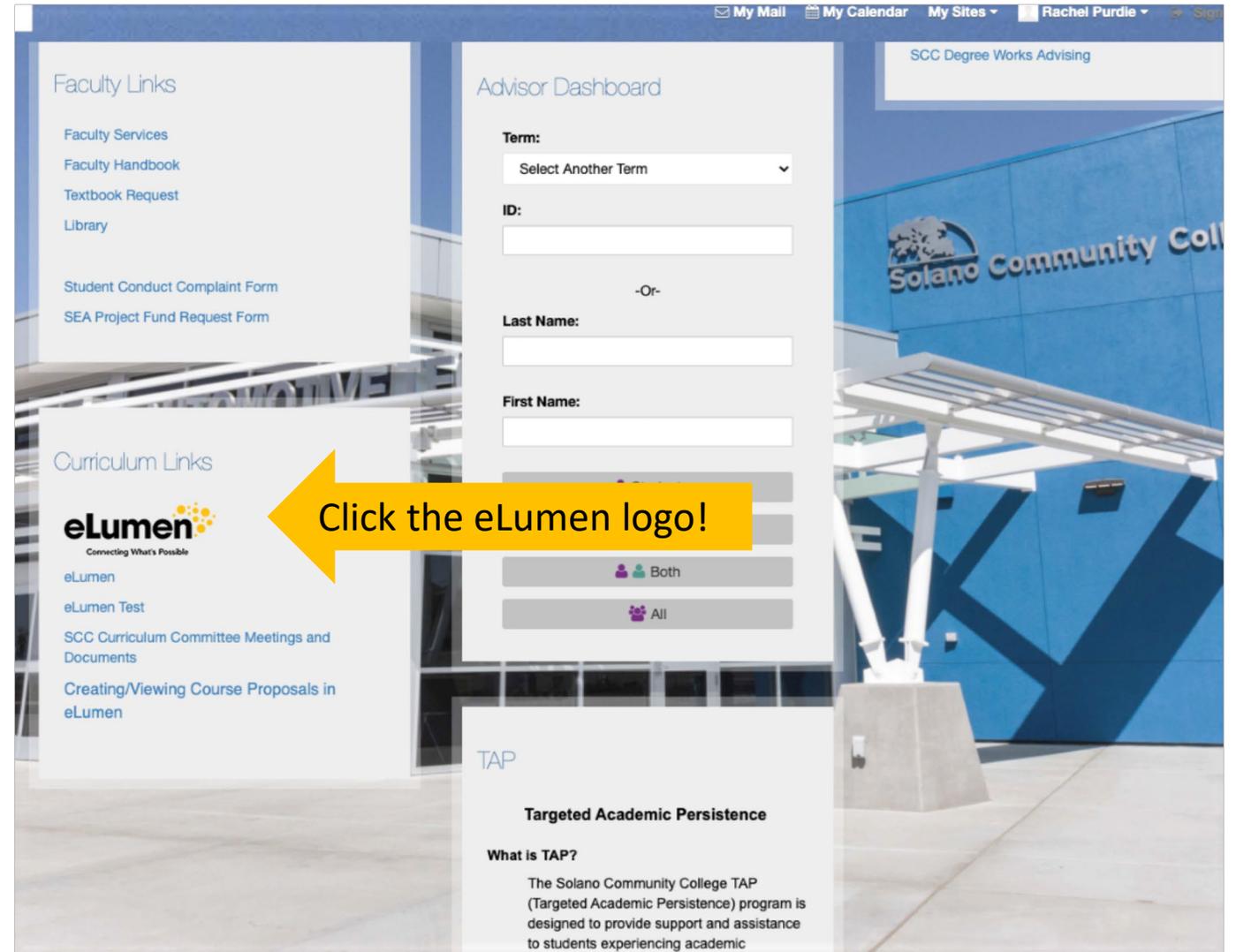# So…How Do I Complete Program Review in eLumen?

Quick Start Guide, Fall 2021

Academic Program Review Committee

Accessing eLumen from MySolano

o From MySolano, click on the "Faculty" tab in the left-hand navigation menu

o Scroll down the page until you see the eLumen logo under "Curriculum Links" (pictured at right)

o Click the eLumen logo OR the link directly below it. Make sure you are in the Production Site and NOT the test site!

