Overview of eLumen for Department & Course Coordinators

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What's Covered Today

Learn more about the role of coordinators in

❖ Assessment outcomes planning & scheduling

❖ Action plans

❖ Reporting in eLumen

Plan Report / Revise

Implement Assess

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Some eLumen Terminology

Roles of Faculty *in eLumen*

- Division Coordinator – Your SLO Division Representative on the SLOA Committee

- Program Coordinator – a department coordinator

- Course Coordinator – course lead or course liaison

- Faculty/Evaluator – Faculty is typically the faculty of record for a course section. An evaluator is some assigned to input data for a faculty member with their approval.

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Quick Review

- SLOs are broad statements about what students will think, know, feel or be able to do as a result of an educational experience.

- SAOs are statements about either what students (or campus folk) will experience, receive, experience or learn as a result what the unit provides as a service.

- SLOs and SAOs are assessed regularly in a three year cycle – and both can reside in eLumen

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Why Outcomes Assessment?

- To improve student learning!

- Provide evidence that learning occurred

- Institutional and program-level and course-level outcomes are clear both externally and internally – to the public and all campus constituents

- Program use outcomes assessment to make informed decisions during the integrated planning and budgeting process

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Let's not forget outcomes assessment is two-fold...

It is first and foremost used for improvement of your courses and programs! It should aid you with planning. Example: the SLO section in Program Review.

Outcomes assessment and improvement planning of courses, programs, and the institution is required by external agencies for accreditation of the college.

We need a *plan* to improve student learning and meet accreditation requirements … and a schedule helps!

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ACCJC Standards
subsections where eLumen can help

Standard I

I.B.1 The institution demonstrates a sustained, substantive and collegial dialog about student outcomes, student equity, academic quality, institutional effectiveness, and continuous improvement of student learning and achievement.

I.B.2 The institution defines and assesses student learning outcomes for all instructional programs and student and learning support services.

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How does eLumen help?

Collegial dialog + continuous improvement
is an improvement plan

An improvement plan in eLumen is an "action plan"

Coordinators are involved in either the writing or the distribution of an action plan.

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Standard II

II.A.3 The institution identifies and regularly assesses learning outcomes for courses, programs, certificates and degrees using established institutional procedures...

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Coordinator Focus

- Section 4 of Program Review reports on PSLO progress and improvements. Dialogue already occurs and is continuing (right?)

- ISLOs are aggregated and is a campus-wide effort

✔ However, courses must be aligned (mapped) to PSLOs and CSLOs

✔ Need for course and program action plans

✔ Keep faculty on track for meaningful discussions about outcomes assessment

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Does your department have a schedule/plan?

❖ Is there a schedule established for when each and every CSLO is assessed?

❖ Are there improvement plans (i.e. action plans) in place based on CSLO assessment? When are they discussed in a multi-section course? Documented discussions?

❖ Is there dialog in your department about your improvement plans based on course assessment? Can you document the dates?

❖ Is there dialog at the division level about scheduling assessments or improvement plans? Is it an agenda item?

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How do coordinators help?

- Get the course faculty together and review CSLO assessment results.

- Discuss the intended and actual outcomes of the CSLO and any changes needed to implement and improve the success of your students.

- Reach consensus about the the needs for improvement that result in measurable actions. Create an Action Plan in eLumen to document what actions will be taken, how it will be measured, the timeline, and who is involved. Include any supporting documents if appropriate.

- Consider and develop outcomes assessments that will further address the efficacy of the action/improvement plan.

- Collect data and analyze your results.

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Do I Need to Input Past Data?

Not necessarily …

• If a copy of the SLO form resides somewhere for outcomes assessments before Fall 2014, it does not need to be in eLumen.

• If you don't have any evidence of past outcomes assessments, assess within the next year. *Now is the time to set a baseline.*

• If you have not assessed in the past three years, assess within the next year in eLumen.

Our goal is to have all courses assessed in eLumen at least once by the end of Fall 2016.

Now what do I really mean by that?

Accreditation writing due and site visit in Fall 2017. A three year assessment cycle would extend from Fall 2014 to Fall 2017

eLumen is available from Fall 2014

Let's take a look at eLumen

Do I use the Test or Prod Link?

- There are two links: Test and Prod

- The test site is a practice site. You can try out different types of assessment modes here. If you create a rubric and score it, it cannot be deleted. Always try out what you are doing on the test site first.
- Prod is the production site. This will contain your official assessment records that the college will use to aggregate data.

- Don't use the production site until you have had some practice on the test site first!

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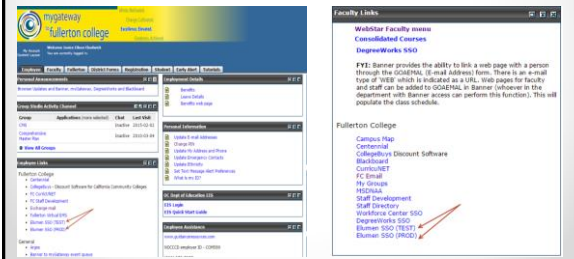There are four tabs in eLumen and we'll look at them shortly:

❖ Strategic Planning – contains action plans & a distribution calendar

❖ SLOs and Assessments – curriculum mapping

❖ Courses & Org – list of who is coordinating what

❖ Results – run reports

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How do I Log on eLumen?

- To access eLumen, log on to MyGateway.

- There are Single Sign On (SSO) links on the Employee Tab (to the left and scroll down) and on the Faculty Tab (below WebStar access)

Next Steps

What's the next level of thinking needed about SLOs and their use on this campus?

-Plans for assessment?

-Schedules for assessment?

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How do I get trained?

-Talk with your SLOA Division representative about training or go to a training session

-or bring in questions and/or any data during a drop-in session and I will help you

Let me know when you will drop-in

Let's make an appointment!

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Questions?

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