

Hi, _____.

This is a friendly reminder that your department _____ is due for program review this year. I will be serving as your lead liaison along with Team Liaison #2, Department, and Team Liaison #3, Department. I am excited to have the opportunity to support you as you complete your program review. I wanted to make sure as you go through the process you feel supported and comfortable reaching out with any questions or concerns.

I am including information you may find useful below.

Important Plan Dates:

- First draft due: _____
- Final draft due: _____
- Program Review Visitation Date: _____

Liaison Information:

- Lead Liaison: Name, email, Title and Department
- Liaison: Name, email, Title and Department
- Liaison: Name, email, Title and Department

Orientation Materials:

- Orientation PowerPoint deck (attached)
- Word Copy of Program Review Template (attached; I recommend working on it outside of eLumen using this template then copying and pasting into eLumen)
- Recording of Orientation session: *insert link to recording*

Data:

- [IERPG Unit Planning and Program Review Dashboard](#)
You can find all the data needed to answer the template questions with this dashboard.
- [Data Requests](#)
If you would like to request additional data from IERPG, you can submit a data request. Please keep in mind that data requests can take between 4-6 weeks to be fulfilled.
- [External Data](#)
There are multiple external sources of data that may assist you with your program review. Visit the external data resources on the IERPG webpage for a comprehensive list. I am providing the ones I believe are most useful below.
 - [California Community College Chancellors Office \(CCCCO\) Data Mart](#)
 - [CCC Datamart Guide](#)
 - [Career Technical Education \(CTE\) \(Perkins IV\)](#)
- [Institutional Set Standards](#)
Institution-set standards (ISS) are the minimum level of performance set internally by the institution to meet educational quality and institutional effectiveness expectations.

Student Learning Outcomes:

- [Learning Outcomes Dashboard](#)
Along with the generated SLO data in the eLumen template, IERPG provides this dashboard with disaggregated information.
For SLO assistance, please contact the Daniel Gardner, SLO coordinator,
dgardner@cerritos.edu.

eLumen:

- You can log into eLumen here: [eLumen access](#)
- eLumen resources can be found here:
 - [eLumen guide](#)
 - [Guide to adding images](#)

Please do not hesitate to contact me or your liaison team throughout this process with any questions or concerns. We are here to help and assist you with your program review needs.

Thank you,

Lead Liaison