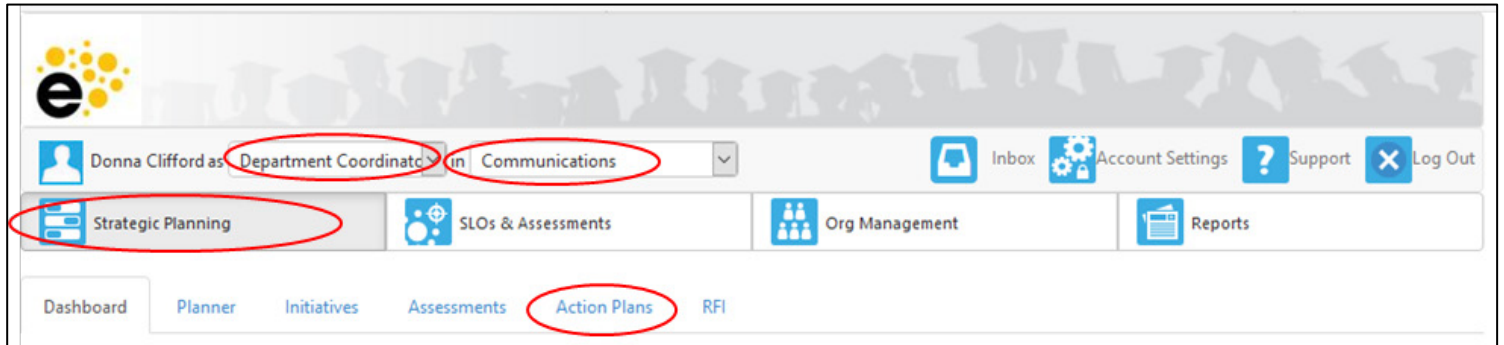


COMPLETING OR REVIEWING ACTION PLANS

Reviewing Action Plans As A Department Coordinator (Department Chair Or Director)

After faculty have completed assessment scorecards for their course sections, and a lead faculty member has completed the course Action Plan (CAR/GEAR), the department chair, director, or coordinator reviews and provides feedback on the Action Plan in the "Department Coordinator" role.

1. [Login to eLumen](#) with your TMCC username and password. Use Chrome or Firefox as your browser.
2. Select the "Department Coordinator" role and appropriate discipline.
3. Click on the "Strategic Planning" and "Action Plans" tabs.



4. After clicking on the "Action Plans" tab the screen below will appear with all of the action plans that have been scheduled. Find the course that you need to review.
5. In the Status column you will see "In Progress," which means the action plan has been completed and is ready for review by the Department Coordinator.
6. Click the check box in the left column to select the action plan you need to review.

The screenshot shows a web application interface for reviewing action plans. At the top, there is a navigation bar with a user profile for Donna Clifford as Department Coordinator in Communications. Below this are several tabs: Strategic Planning, SLOs & Assessments, Org Management, and Reports. The main navigation area includes Dashboard, Planner, Initiatives, Assessments, Action Plans (highlighted with a red circle), and RFI. Below the navigation are filter sections for Organization (Communications), Planned By (Communications), Show (Planned, No Planned), Terms (Fall 2020, ... (31)), and Courses (COM101, ... (6)). The main content area features a table with columns for Action Plan, Description, Status, and Status Summary. A red circle highlights the 'In Progress' status in the 'Status' column of the first row. Another red circle highlights a checkbox in the left column of the same row.

<input type="checkbox"/>	Add Action Plan	Action Plan	Description	Status	Status Summary
<input type="checkbox"/>		COM 101 : Oral Communication Course Improvement Plan	Reporting template for SLOs and/or ISLOs(GEN ED) Please complete your course improvement plan (CIP). This plan is combining the CAR/GEAR forms that we are currently using into one report. The course improvement plan is designed for faculty to respond or reflect to the results of their teaching measures against an official set of approved outcomes and measures for this course. To complete your CIP you can type your responses in EACH box. Click inside the box and begin typing your. responses, findings and/or analyzes. NOTE: Please save your work often by clicking on "Save Draft" at the bottom of the template. This will also allow other faculty members to enter their responses later before you click "Submit".	In Progress	

7. After clicking the check box, the highlighted action plan will turn a greenish gray, and two dark blue tabs will appear. Click on the blue "Summary" tab.

