LMC EDUCATIONAL MASTER PLAN 2020-25 ACTION PLANS

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:

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.

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

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.

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

1. **EMP ACTION PLANS – OBJECTIVE(S)**
   Scroll down to "Section 1. EMP Action Plans – Objective(s)" to view the instructions for this section.

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.
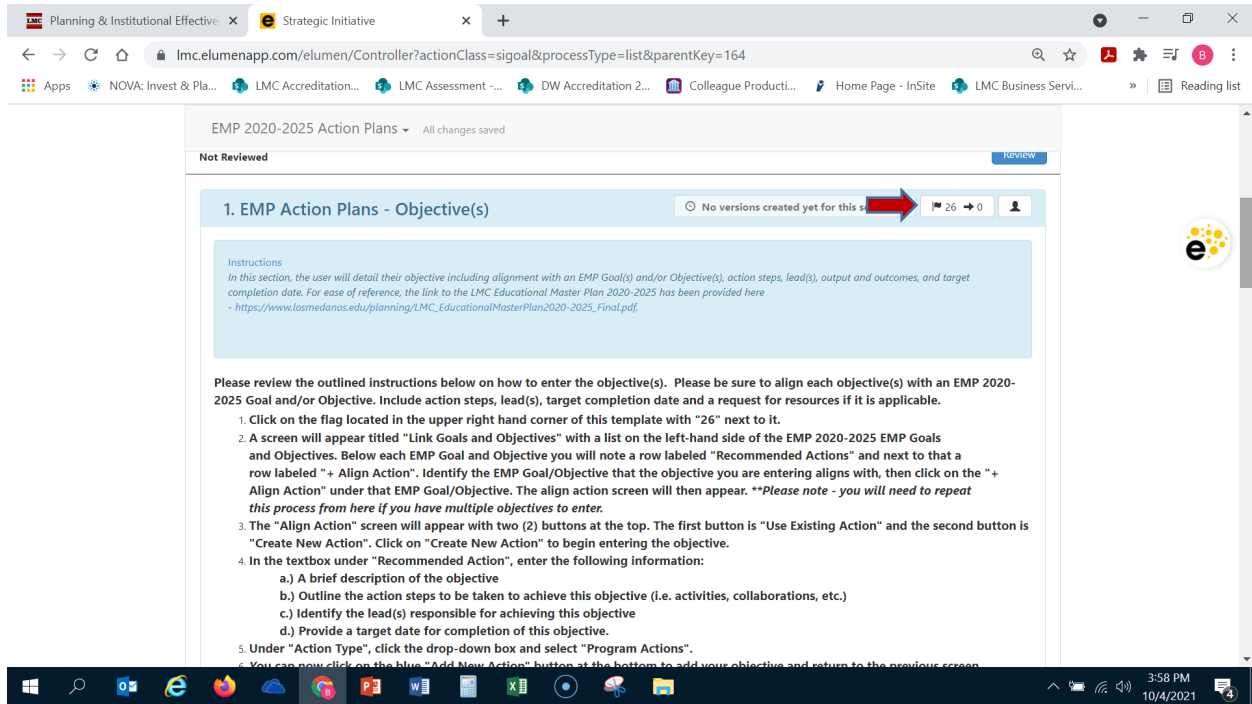
b. A screen will appear titled "Link Goals and Objectives" with a list on the left-hand side of the *LMC EMP 2020-2025 Goals and Objectives* (use the scroll bar on the right side of the window to see all goals and objectives).
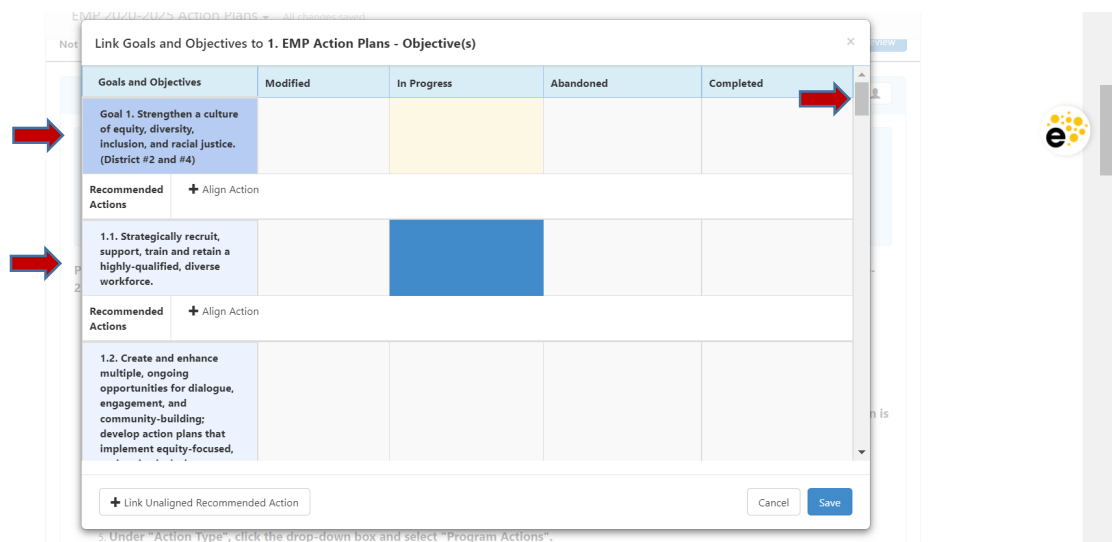
c. Below each EMP Goal and Objective you will note a row labeled "Recommended Actions" and next to that a row labeled "+ Align Action". Identify the EMP goal or objective that the objective you are entering **best** aligns with, then click on the "+ Align Action" under that EMP Goal/Objective. ***Please note - you will need to repeat this process from here if you have multiple objectives to enter.***

