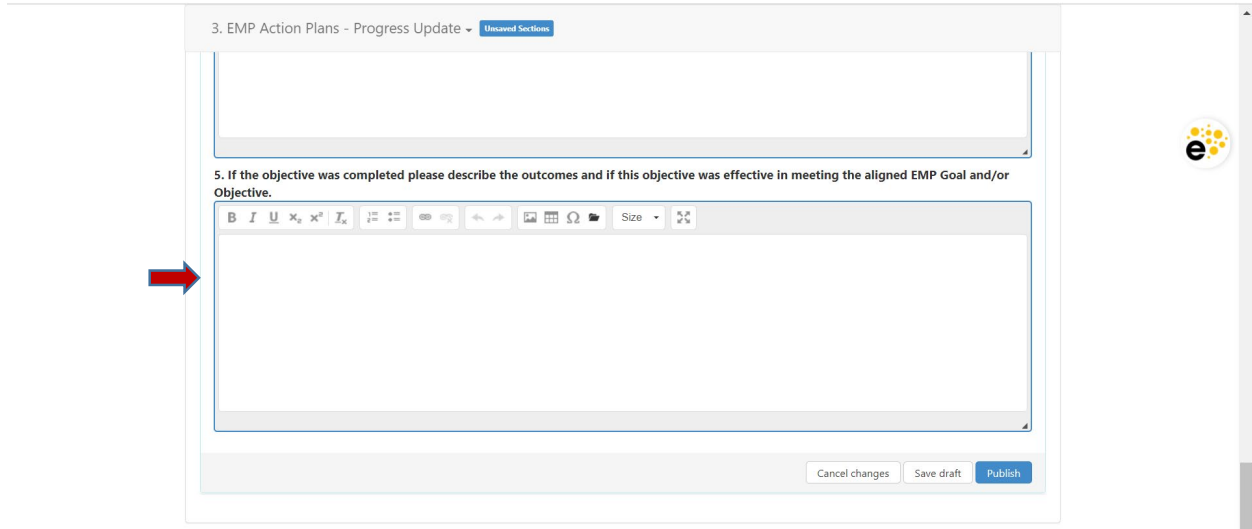
5. If the objective was completed please describe the outcomes and if this objective was effective in meeting the aligned EMP Goal and/or Objective.

Cancel  Save draft Publish

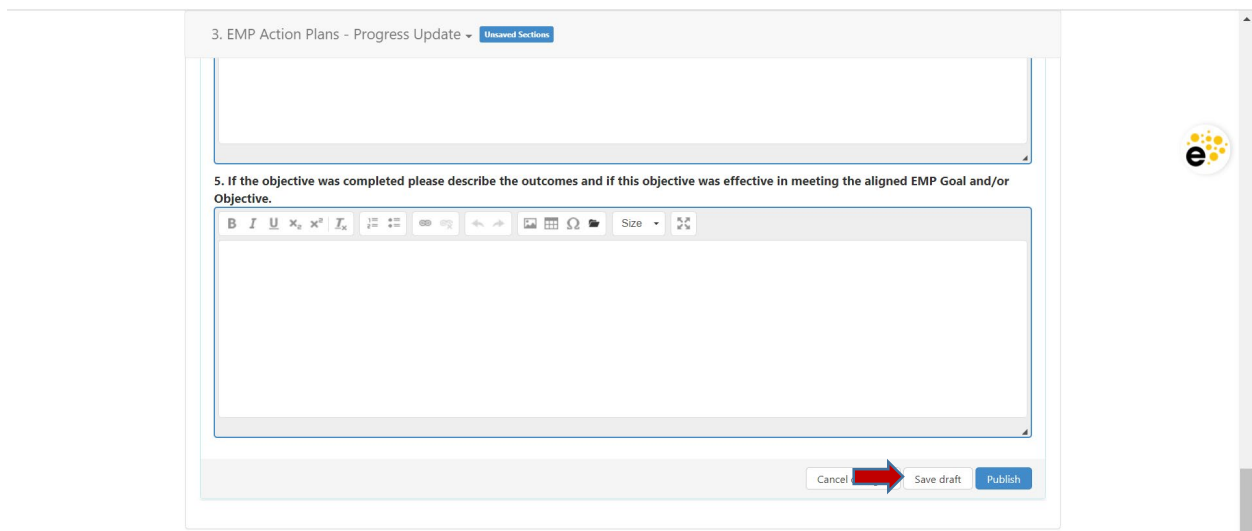


Item #5: If the objective was completed please describe the outcomes and if this objective was effective in meeting the aligned EMP Goal and/or Objective. **Note** – Only enter content for Item #5 if your objective(s) has been completed.

- c. Position your cursor in the textbox below Item #5 to enter your response. Once you have completed entering the information, proceed to “d.” to save your draft for EMP Review.



- d. To “Save Draft” for EMP Review, view the bottom of the template (below Item #5) and click on the white “Save Draft” button located in the bottom right hand corner.



Should you have any questions, concerns and/or wish to schedule a virtual training session please contact BethAnn Stone at [brobertson@losmedanos.edu](mailto:broberson@losmedanos.edu).