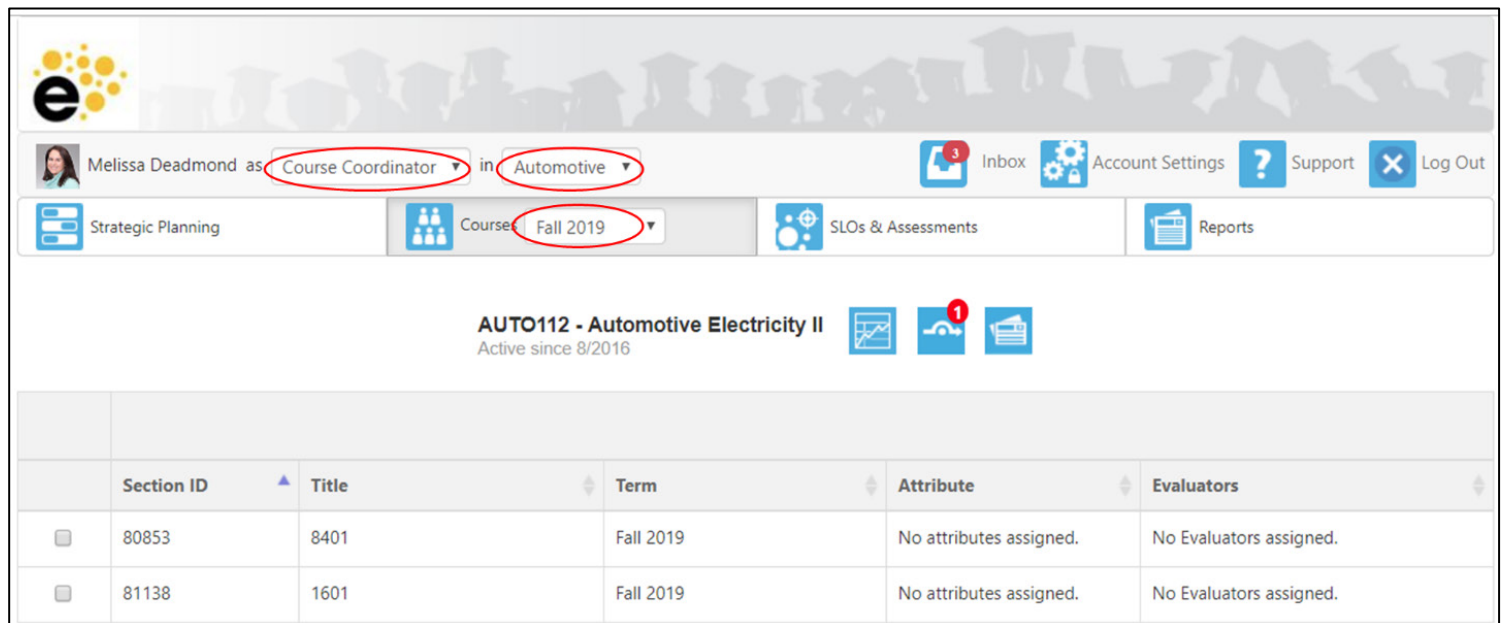


## COMPLETING OR REVIWING ACTION PLANS

### Completing An Action Plan As A Course Coordinator (Lead Faculty)

After faculty have completed 1 or more Scorecards to record student learning outcomes assessment data for each course section, a lead faculty member who has been given the Course Coordinator role in eLumen will complete an Action Plan. The Action Plan is essentially the course assessment report (CAR) and general education assessment report (GEAR). Its purpose is to capture your department's analysis and discussion of SLO assessment data and your proposed changes to curriculum, pedagogy, and/or support services to try and improve student learning. It can also document proposed modifications to assessment tools, rubrics, and the learning outcomes themselves, when needed. The Action Plan combines and streamlines previously separate CARs and GEARs into a single document because eLumen allows you to select and report on both course and institutional general education student learning outcomes (CSLOs and GELOs/ISLOs) as they apply.

