



# Office of Institutional Effectiveness, Research and Planning

## Step 1: Getting Started

Login to eLumen using your Cerritos College credentials.

## Step 2: Navigating to the Program Review Plan

At the top of eLumen verify the following:

- Your role is listed as IPR Reviewer
- You have selected the correct Program being reviewed

The screenshot shows the eLumen user interface. At the top left is the eLumen logo. Below it, a red box highlights the user profile information: "Jasmin Sanchez as IPR Reviewer" in the role "BCOT". To the right of this are navigation links for "Inbox", "Account Settings", "Support", and "Log Out". Below the profile information are three main navigation tabs: "Strategic Planning", "Curriculum", and "Reports". The "Strategic Planning" tab is currently selected and highlighted.

eLumen has defaulted the page view to “**Initiatives**” under the “**Strategic Planning**” tab. Here is where you will find the “**Comprehensive Instructional Program Review**” link to view the program report.

This screenshot shows the eLumen interface with the "Strategic Planning" tab selected, highlighted by a red box. Below the navigation tabs, there are filters for "Initiatives" and "Cycles". The "Cycles" filter is set to "Accreditation Self-Study". Below this is a navigation bar for cycles: "2021 FA", "2021 SU", "2021 SP", "2020 FA", "2020 SU", and "2020 SP". The "2021 FA" cycle is selected. Below the cycle navigation, there are filters for "Organization" (set to "BCOT"), "Type" (set to "None selected"), and "Included in this term" (set to "None selected"). At the bottom, a table of initiatives is displayed, with one row highlighted by a red box:

	Name	Description
<input type="checkbox"/>	2021-2022 Comprehensive Instructional Program Review - BCOT	2021-2022 Comprehensive Instructional Program Review



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## Step 3: Opening the Report

Once you select the Comprehensive Instructional Program Review link, the report will open for review. The report is sectioned into 4 parts with each section containing a “Review” button:

- Program Overview and Goals
- Assessment Report and Data Analysis
- Program Reflection
- Resource Requests

The screenshot shows a web interface for a report. At the top, there are tabs for 'Initiatives' and 'Cycles'. The main title is '2021-2022 Comprehensive Instructional Program Review - BCOT'. Below the title, there is a 'Download:' button with an HTML icon and a 'Strategic Initiative Report Cycle Announcement' link. A note states 'Cycle Announcement is not defined'. A toolbar at the top of the report content area shows 'Sections' with a dropdown arrow and 'All changes saved'. Below this, there are four sections: 'Program Overview and Goals', 'Assessment Report and Data Analysis', 'Program Reflection', and 'Resource Requests'. Each section has an 'Approved' status and a 'Review' button. A red box highlights the 'Review' buttons for all four sections. A red arrow points from the 'Sections' dropdown to the 'Review' buttons.

### Note:

Reviewers may select the heading of each section in order to expand or collapse the text windows. Sections have been collapsed for viewing purposes. The report will automatically open with all sections expanded and information visible.

Faculty are also able to select different sections and subsections by utilizing the toolbar found below the header and start of the report.



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## Step 4: Providing Feedback

After reading each section, you will be able to provide feedback by selecting the blue “Review” button located at the top of each section.

Program Overview and Goals Approved No versions created yet for this region

Approved Review

Mission and Alignment Version: 09/20/2021 19:41 (Latest)

Instructions  
A mission statement is a formal, public declaration of your purpose. The statement should be a short, straightforward description of what your program or service area does (e.g., functions performed, instructional areas included, and/or support services provided). If your mission statement is missing or incorrect, please write the mission statement below, in addition to your response to the question.

Mission The mission of the Business Communications/Business Computerized Office Technologies Department is to provide

A text box will open where you will be able to provide feedback for that section of the report.

Program Overview and Goals Approved No versions created yet for this region

Region Review Reject Approve

suggestion 1  
suggestion 2

Cancel Save

Mission and Alignment Version: 09/20/2021 19:41 (Latest)

## Step 5: Saving feedback for each section

To save the feedback, you will select “Approve” or “Reject” in the Region Review section located under the section header. The “Save” feature at the bottom of the text box will then activate allowing you to save the feedback.

Program Overview and Goals Approved No versions created yet for this region

Region Review Reject Approve

suggestion 1  
suggestion 2

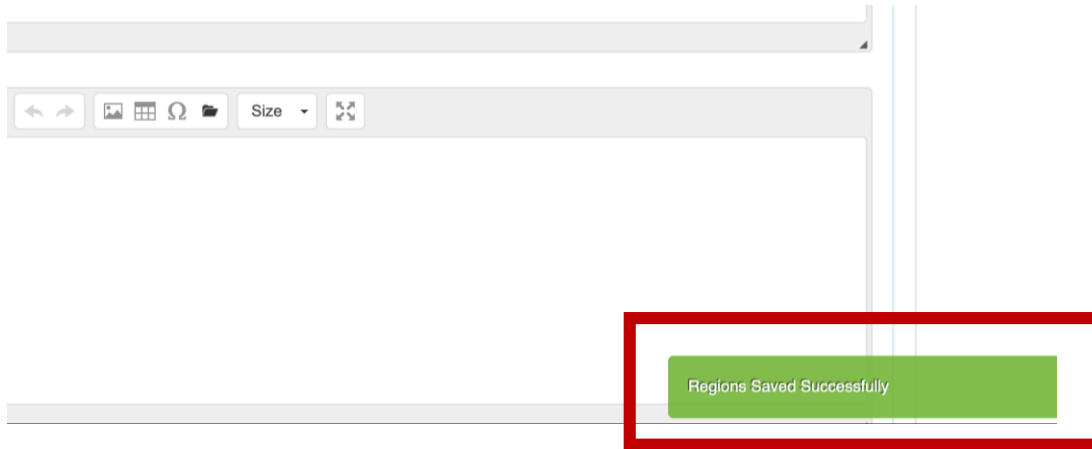
Cancel Save

Mission and Alignment Version: 09/20/2021 19:41 (Latest)



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After selecting “Save”, a green confirmation box will pop-up on the bottom right-side of your window indicating “Regions Saved Successfully”.



Liaisons are required to provide feedback for all four sections of the report following steps 4 and 5.

## Step 6: Notify liaison team and IPR Chair

Once feedback has been provided and saved on all four sections, the **reviewer** will send notification to the liaison team and IPR chair via email.

The **lead liaison/IPR chair** will then notify the program that feedback has been provided once all team members have reviewed the report.

**Program chairs** will be able to make necessary revisions based on the feedback prior to submitting their final draft.

## Step 7: Committee Review

After incorporating the feedback into their reports, programs will submit their final drafts within eLumen and notify the liaison team.

The **lead liaison** will forward the notification to the IPR Chair and IPR program assistant who will download a PDF version of the report from eLumen.

The PDF will be sent via email to all IPR committee members for review at least 2 weeks prior to the program’s scheduled visitation date. Feedback from non-liaison committee members should be provided during the visitation.