Accessing your Improvement Plan in eLumen

1) Ensure the correct **role** (Department Coordinator) and **organization** (Your Department) are selected—be sure to select the bolded Department heading, not an individual program sub-heading.
2) Within the **Strategic Planning** menu, select the **Initiatives** tab.
3) Your department's past Annual Improvement Plans will be listed at the bottom of the page, along with the one for the current year. Click on the blue hyperlinked title to open it. You are encouraged to review your past plans in preparation for compiling this year's, especially as you will likely want to address the results of the action steps planned and implemented over the past year.
4) All Department Chairs & Coordinators should already have edit access to their respective Improvement Plans. Should you wish to **add additional Collaborators** (other users who can edit and save sections of your Improvement Plan), follow these steps:
   a. Click the blue "To Design Mode" button at the top right.
   b. Click the "Manage SI Collaborators" button that appears.
   c. On the right-hand side, you can search for users by role and name.
   d. First, select the appropriate role (e.g. Department Coordinator for yourself; Faculty for other instructors, both full-time and part-time, within your department).
   e. You can navigate through the pages using the numbers and arrows at the bottom of the list, or you can search for a user by typing their name in the search box at the top of the list.
   f. Click on a name to add them to the list of assigned collaborators on the left-hand side of the screen. To remove a collaborator, simply click on their name in the left column to return it to the right.
   g. Click the "Save" button, then return "To Active Mode" to begin editing your Improvement Plan.

Completing Section 1: Activities and Participation

Follow the instructions included at the top of Section 1. There are two text entry fields to be completed in this section. To assist you in completing them, click the **blue folder icon** at the top right of Section 1 to download your Course Statistics Report and Participation Report for 2019.

1) Assessment Activities: Review the **Course Statistics Report** for a complete listing of all assessments conducted within your department, listed by course, semester, and rubric. This report also includes total scores collected at each mastery level, allowing you to determine total sample sizes.
2) Participation: Review the **Participation Report** for an overview of all planned and completed assessments listed by instructor and semester.
   a. Note that blank cells indicate that the instructor was not assigned any classes and therefore they were not expected to complete any assessments that semester. By contrast, a 0 indicates that the instructor was assigned classes but no assessments were planned and/or completed.

b. View the second tab in the spreadsheet for a detailed listing of all individual classes offered throughout the calendar year and the number of planned and completed assessments for each section, as well as the instructor, enrollment, number of students scored, and total scores collected.

Completing Section 2: Performance Rates

Follow the instructions included at the top of Section 2. There are 3 tables to be reviewed in this section, one for each level of learning outcomes. All performance data has already been filled in and formatted for you—***do not click the "Generate Data" button*** to avoid losing this information! To revert any accidental changes, click the "Cancel changes" button at the bottom of the table.

1) ISLO & PSLO Performance: All Institution- and Program-level Student Learning Outcomes are listed in the first two tables. Blank cells indicate that no data was collected on the corresponding ISLO or PSLO.
2) CSLO Performance: Only those Course-level Student Learning Outcomes that were directly assessed are listed in the table.
3) You are only responsible for completing the final column of these tables with "Comments/Clarifications" *as appropriate*, meaning some rows may be left blank if there are no comments or clarifications to be made. Here are some examples of reasons why comments or clarifications might be needed:
   a. Especially high or low performance rates
   b. Notable improvements or changes from last year
   c. Issues to be addressed in the coming year (e.g. explanations of why any SLOs that were not assessed should be moving forward)
   d. SLOs you wish to assess differently, etc.
4) If something doesn't look right/the numbers aren't what you expected:
   a. Check that your outcome maps are complete, especially for any Course- or Program-level SLOs you assessed directly but do not seem to be represented in the data at higher levels
   b. Some CSLOs and/or past rubrics may now be inactive; contact Liz if you suspect this is the case and some of your data is not getting represented in the performance results
   c. Refer to the Course Statistics report from Section 1 to determine if sample sizes may not have been sufficient
   d. Consider whether norming (or calibration) is needed to train your faculty and instructors on how to apply rubrics accurately and score consistently

Completing Section 3: Action Plan

Follow the instructions included at the top of Section 3. While a text entry field is included, a narrative summary is *not required*—focus primarily on completing the table below to list concrete action steps and specify goals, timelines, and participants for each. You may also want to reflect on the results of your previous year's action plan here.

DON'T FORGET TO CLICK "SAVE AS DRAFT" AFTER MAKING ANY CHANGES! ☺