### Purpose of Program Review

Program Review is conducted every year by instructional, service, and administrative programs as part of the ACCJC Accreditation Standards. Program Review is about more than compliance. The program review is designated to document the state of a program and promote continuous improvement through self-reflection. Program reviews help the college determine how programs and services align with the college mission and vision and how well they meet current and projected needs of students. The purpose of this process is to ensure that meaningful data on achievement is regularly collected, analyzed, and reflected on for the improvement of teaching and learning.

* Allows programs and departments to reflect on their mission, goals, outcomes, and needs
* Contains data elements as well as narrative portions, which assist in contextualizing the data, developing the budget, and prioritizing resource allocation
* Essential component of institutional effectiveness, as the goals, objectives and needs inform strategic planning for the college and district
* Highlights areas of success and innovation that may be scaled up or adapted for other programs
* Helps the program and college identify and address concerns and difficulties
* Encourages systematic collection, review and discussion of student learning assessments and effectiveness measures

#### Accessing eLumen

Access eLumen through [the YCCD Single Sign-On portal](https://login.yccd.edu/sso/default.aspx); this is YC’s system for storing curriculum, SLO assessment data, and program review. If you are unable to sign on or have forgotten your password, email helpdesk@yccd.edu for access.

To get to an assigned program review, first make sure you have selected the correct **role** and **discipline**:

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#### User Roles

**Faculty:** In eLumen, this is the basic role for all employees, whether you are an administrator, classified professional, or FT or PT faculty member.

* + Instructional faculty are given access to specific disciplines for which they can create/revise/deactivate curriculum, enter SLO assessments, and complete program review (including submitting requests).
	+ Other employees are not assigned disciplines, but may be assigned contexts, such as financial aid or library services, for which they can assess outcomes and complete program review.

**Department Coordinator:** This role is given to all full-time faculty (and part-time faculty who have been

 asked by their dean to complete Program Review) in the disciplines for which they have oversight or

responsibility. The term "coordinator" is eLumen's label and *does not* relate to a contractual coordinator position. It allows the user to complete specific tasks related to Program review:

* + Create or edit the Program Mission, Goals, and Objectives
	+ View aggregated SLO information for their disciplines
	+ Link sections of Program Review to program and institutional goals and objectives
	+ Add additional contributors to program review

If you are the person with primary responsibility to complete Program Review for your program or department, choose the Department Coordinator role. If you are contributing to the program review as one member of a larger department, choose the Faculty role.

#### Navigating eLumen – Finding an Assigned Program Review

Once you have received notification that a program review has been assigned, and you’ve logged in to eLumen and chosen the correct role and discipline (see above), go to the Strategic Planning tab, then to Initiatives, and you will see any program review(s) assigned to you. Simply click on the name of the initiative to open it.

For Department Coordinators, the Strategic Planning tab is on the left, and you must select Initiatives to view the list.

In the Faculty role, the Strategic Planning tab appears on the right, and then defaults to the Initiatives list without any additional clicks:

