**PROGRAM REVIEW**



1. **If we don’t upload/attach documentation of faculty dialog about data from the dashboard, are we at risk of not getting resource requests approved?** It is a Senate policy that depts annually document their dialog about data. The providing of documentation of faculty dialog about data is college practice that is here to stay.  The dialog should be about data trends over the last few years regarding areas such as course completion, equity gaps, etc. (see data dashboard) which are specifically asked about in the program review form. You can use the [data dashboard handout](https://www.glendale.edu/home/showpublisheddocument/50747/637660201755134436) or meeting minutes or notes to document your department’s dialog about data.
2. **What type of meeting minutes am I expected to provide if we only have one full-time faculty?** The college wants dialog that includes input from full- and part-time faculty even if gathered through email.  If you are the only faculty member in your department, you can discuss data with the chair of your division. Adjunct faculty can apply for flex by submitting an Individually Planned Activity after consulting with their division chair. Contact the Faculty Development Coordinator regarding Individually Planned Activities.
3. **We have been having discussions and email threads with adjuncts about our department data. We also had some meetings and I took written notes. Is it ok to: 1) take a photo of the written notes from the notebook, 2) copy and paste emails into a document?** Yes, we would definitely appreciate a photo or scan of the written notes and a print out of the email exchanges. Moving forward, you might consider taking official notes every time you meet. Please do not email us a link to a Zoom recording of the meeting. We have to archive PDF files to later provide as accreditation evidence in the required PDF format. A Zoom video file doesn’t conform to the required format.
4. **Should all our PLOs assessed to be fully considered for resource requests?** We just want to know what changes you have made as a result of the PLO assessments you have done. If you have not conducted a program level assessment, just indicate that the dept/division is working with the Learning Outcomes & Assessment Coordinators to identify and establish plans for assessing program learning outcomes.
5. **How do you want me to treat the department goals currently in the PR system?** If you would like to add, delete, or edit any department goals, just contact Daphne. We strongly encourage you to insert at least one action item for each department goal and an indication of its level of progress (i.e. Met goal, In Progress, or No Progress).
6. **How many goals should we have?** There is no definitive number of goals. However, realistically speaking, your goals (and actions) should be obtainable within a three-year cycle.
7. **What’s the difference between Save Draft and Publish?** "Save" allows everyone with PR Collaborator permissions to your department’s program review to see the saved changes. “Publish” additionally allows anyone with other permissions to see the saved changes. Since PR Collaborator is the only permission role used for program review, it doesn’t make a difference if you click Save Draft or Publish. (Clicking Publish just has one extra step which involves selecting “Annual” from a dropdown menu.)
8. **When I click on the link for the online dashboard for my department, it prompts me to “click on your department below” and there are no departments listed—what am I doing wrong?** You'll want to access eLumen in Chrome. At the top of the dashboard, notice there is a box in red that says "Step 1: SELECT YOUR PROGRAM”. Click the down arrow and select your department from the alphabetized list.
9. **I can’t seem to attach files to the evidence of department dialogue section, even in Chrome…    
   it won’t let me drag them or upload by clicking either; any suggestions?** If you have issues attaching documents in eLumen, you can instead send them to Daphne Dionisio or Stacy Jazan so they can attach them for you.

1. **If I need “security of our doors”, can I submit a resource request?** This seems to be a matter most appropriately addressed at the institution level. Contact the chair of the Administrative Affairs Committee or Campus Development Committee.
2. **We see a need for more mental health services, resource and awareness of those resources at the institution level. Our students often falter and struggle due to serious mental health issues. How might we find a way to formally include this in program review?** If you would like to address this within your department, you can submit a resource request. If this is to be addressed at the institution-level, it would be most appropriate to initiate discussion with the Student Affairs Committee.
3. **We were just asked to change the verbiage/wording on our SLOs and PLOs from our division chair. Please let me know how that fits into this process.** Program Review asks if any changes were made as a result of program learning outcomes assessments. If the impetus for changing LO verbiage was the direct result of assessment findings, you can include that. Usually however, we’d expect to see changes such as course design, curriculum, instructional methods, assignments, exams, or other course assessments, scheduling, consultation with industry employers, etc.
4. **Are only the 3yr full reviews “archived”?** Each year, each department’s program review form “shell” in eLumen is exported to a PDF and archived at the Program Review page in SharePoint. The contents of the shell (whether Full Review, Update, or no update) are determined by the department.
5. **I can access my 2016 full program review BUT only as a guest… my present login doesn’t work. Can you help me get access to it?**  The current online system for Program Review is eLumen. However, Guest is the correct username for old reports in the old FileMakerPro system.[DELETE]
6. **I’m trying to download my 2016 program review to read the entire narratives… but can’t access it. HELP!**If you have technical difficulties regarding program review, contact Daphne Dionisio. .[DELETE]