Rachel Purdie as **Faculty** ▼ in **History** ▼

📥 **17** Inbox   ⚙️🔒 Account Settings   ❓ Support   ❌ Log Out

| 📊 Courses **Fall 2021** ▼ | ◎ SLOs & Assessments | 🔍 Curriculum | 📈 Results Explorer | 🗄 Strategic Planning |

e📍

HIST037 - Women in American History - 202180-80150

👥 ☑️

Course Coordinator(s): <unassigned>
Evaluator(s): Rachel Purdie

| Find Assessment |

Activity Name ▲	Activity Description

No Assessments found. Find an Assessment

HIST037 - Women in American History - 202180-80153

👥 ☑️

Course Coordinator(s): <unassigned>
Evaluator(s): Rachel Purdie

> As faculty, your eLumen dashboard will look something like this. From here, we want to click the "Strategic Planning" tab, which is directly above this arrow.

Once the "Strategic Planning" tab is clicked, you should see your program template below. If you DO NOT see your template, change the selected Initiative from "Accreditation Self-Study to "Program Review"
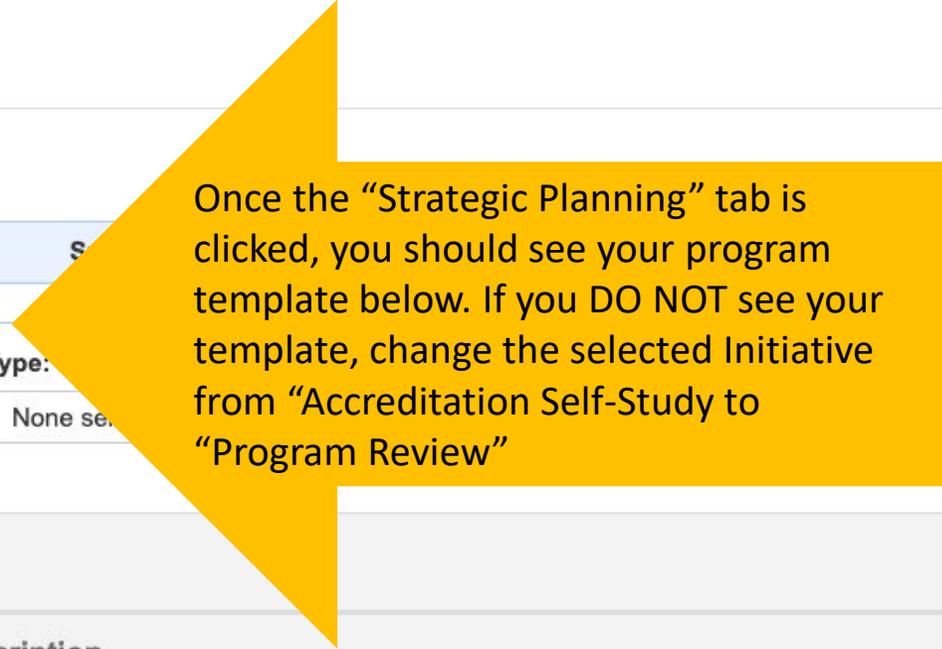
Above is a fake template I created to show you where your template will be. Your template will have your program's name and which review cycle you are completing (either 6-yr or 2-yr)....

	Add Cycle	
☐	**Name**	**Description**
☐	DANCE Program Review, 2021	DANCE Program Review, 6-yr template

...like this! Go ahead and click on your template link.

PROGRAM REVIEW SELF-STUDY REPORT ⓘ Not Reviewed

🕐 No versions created yet for this region ▾

Not Reviewed

Review

SECTION 1: PROGRAM OVERVIEW (2021)

🕐 No versions created yet for this section ▾ |⚑ 0

Instructions

Data for Section 1.3 can be found in the provided file(s). Please click on the blue folder icon (in the upper right corner of this section).

Relevant files may also be uploaded to the blue folder (for example, advisory board minutes for CTE programs).

1.1 Introduction

List the names of full-time and adjunct faculty in the program, along with any staff members and their titles/roles. Note major changes in personnel since the last program review.

B I U X₂ X² Iₓ | ≔ ≔ | ⊝ ⊝ | ↩ ↪ | 🖼 ▦ Ω 📁 | Size ▾ | ⤢

Your program template looks like this – each section's questions have a textbox you can directly type into. You can also copy and paste text into this template from a Word document if you prefer.

Briefly summarize any large, substantive changes made to the degrees/certificates since the last program review, and what prompted those changes.
Note also any organizational changes (for example, if the program is now in a different School/Division than before).

Save all as draft   **Publish all**

In the student survey, students were asked to identify why they were taking Program courses. Please summarize   the results.

| B | I | U | x₂ | x² | Iₓ | | 1 | ≔ | | 🔗 | 🔗 | | ↰ | ↱ | | 🖼 | ▦ | Ω | 🗀 | | Size ▾ | | ⤢ |

Here is some info about Dance majors based on the student survey...

As you begin editing, you'll notice two (2) options to save your work. "Save all as draft" (ABOVE) saves everything you've done in the template. "Save draft" (BELOW) only saves stuff in that section.