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.

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.

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

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.

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.

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.

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).
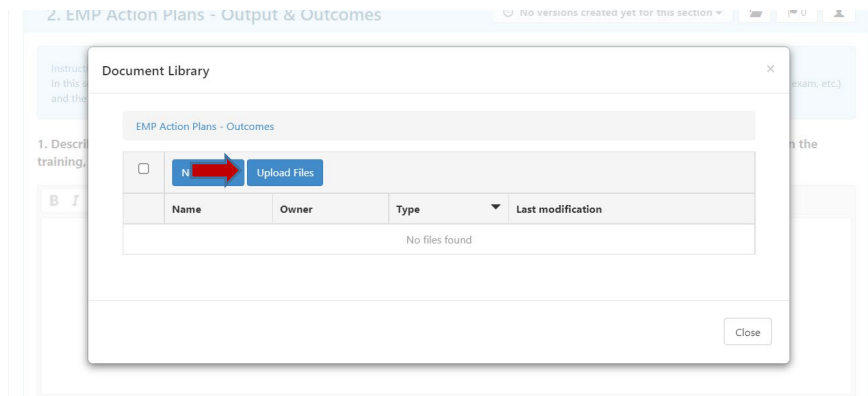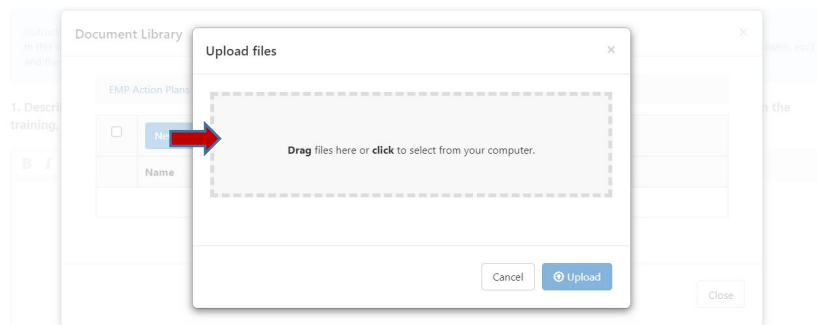
b. Once you click on the folder button the following screen will appear. Click on the second blue second button titled "Upload Files".


