

# Program Review Assessment Reports: Instructions for Review

Assessment Committee, 2021-2022

## Instructions

1. To begin your review, please go to eLumen and toggle to the Faculty role in the drop-down menu at the top of the screen. After doing so, click on the “Strategic Planning” tab. Then, open the drop-down menu under “Organization” and select the program whose Program Review you will be looking at, as seen below.

The screenshot displays the eLumen web application interface. At the top, the eLumen logo is visible. Below it, the user profile for Faith Bradham is shown with the role 'Faculty' selected in a dropdown menu. The 'Library Science' department is also selected. Navigation icons for 'Inbox', 'Account Settings', 'Support', and 'Log Out' are present. A secondary navigation bar includes 'Courses' (set to Fall 2021), 'SLOs & Assessments', 'Curriculum', 'Results Explorer', and 'Strategic Planning', which is highlighted with a red arrow. Below this, there are tabs for 'Initiatives' and 'Accreditation Self-Study'. A timeline shows terms from Fall 2021 to Spring 2020, with 'Fall 2021' selected. A message states 'No Parent Cycles found'. The 'Organization' dropdown menu is open, showing a list of programs with checkboxes. A red arrow points to the '2021-2022 Hybrid Annual Update Library Science' option. The 'Type' and 'Included in this term' dropdowns are set to 'None selected'. A 'Description' section is partially visible, containing text about program review for instructional and non-instructional areas.

2. Once you've selected the program you want to review, you will see the Program Review for that program pop up, as seen in the screenshot below. Click on the Program Review.

eLumen

Faith Bradham as Faculty in Library Science

Inbox Account Settings Support Log Out

Courses Fall 2021 SLOs & Assessments Curriculum Results Explorer Strategic Planning

Initiatives

Accreditation Self-Study

Fall 2021 Summer 2021 Spring 2021 Fall 2020 Summer 2020 Spring 2020

No Parent Cycles found

Organization: History Type: None selected Included in this term: None selected

Name	Description
<input type="checkbox"/> 2021-2022 Instructional Annual Update History	

- When you open the Program Review, you will see a drop-down menu at the top that will allow you to toggle directly to the Assessment Report Parts 1 and 2 (as seen in the image below). Click on Part 1 to begin your review. Please take notes on each section of the Assessment Report in the Assessment Report Feedback Form, using the Program Review Assessment Report Guidelines for Feedback for help.

Untitled Region Unsaved Sections

Untitled

- Program Review Feedback Instructional 2021-22 Unsaved
- Mission and Alignment 2021-22
- Degrees and Certificates-Instructional 2021-22
- Program Goals 2021-22
- Enrollment Management Trend Data
- Instructional Program Analysis 2021-22
- Assessment Report (Part 1 Assessment Table) 2021-22
- Assessment Report (Part 2 Responses) 2021-22
- Current & Future Trends, Program Planning, Conclusion and Recommendations 2021-22

No versions created yet for this region

Review

No versions created yet for this section

Enrollment Management	Program Reflection	Assessment	Program Mapper	Technology Assess

Cancel changes Save draft Publish

- If you are the first member of your team to look at this Program Review Assessment Report, pause here and send your notes to your team-member. Your teammate should also look at the Program Review Assessment Report and make their notes. Once you have both looked at the Assessment Report, please make sure (via email, Zoom, or however works best) that your feedback aligns with each other so that there is one cohesive set of feedback you will leave for this Assessment Report.
- When your team has aligned their feedback to create one cohesive set of feedback for the Assessment Report, head back to the top of the Program Review. There you will see a section for Program Review Feedback with a slider at the bottom. Slide the Feedback area over until you see the box for Assessment (as seen in the image below). This is where you will copy and paste the feedback your team has written for this Assessment Report. When you have pasted your notes into the box, hit "Save as Draft."  
*Note: Do NOT hit publish! That is for the Program Review Committee to do. Assessment Committee should only save draft.*

## 2021-2022 Instructional Annual Update History

Program Review

Download:



Strategic Initiative Report

Cycle Announcement

Cycle Announcement is not defined

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Untitled Region Not Reviewed No versions created yet for this region ▾ 👤

Not Reviewed Review

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Program Review Feedback Instructional 2021-22 Unsaved No versions created yet for this section ▾ 💬 0 👤

Instructions  
The Program Review committee members will provide feedback to you here.

Enrollment Management	Program Reflection	Assessment	Program Mapper	Technology Assess
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Mission and Alignment 2021-22 Version: 10/01/2021 09:00 (Latest) ▾ 💬 0 👤