Donna Clifford as Department Coordinator in Communications

Inbox Account Settings Support Log Out

Strategic Planning SLOs & Assessments Org Management Reports

Dashboard Planner Initiatives Assessments Action Plans RFI

Organization: Communications

Show: Planned, No Planned

Courses: COM101, ... (6)

Planned By: Communications

Terms: Fall 2020, ... (31)

Clone Summary Edit Plan Download Resource Requests as CSV

Action Plan	Description	Status	Status Summary
<input checked="" type="checkbox"/> COM 101 : Oral Communication Course Improvement Plan	Reporting template for SLOs and/or ISLOs(GEN ED) Please complete your course improvement plan (CIP). This plan is combining the CAR/GEAR forms that we are currently using into one report. The course improvement plan is designed for faculty to respond or reflect to the results of their teaching measures against an official set of approved outcomes and measures for this course. To complete your CIP you can type your responses in EACH box. Click inside the box and begin typing your. responses, findings and/or analyzes. NOTE: Please save your work often by clicking on "Save Draft" at the bottom of the template. This will also allow other faculty members to enter their responses later before you click "Submit".	In Progress	

8. After clicking on the "Summary tab", the action plan will appear. Click on the "Detail" tab.

COM 101 : Oral Communication Course Improvement Plan

Reporting template for SLOs and/or ISLOs(GEN ED) Please complete your course improvement plan (CIP). This plan is combining the CAR/GEAR forms that we are currently using into one report. The course improvement plan is designed for faculty to respond or reflect to the results of their teaching measures against an official set of approved outcomes and measures for this course. To complete your CIP you can type your responses in EACH box. Click inside the box and begin typing your. responses, findings and/or analyzes. NOTE: Please save your work often by clicking on "Save Draft" at the bottom of the template. This will also allow other faculty members to enter their responses later before you click "Submit".

Status In Progress

Status Summary Status Summary

Update Action Plan Status

Summary **Detail** Budget Management

Completed Actions	Effective Actions
Spring 2019 9	Spring 2019 0 / 9

9. After clicking the Detail tab, the action plan appears with blue headings. This is good. If you see yellow headings instead of blue, the report still needs to be submitted by the Course Coordinator.

[Report](#) [Report](#)

COM 101 : Oral Communication Course Improvement Plan

Reporting template for SLOs and/or ISLOs(GEN ED) Please complete your course improvement plan (CIP). This plan is combining the CAR/GEAR forms that we are currently using into one report. The course improvement plan is designed for faculty to respond or reflect to the results of their teaching measures against an official set of approved outcomes and measures for this course. To complete your CIP you can type your responses in EACH box. Click inside the box and begin typing your responses, findings and/or analyzes. NOTE: Please save your work often by clicking on "Save Draft" at the bottom of the template. This will also allow other faculty members to enter their responses later before you click "Submit".

Status In Progress

Status Summary Status Summary

[Update Action Plan Status](#)

Summary
Detail
Budget Management

Expected Action	Action Type	Organization	Courses/Contexts
All	All	All	All
Term	Completed	Resource Req	
All	<input type="checkbox"/>	<input type="checkbox"/>	Previous 1 Next

Organization:	Course:	Section:	Date:	Term:	Effective:	Respondent:
Communications	COM101 - Oral Communication		11-01-2019	Spring 2019	<input type="checkbox"/>	Eric Bullis

Expected Action: Report submitted by: **Action Type:** Course Improvement Plan

Action Taken: Rick Bullis, PhD

[Linked SLOs](#)

10. Scroll on down the action plan form to review the responses submitted for each of the questions.
11. Once completed, the department coordinator can put comments in the status summary box. Leave the status “In progress,” do not change the status at this time.
12. Click on the “Update Action Plan Status” button. This will save the comments in the status summary box.
13. The Divisional dean will change the status to complete once they have reviewed the report and at that time the dean can make any additional comments.

COM 101 : Oral Communication Course Improvement Plan

Reporting template for SLOs and/or ISLOs(GEN ED) Please complete your course improvement plan (CIP). This plan is combining the CAR/GEAR forms that we are currently using into one report. The course improvement plan is designed for faculty to respond or reflect to the results of their teaching measures against an official set of approved outcomes and measures for this course. To complete your CIP you can type your responses in EACH box. Click inside the box and begin typing your responses, findings and/or analyzes. NOTE: Please save your work often by clicking on "Save Draft" at the bottom of the template. This will also allow other faculty members to enter their responses later before you click "Submit".

Status In Progress

Status Summary Status Summary

Update Action Plan Status

Complete your feedback here and then click the Update Action Plan Status button. Leave the status as In Progress.

Summary Detail Budget Management

Expected Action: All

Action Type: All

Organization: All

Courses/Contexts: All

Term: All

Completed:

Resource Req:

Previous 1 Next

Organization:	Course:	Section:	Date:	Term:	Effective:	Respondent:
Communications	COM101 - Oral Communication		11-01-2019	Spring 2019	<input type="checkbox"/>	Eric Bullis

Expected Action: Report submitted by: **Action Type:** Course Improvement Plan

Action Taken: Rick Bullis, PhD

[Linked SLOs](#)

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

Donna Clifford, dclifford@tmcc.edu, 775-673-7120
 Melissa Deadmond, mdeadmond@tmcc.edu, 775-337-5649