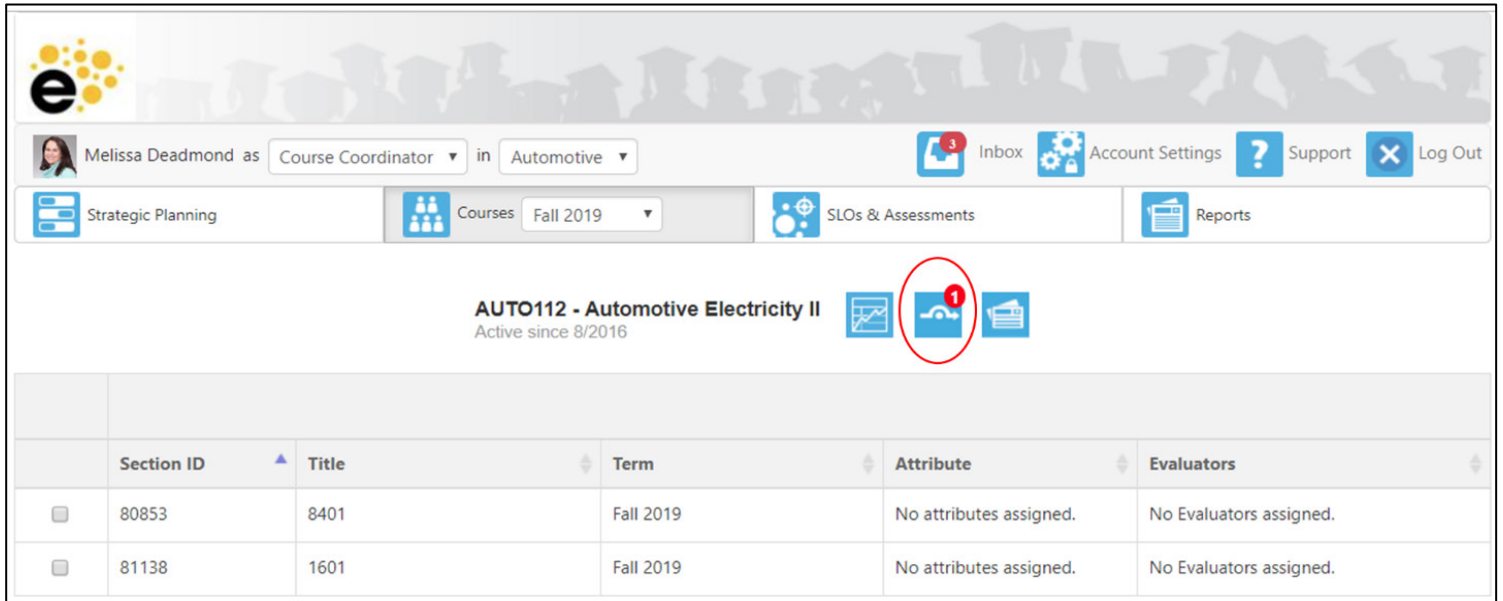
1. [Login to eLumen](#) with your TMCC username and password. Use Chrome or Firefox as your browser. In order to complete the Action Plan, you will need the Course Coordinator role in eLumen. If you do not have this role, please contact Donna Clifford at [dclifford@tmcc.edu](mailto:dclifford@tmcc.edu) in the Assessment and Planning Office.
2. Select "Course Coordinator" next to your name and the discipline you are in. Then select the term that faculty collected assessment data/completed Scorecards. This is the term you indicated on your 5-year course assessment schedule and the term prior to when your Action Plan is due. You should see all the courses along with their sections for which you serve as the Course Coordinator.



The screenshot shows the eLumen interface for a Course Coordinator. The user is logged in as Melissa Deadmond. The role is set to "Course Coordinator" and the discipline is "Automotive". The term is set to "Fall 2019". The course is "AUTO112 - Automotive Electricity II", which has been active since 8/2016. Below the course information, there is a table listing the course sections.