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.
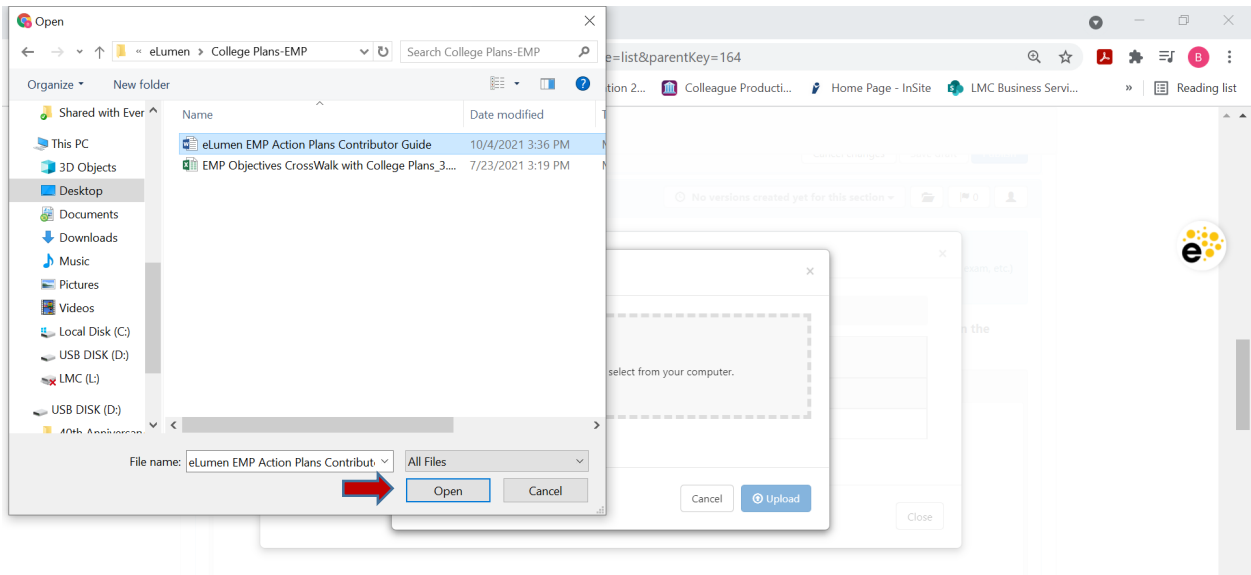
e. Once you have selected the file you would like to upload it will appear in the blue highlight box you see below. Click on the blue "Upload" button in the lower right corner of the dialog box to complete the upload. If you are uploading multiple files repeat steps a-e.
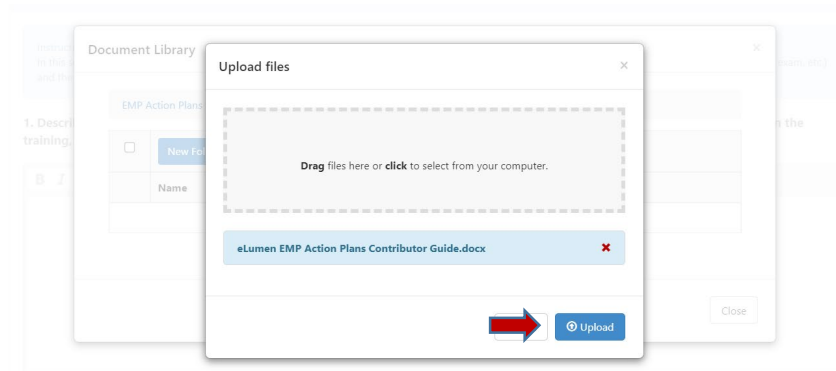
Q1: Describe in detail the underline output underline identified that will assist in underline measuring the outcome underline of the objective (i.e. # of faculty participating in the training, satisfaction survey results, quiz or exam at conclusion of activity).

