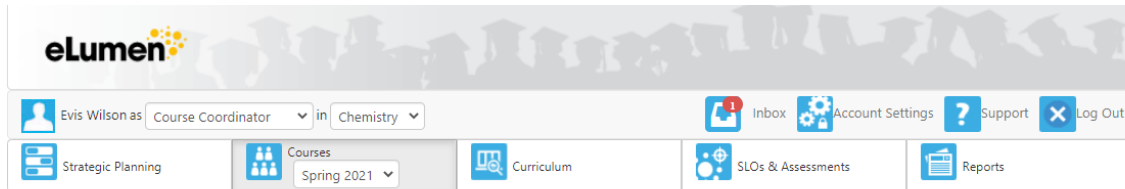


How to Record Assessment Loop Closing Discussions In eLumen by finding and completing an Action Plan

In the course coordinator role, the eLumen Inbox will have an indicator when there are workflows, Action Plans, or Requests for Information (RFIs) to respond to. RFIs are not used at COC.

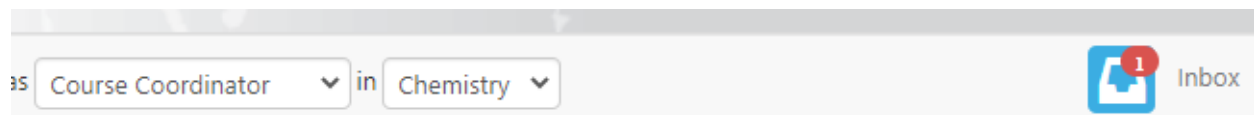


CHEM202 - General Chemistry II
Active between 8/2016 and 8/2021
Course Coordinator(s): Patricia Foley, Gretchen Stanton, Evis Wilson,

| | Section ID | Title | Term | Attribute | Evaluators | Campus |
|--------------------------|------------|-------|-------------|-------------------------|----------------|--------|
| <input type="checkbox"/> | 54206 | 54206 | Spring 2021 | No attributes assigned. | Heidi McMahon | OLCLV |
| <input type="checkbox"/> | 54207 | 54207 | Spring 2021 | No attributes assigned. | Rebecca Eikey | OLCLV |
| <input type="checkbox"/> | 54208 | 54208 | Spring 2021 | No attributes assigned. | Patricia Foley | OLCLV |
| <input type="checkbox"/> | 54210 | 54210 | Spring 2021 | No attributes assigned. | Gautam Dhar | OLCLV |
| <input type="checkbox"/> | 54381 | 54381 | Spring 2021 | No attributes assigned. | Patricia Foley | OLMIM |
| <input type="checkbox"/> | 54382 | 54382 | Spring 2021 | No attributes assigned. | Isaac Koh | OLMIM |

To access the Action Plan Responses Prompts either click on the Inbox icon or in Courses Tab click on the Action Plans icon.

Inbox option:



Select the Inbox to view the contents. The red number indicates the Action Plan responses needing attention.

Action Plan tile in Courses Tab Option.

Click on the Action Plan tile on the right of the course name and Code.

CHEM202 - General Chemistry II
Active between 8/2016 and 8/2021
Course Coordinator(s): Patricia Foley, Gretchen Stanton, Evis Wilson,

Find the appropriate Action Plan in the list and select Respond.

The screenshot shows the eLumen interface. At the top, the user is logged in as 'Evis Wilson' with the role of 'Course Coordinator' in the 'Art' department. The main navigation bar includes 'Strategic Planning', 'Courses' (set to 'Spring 202'), 'Curriculum', 'SLOs & Assessments', and 'Reports'. Below this, the specific 'Action Plan' is identified as '[ART110] History of Art: Paleolithic to Renaissance'. A table lists the action plan details:

| Action Plan | Description | Term | Status |
|--------------------------------------|-------------|-------------|-----------|
| Assessment Analysis Discussion Items | | Spring 2020 | Responded |

A 'Return' button is located at the bottom right of the table.

There are currently three action prompts for the Action Plan that Committee for Assessing Student Learning recommends.

The screenshot displays a form titled 'Assessment Analysis Discussion Items'. It contains three numbered prompts, each with a text area for a response and an option to add additional SLOs.

1. Describe the involvement of full time and adjunct faculty members (and students, if applicable) at Phase 2 (analysis phase). What did you discern from the discussion with colleagues and students about the assessment results? (Reflection)

Additional SLO + Add SLO

Response

2. As a result of department-wide dialogue concerning analysis of results, please give specific examples of how your department will improve student learning in the next assessment. What do you plan to do? How and when will you implement your plan? Why did you select this particular plan? (Faculty Proposed Actions)

Additional SLO + Add SLO

Response

3. How does this assessment fit into larger department or campus-wide discussions or practices? How does this assessment relate to previous assessments? For example, do you see patterns of student achievement in particular areas? Have you learned something from assessing this course that could help you assess other courses? (Reflection)

Additional SLO + Add SLO

Response