

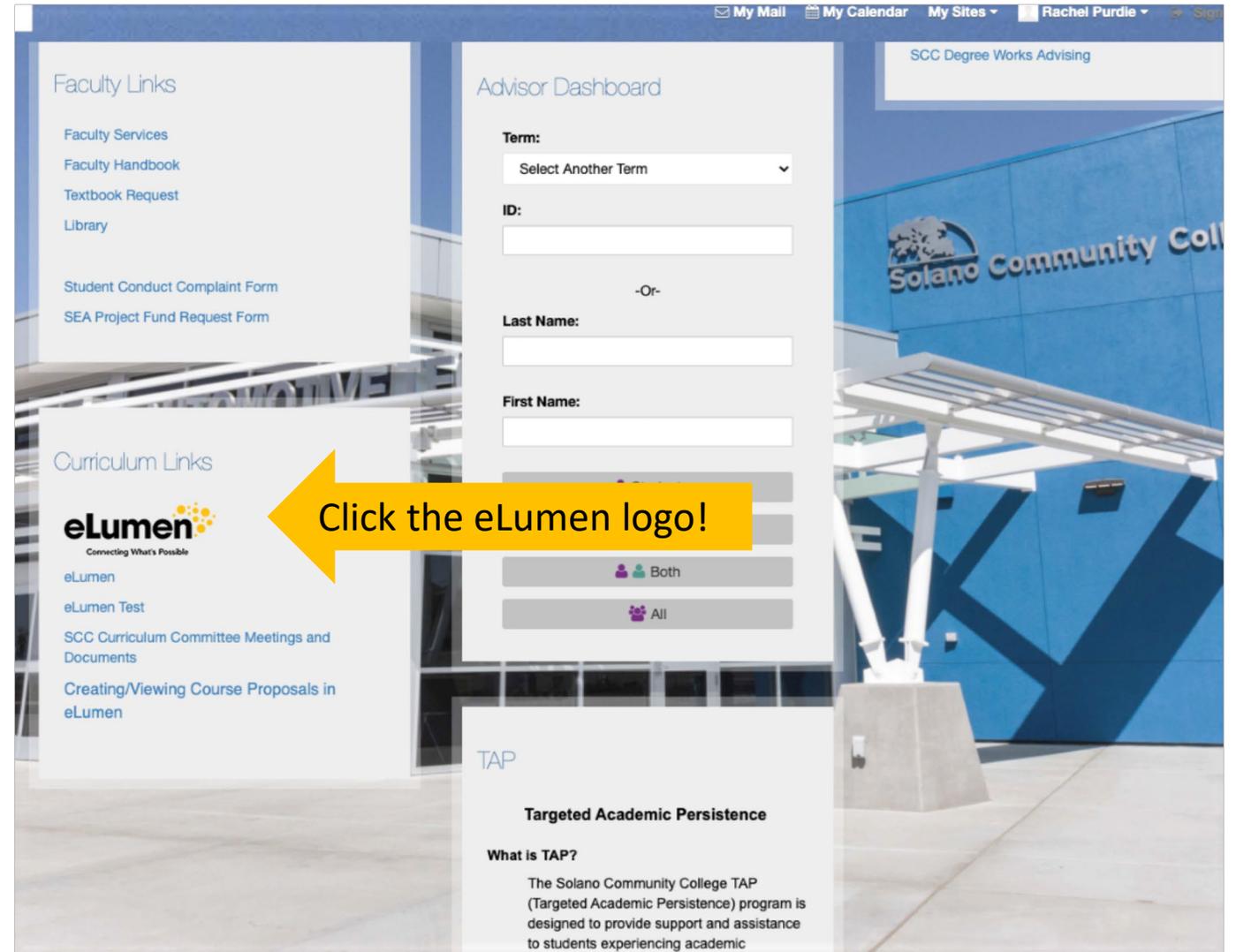
# So...How Do I Complete Program Review in eLumen?

Quick Start Guide, Fall 2021

Academic Program Review Committee

# Accessing eLumen from MySolano

- From [MySolano](#), click on the “Faculty” tab in the left-hand navigation menu
- Scroll down the page until you see the eLumen logo under “Curriculum Links” (pictured at right)
- Click the eLumen logo OR the link directly below it. Make sure you are in the Production Site and NOT the test site!



The screenshot shows the MySolano website interface. At the top right, there are navigation links for 'My Mail', 'My Calendar', 'My Sites', and the user name 'Rachel Purdie'. Below this, there are two main content areas. The left area is titled 'Faculty Links' and contains links for 'Faculty Services', 'Faculty Handbook', 'Textbook Request', 'Library', 'Student Conduct Complaint Form', and 'SEA Project Fund Request Form'. The right area is titled 'Advisor Dashboard' and contains a 'Term:' dropdown menu with 'Select Another Term', an 'ID:' input field, a '-Or-' separator, 'Last Name:' and 'First Name:' input fields, and two buttons labeled 'Both' and 'All'. Below these, there is a 'Curriculum Links' section with the 'eLumen' logo (tagline: 'Connecting What's Possible') and a link 'eLumen'. A yellow arrow points to the 'eLumen' logo and the 'eLumen' link. Below the 'eLumen' link, there are links for 'eLumen Test', 'SCC Curriculum Committee Meetings and Documents', and 'Creating/Viewing Course Proposals in eLumen'. At the bottom, there is a 'TAP' section titled 'Targeted Academic Persistence' with the text: 'What is TAP? The Solano Community College TAP (Targeted Academic Persistence) program is designed to provide support and assistance to students experiencing academic'.