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

Q2: Describe the <u>outcomes</u> identified to <u>measure the achievement</u> 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.
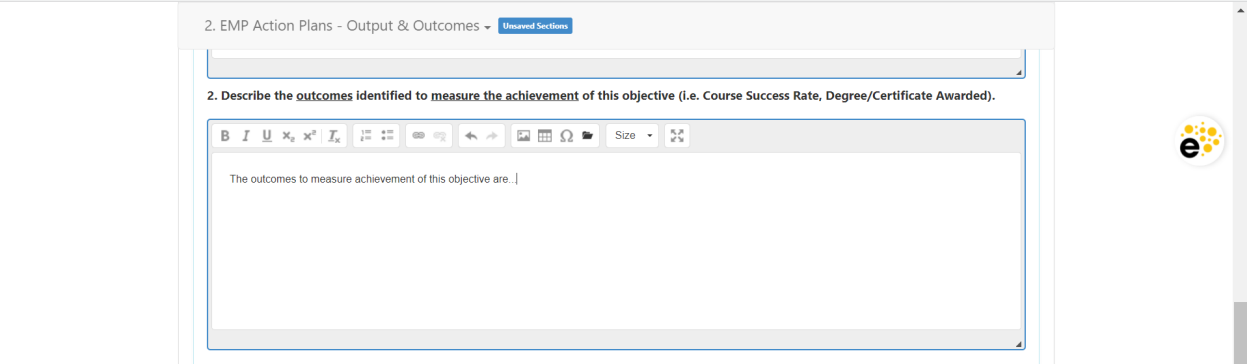
Once you have completed entering your response to Q2, click the "Save Draft" button located in the bottom right