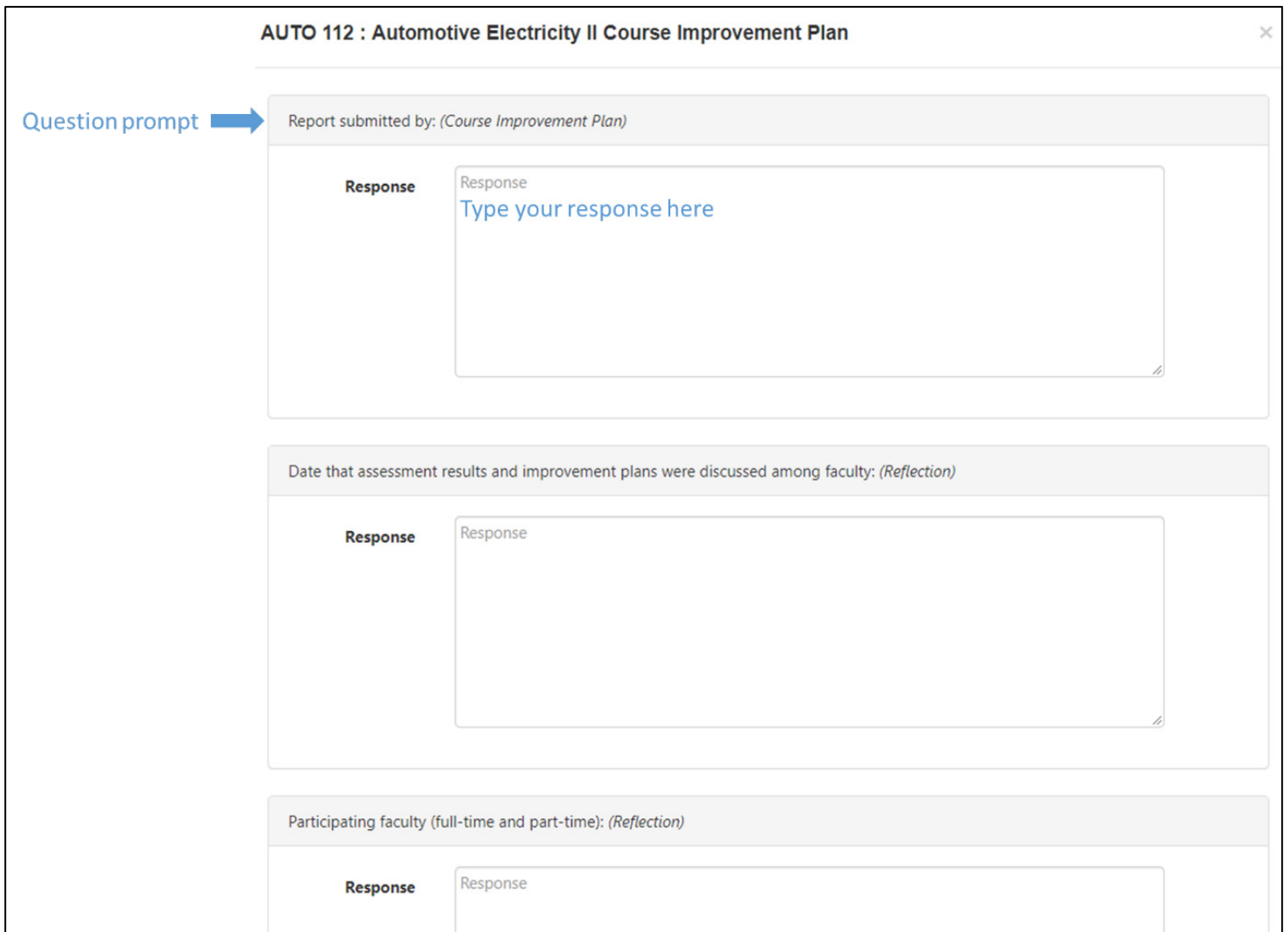
Section ID	Title	Term	Attribute	Evaluators
80853	8401	Fall 2019	No attributes assigned.	No Evaluators assigned.
81138	1601	Fall 2019	No attributes assigned.	No Evaluators assigned.

3. Click on the Action Plan icon, which is the curved arrow over the circle. This will take you to the Action Plan questions, to which you can then respond.



	Section ID	Title	Term	Attribute	Evaluators
<input type="checkbox"/>	80853	8401	Fall 2019	No attributes assigned.	No Evaluators assigned.
<input type="checkbox"/>	81138	1601	Fall 2019	No attributes assigned.	No Evaluators assigned.

4. Respond to the question prompt by typing in the response area:



**AUTO 112 : Automotive Electricity II Course Improvement Plan**

Report submitted by: *(Course Improvement Plan)*

**Response** Response  
Type your response here

Date that assessment results and improvement plans were discussed among faculty: *(Reflection)*

**Response** Response

Participating faculty (full-time and part-time): *(Reflection)*

**Response** Response

5. The first three question prompts are straight forward. In the response area, type in the following:
- Report submitted by: Type your name or whoever is submitting this report
  - Date that assessment results and improvement plans were discussed among faculty: Type the date.
  - Participating faculty (full-time and part-time): Type the names of the faculty members who participated in your discussion of the assessment data.
6. The fourth question prompt asks you to select the CSLOs you assessed, and if applicable, the general education GELOs/ISLOs that were assessed. Click on the "+ Add SLO" link.

Indicate which SLOs were assessed by linking to either course (CSLOs) or institutional general education learning outcomes (ISLOs).  
(Course Improvement Plan)

<b>Additional SLO</b>	<a href="#">+ Add SLO</a>
<b>Response</b>	<div style="border: 1px solid #ccc; padding: 10px; min-height: 150px;">Response</div>

7. You will see the CSLOs and ISLOs that are available for you to choose from for a particular course. Click on one or more CSLOs to move it (them) to the Selected SLOs area.

