

eLumen Program Review Guide

August 30, 2021

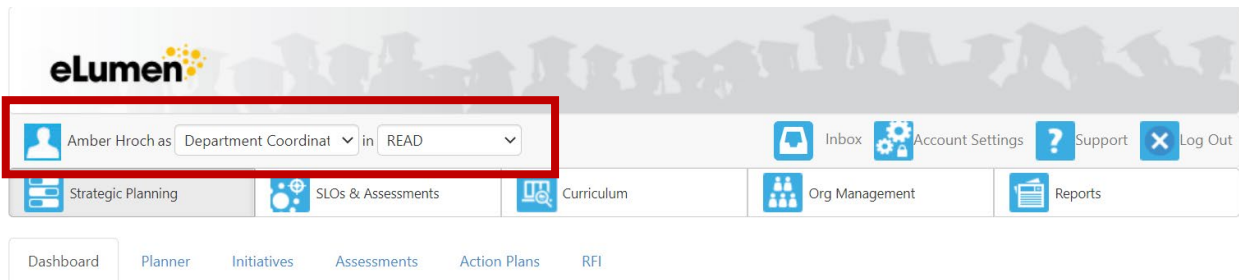
Step 1: Getting Started

Login to [eLumen](#) using your Cerritos College credentials.

Step 2: Navigating to your Program Review Plan

At the top of eLumen verify the following:

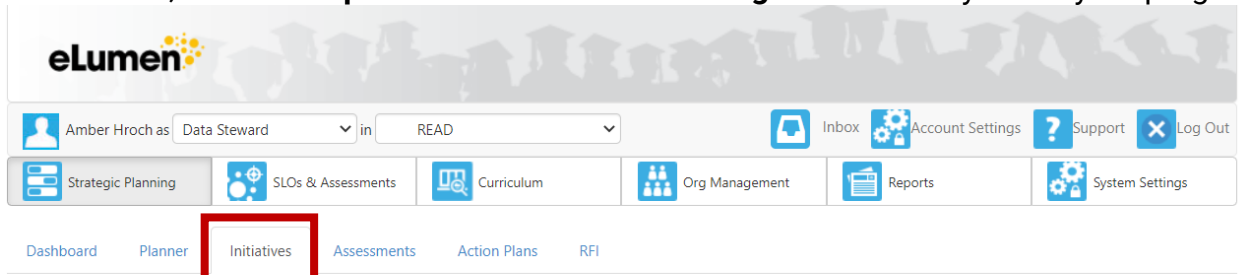
- Your role is listed as Department Coordinator
- Your program



The screenshot shows the eLumen login interface. The user is logged in as Amber Hroch as Department Coordinator in the READ program. The navigation menu includes Strategic Planning, SLOs & Assessments, Curriculum, Org Management, and Reports. The dashboard tabs include Dashboard, Planner, Initiatives, Assessments, Action Plans, and RFI.

Add Widget

- On the third tab under **Strategic Planning**, select **Initiatives**
- Then, select **Comprehensive Instructional Program Review** cycle for your program



The screenshot shows the eLumen Initiatives page. The user is logged in as Amber Hroch as Data Steward in the READ program. The navigation menu includes Strategic Planning, SLOs & Assessments, Curriculum, Org Management, Reports, and System Settings. The dashboard tabs include Dashboard, Planner, Initiatives, Assessments, Action Plans, and RFI.

Cycles Budgets

Accreditation Self-Study

| | | | | | | | |
|---|---------|---------|---------|---------|---------|---------|---|
| < | 2021 FA | 2021 SU | 2021 SP | 2020 FA | 2020 SU | 2020 SP | > |
|---|---------|---------|---------|---------|---------|---------|---|

No Parent Cycles found

| | | |
|---------------|---------------|------------------------|
| Organization: | Type: | Included in this term: |
| READ | None selected | None selected |


| <input type="checkbox"/> | Add Cycle | |
|--------------------------|---|--|
| | Name | Description |
| <input type="checkbox"/> | 2021-2022 Annual Plan Reading | |
| <input type="checkbox"/> | 2021-2022 Comprehensive Instructional Program Review - READ | 2021-2022 Comprehensive Instructional Program Review |

Step 3: Completing your Program Review Plan

- Once you select the Comprehensive Instructional Program Review cycle for your program, it will take you to the template to be completed
- In order to complete your Comprehensive Instructional Program Review plan for your program, select **To Design Mode** so you can enter in text
 - Suggestion: answer the questions on a Word Document and then cut and paste your text into eLumen when ready to submit
 - The Comprehensive Program Review questions can be found in the IPR Handbook, Appendix C

2021-2022 Comprehensive Instructional Program Review - READ

Program Review
2021-2022 Comprehensive Instructional Program Review

Download:  Strategic Initiative Report

To Design Mode

Cycle Announcement
Cycle Announcement is not defined

- Once **Design Mode** is turned on, it will show **Active Mode**
 - You can add collaborators for each section using the **Gear** icon and then **Share with User...**

2021-2022 Comprehensive Instructional Program Review - READ

Program Review
2021-2022 Comprehensive Instructional Program Review

Download:  Strategic Initiative Report

To Active Mode

Cycle Announcement
Cycle Announcement is not defined

Sections ▾ All changes saved

Manage SI Collaborators

Program Overview and Goals

No versions created yet for this region

Not Reviewed

Review

Mission and Alignment

No versions created yet for this section

Sharing

Bonnie Helberg;
Amber Hroch

Share with User...

- **Save draft** as you go to ensure your work is saved in eLumen

Prioritized Resource Request Recommendations Unsaved No versions created yet for this section 0 [User Icon]

Instructions
Provide a single, prioritized list representing each of the resource requests from the above sections (note: all the prioritized resource requests appearing in this list should be discussed and justified earlier in the review, from questions above). Under priority, specify if the recommendation is the following: (1) Critical (mission critical or must have), (2) Important (creates value and efficiency for program), or (3) It can wait (would be nice if the money is available). In addition, include cost estimates and program goals supported by each recommendation. Use the following chart format to organize your request(s).

Rich Text Editor
B I U x₂ x² I_x [List Icon] [Link Icon] [Image Icon] [Table Icon] [Omega Icon] [Link Icon] Size [Dropdown] [Undo/Redo]

| Resource request: | Priority: | Cost estimate: | Program goal alignment: |
|---------------------|---------------------|---------------------|-------------------------|
| Enter your response | Enter your response | Enter your response | Enter your response |
| | | | |

Cancel changes **Save draft** Publish

- Once your document is ready for peer review, **Publish** your Comprehensive Program Review

eLumen

Amber Hroch as [Dropdown] in [Dropdown] Inbox Account Settings Support Log Out

Strategic Planning SLOs & Assessments Curriculum Org Management Reports

Dashboard Planner **Initiatives** Assessments Action Plans RFI

Cycles Budgets

2021-2022 Comprehensive Instructional Program Review - READ

Program Review
2021-2022 Comprehensive Instructional Program Review

Download: Strategic Initiative Report

To Design Mode

Cycle Announcement
Cycle Announcement is not defined

Program Overview and Goals Unsaved Sections Management Save all as draft **Publish all**