hand corner of the screen window to save your report for EMP Review. ***Note – The EMP Action Plans Report must be saved by May 2, 2022.***
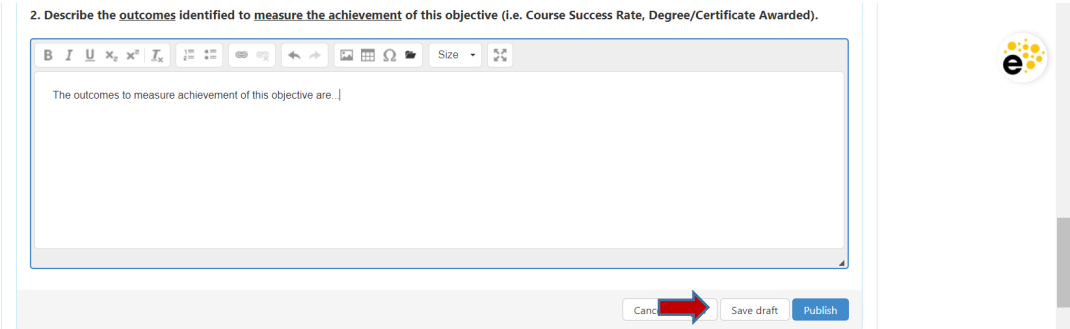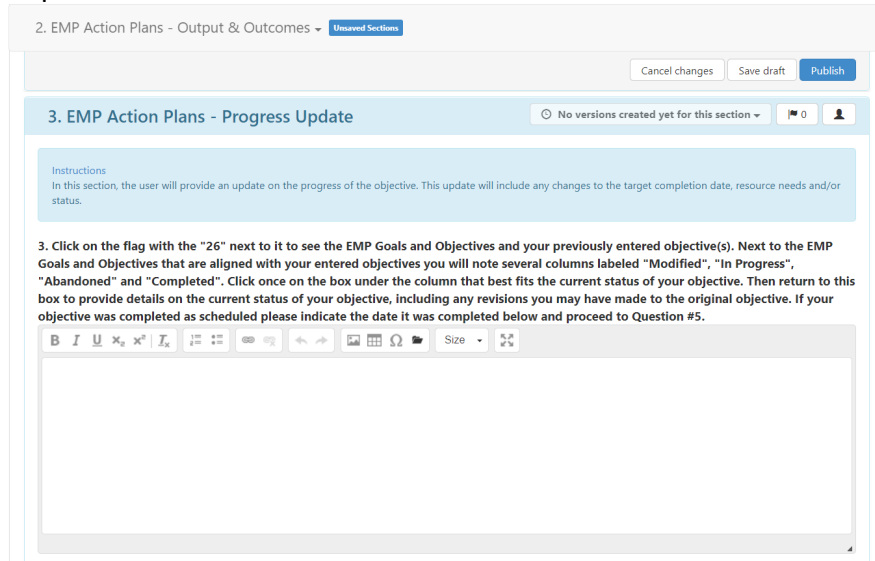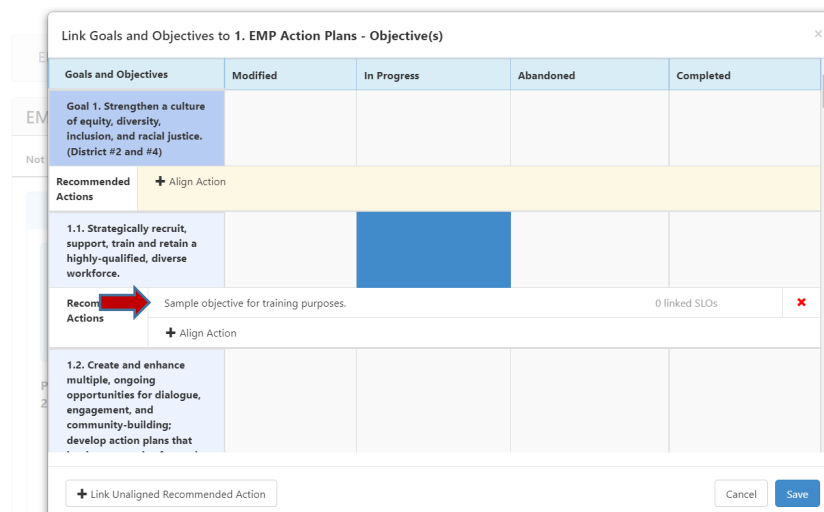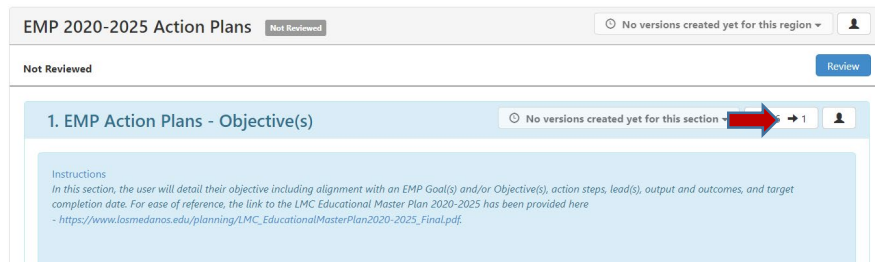
3. **EMP ACTION PLANS – PROGRESS UPDATE**