The screenshot shows a window titled "Pick SLOs" with three main sections: "Selected SLOs", "Available CSLOs", and "Available ISLOs".

- Selected SLOs:** Contains one entry: "AUTO112 - Automotive Electricity II" with the description: "1. Students will correctly interpret wiring diagrams and operation of electronic devices, battery, starting, and charging systems."
- Available CSLOs:** Contains two entries:
  - 2. Students will demonstrate mechanical aptitude for testing circuits and components. Students will formulate strategy for repair of component or s...
  - 3. Students will employ appropriate workplace skills, including the application of personal and mechanical safety measures.
- Available ISLOs:** Includes dropdown menus for "SLO Class" (set to "ISLOs") and "SLO Category" (set to "Communication"). Below these are four ISLO entries:
  - 1. (COM GEN ED) Students will examine messages from print, electronic, and/or visual sources. Students will interpret meaning and cr...
  - 2. (COM GEN ED) Students will use effective verbal and written delivery techniques. These include the appropriate use of structure, conte...
  - 3. (COM GEN ED) Students will develop and express a thesis through an appropriate use of evidence/ logic/data.
  - 4. (COM GEN ED) Students will display appropriate listening behaviors. This includes the attention to messages, the clarification of share...

A blue arrow points from the first CSLO in the "Available CSLOs" section to the "Selected SLOs" section. A blue text box next to the arrow states: "CSLO 1 was selected from the available list and moved to the Selected SLOs."

A "Close" button is located at the bottom right of the window.

8. To select a general education ISLO, use the drop-down menu to scroll to the general education competency area that applies to your course: Communication, Critical Thinking, Information Literacy, People & Cultural Awareness, or Quantitative Literacy. If your course is not an approved general education course, you do not have to select any of them.

This screenshot shows the same "Pick SLOs" window as above, but with the "SLO Category" dropdown menu open. The "Communication" option is highlighted with a red oval, indicating it is the selected category.

The "SLO Category" dropdown menu lists the following options:

- Communication (highlighted)
- Critical Thinking
- Information Literacy
- People and Cultural Awareness
- Quantitative Reasoning

The "Available ISLOs" section below the dropdown menu shows the same four ISLO entries as in the previous screenshot.

A "Close" button is located at the bottom right of the window.

9. The remainder of the question prompts can be answered by typing in your responses:

- **ASSESSMENT METHODS:** Briefly describe the methods used to assess student learning outcomes (SLOs). What were your assessment tools/instruments? (e.g. Pre/post-test, certification or licensure exam, assignment(s) scored by a standard rubric). How many course sections were assessed? How were samples of student work selected? (Examples: random sampling or all students across multiple class sections.) (Reflection)
- **ASSESSMENT DATA ANALYSIS:** Analyze the aggregate SLO assessment results. For example, what were the learning gains on a pre/post-test? What percentage of students scored proficient or above on a licensure exam? Analyze by question or content area; or, if you used an assignment with accompanying rubric, analyze the different rubric criteria. In which areas did the students perform well, and in which areas do they need improvement? (Reflection)
- **CLOSING THE LOOP:** After examining and discussing the aggregate SLO assessment results, what modifications to curriculum, pedagogy, student support (e.g. tutoring), and/or faculty support (e.g. professional development) are needed to improve student learning? Do changes need to be made in other areas? What will the expected improvement in student learning be after these modifications are implemented? (Reflection)
- **CLOSING THE LOOP:** Do any changes need to be made to the SLOs themselves to maximize learning? Consider this in the context of aligning with program learning outcomes and/or general education competencies. (Reflection)

10. Continue to "Save Draft" until you are satisfied with your responses because once you "Submit" you will not be able to go back and edit the Action Plan.

11. Once you have completed all prompts and are satisfied with your answers, "Submit" the Action Plan. The Action Plan will then be available for the department chair and dean to review and give feedback.

Once all your responses are completed, please submit your action plan for review. NOTE: CONTINUE TO "SAVE DRAFT" UNTIL ALL RESPONSES ARE FINALIZED. CHANGES CANNOT BE MADE AFTER YOU "SUBMIT." (Reflection)

Response

Response

**Just type "complete" or something simple here.  
eLumen requires a response to all prompts.**

Cancel Save Draft **Submit**

If you have questions or need assistance, please contact the Assessment and Planning Office:

Donna Clifford, [dclifford@tmcc.edu](mailto:dclifford@tmcc.edu), 775-673-7120

Melissa Deadmond, [mdeadmond@tmcc.edu](mailto:mdeadmond@tmcc.edu), 775-337-5649