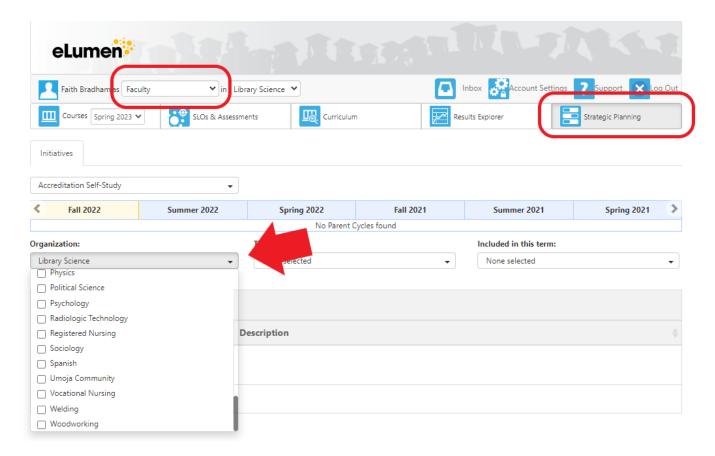
Program Review Assessment Reports: Instructions for Review

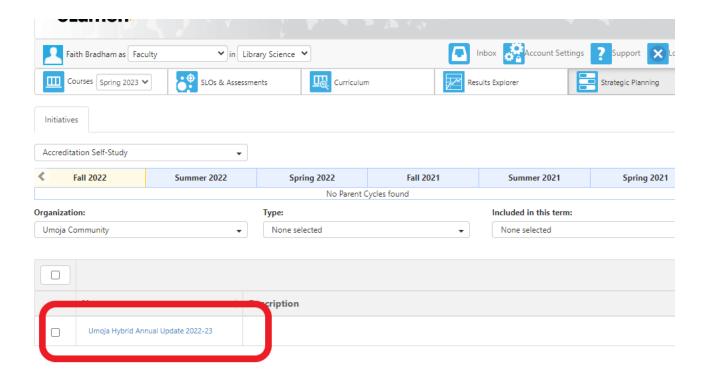
Assessment Committee, 2022-23

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.



2. Once you've selected the program you want to review, you will see the 2022-2023 Program Review for that program pop up, as seen in the screenshot below. Click on the Program Review.

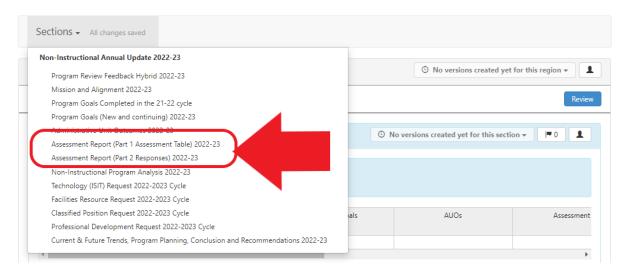


3. When you open the Program Review, you will see a drop-down menu at the top that will allow you to toggle directly to the Assessment Report Parts 1 and 2 (as seen in the image below). Click on Part 1 to begin your review. Please take notes on each section of the Assessment Report in the Assessment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

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Program Review





- 4. 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.
- 5. 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.
 - a. 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.
 - b. 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.