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).

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".

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).

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.

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

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.

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.

b. Once you have completed your response for Item #4, ***refer to the bullet-pointed criteria below <u>before proceeding</u> to Item #5.***
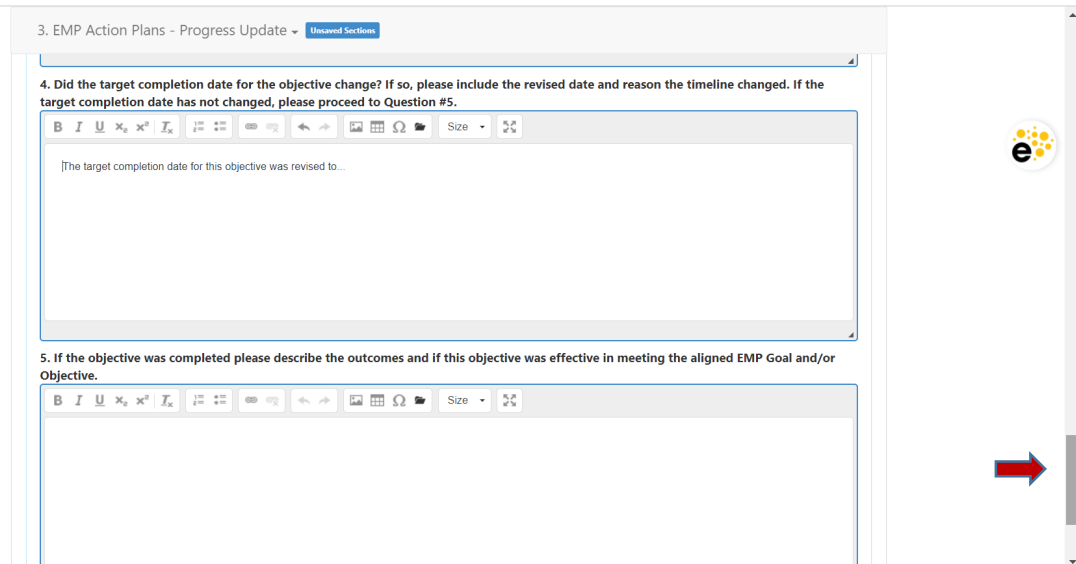- *Objective(s) Completed* – Proceed to Item #5 and the instructions provided under "c.".
- *Objective(s) Modified, In Progress, and/or Abandoned* – You are ready to save your progress update for review. To "Save Draft" for EMP Review, scroll down to view the bottom of the template (below Item #5). Click on the white "Save Draft" button in the bottom right hand corner of the section to save your draft.
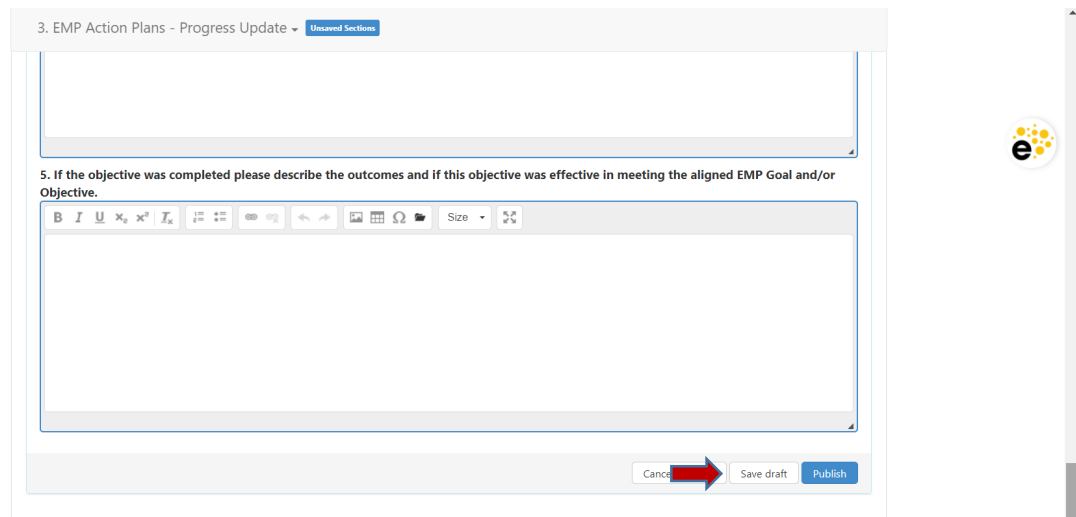
*Item #5: If the objective was completed please describe the outcomes and if this objective was effective in meeting the aligned EMP Goal and/or Objective. **Note** – Only enter content for Item #5 if your objective(s) has been completed.*