Cancel changes   Save draft   **Publish**

SECTION 1: PROGRAM OVERVIEW - GOALS (2021)

🕐 No versions created yet for this section ▾   ⚑ 0   👤

Instructions

In the student survey, students were asked to identify why they were taking Program courses. Please summarize and briefly discuss the results.

B   I   U x_2 x^2 I_x ☰   ☰   🔗   🔗   ↩   ↪   🖼   ⊞   Ω   📁   Size ▾   ⤢

Here is some info about Dance majors based on the student survey...

IMPORTANT!
Never, under any circumstances, push the blue "Publish all" or "Publish" buttons!

Cancel changes   Save draft   **Publish**

SECTION 1: PROGRAM OVERVIEW - GOALS (2021)

🕐 No versions created yet for this section ▾   ⚑ 0   👤

Instructions

This will be difficult, since the "Publish" button is the one that will draw your eyes (thanks a lot, eLumen!)

Cancel changes | Save draft | Publish
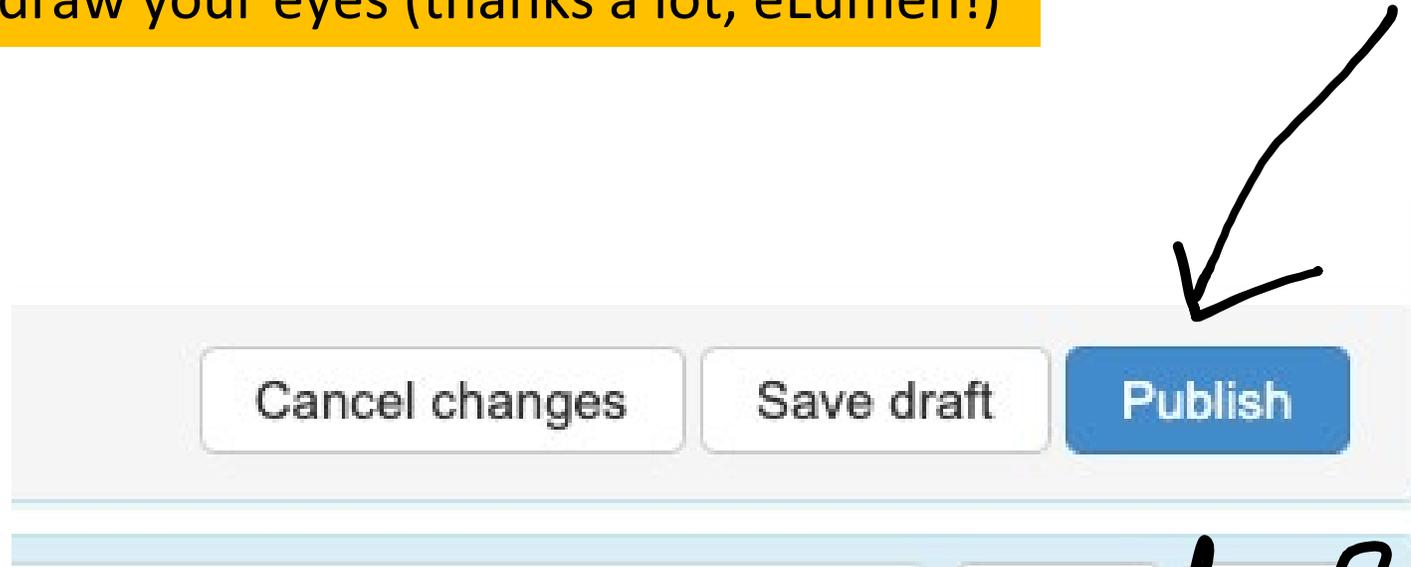
why??

In the student survey, students were asked to identify why they were taking Program courses. Please summarize and briefly discuss the results.

B *I* U x₂ x² *Iₓ*   ≣ ☰   🔗 🔗   ↩ ↪   🖼 ▦ Ω 📁   Size ▾   ⤢

Here is some info about Dance majors based on the student survey...

Cancel changes   Save draft   Pub 🚫

SECTION 1: PROGRAM OVERVIEW - GOALS (2021)

🕐 No versions created yet for this section ▾   ⚑ 🚫

Instructions

- If more than one (1) point person is assigned as a collaborator to a program's template, each collaborator will have the power to edit and save drafts of the report. ***This means that it's possible for one collaborator to edit the work of another collaborator***, since eLumen only saves the most recent drafts regardless of who saved it. For this reason, it's highly recommended that multiple collaborators work collectively and not individually.

- Remember to save your work via "Save Draft" button, NOT the Publish button!

Cancel changes | Save draft | Publish