Rachel Purdie as

Faculty



in History



Inbox



Account Settings



Support



Log Out



Courses

Fall 2021



SLOs & Assessments



Curriculum



Results Explorer



Strategic Planning



## 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.

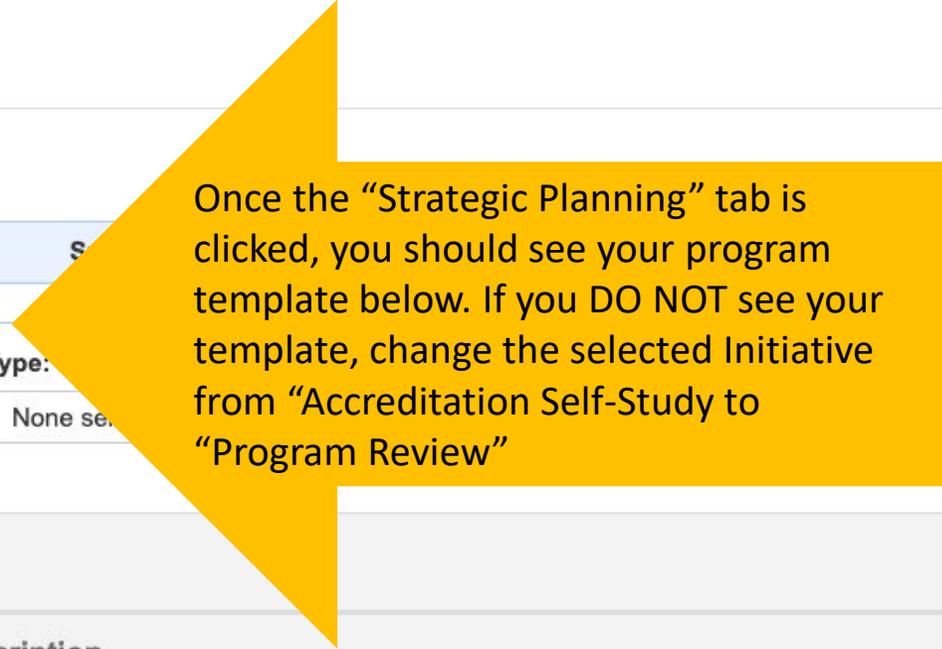


## Initiatives

Accreditation Self-Study

- Accreditation Self-Study
- General
- Program Review
- Self-reflection

History



<input type="checkbox"/>	Name	Description
<input type="checkbox"/>	Abridged 2-yr 2021 (History)	This is the template for CTE programs.

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)....

<input type="checkbox"/>	<a href="#">Add Cycle</a>	
	<b>Name</b>	<b>Description</b>
<input type="checkbox"/>	<a href="#">DANCE Program Review, 2021</a>	DANCE Program Review, 6-yr template

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



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.



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).

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



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.

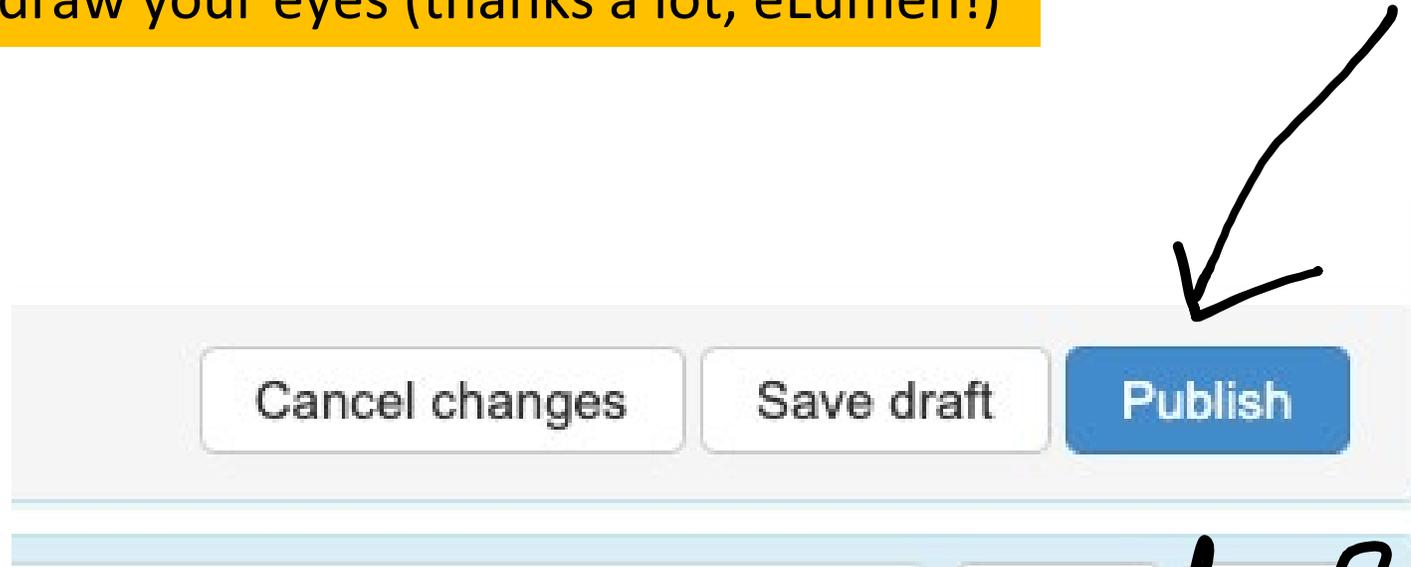
In the student survey, students were asked to identify why they were taking Program courses. Please summarize and briefly discuss the results.

**B I U**  $x_2$   $x^2$   $I_x$  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!

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



*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  $x_2$   $x^2$   $I_x$                 Size ▾   

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

Cancel changes

Save draft

Pub





## IMPORTANT!

- 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!