    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.
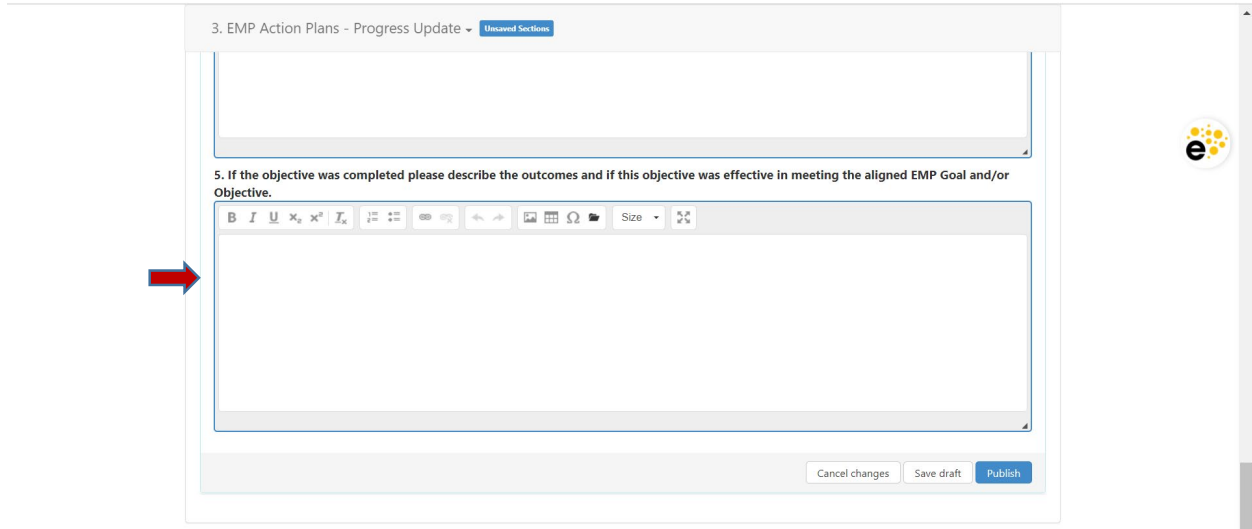
    d.   To "Save Draft" for EMP Review, view the bottom of the template (below Item #5) and click on the white "Save Draft" button located in the bottom right hand corner.
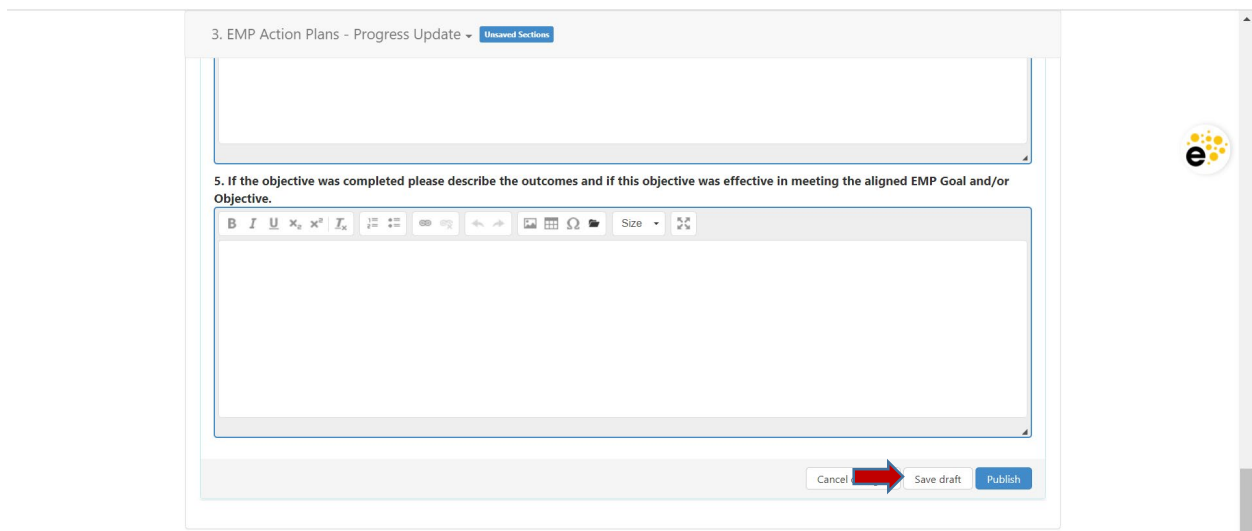
Should you have any questions, concerns and/or wish to schedule a virtual training session please contact BethAnn Stone at brobertson@losmedanos.edu.