

Completing the Assessment Process: Closing the Loop & Action Plans

Loop closing consists of having a conversation with your department or a meaningful subset of the department and then completing the action plan in eLumen based on that discussion. This last step in the assessment process is crucial. Using assessment data to have meaningful conversations about student learning within your department is essential, and **an assessment is considered incomplete until this final step is complete**. This handout will walk you through the process, but please reach out to Mary Powell if you have any further questions.

Timeline: Loop closing should take place the semester after the assessment is completed.

Step 1: Follow up on Assessment

- First, ensure that all assessments have been completed in eLumen. There are two ways to find out in eLumen which assessment are complete or incomplete depending on your eLumen role:
 - Finding Incomplete Assessments (Coordinator with Planner or Department Coordinator Role):
https://www.canyons.edu/resources/documents/administration/committees/casl/elumen_docs/CheckingtoseewhatfacultyenteredSLOscores.pdf
 - Finding Incomplete Assessment (Coordinator Role):
https://canyonsonline.zoom.us/rec/share/XNoB_W19eYMxrelCTZa43FAnRSnVVad4v4wSCZatCMAoQcO5O8Z9D7V0GE2LkEdl.3heu-0lJv6MVGVDU?startTime=1726697157000
- Follow up with any faculty who have not completed the assessment and ask them to complete it.
 - Share the 2pg handout that provides instructions and screenshots for how to log in to eLumen and complete an assessment with them:
https://www.canyons.edu/resources/documents/administration/committees/casl/elumen_docs/ScoringOutcomesAssessmentsineLumen5824.pdf
- You do not have to have 100% participation to proceed with loop closing (especially when there is large number of sections), but the more participation the better.
- Consider trying for 100% participation especially with courses with only a few sections and only settling for less as needed.

Step 2: Gather Assessment Data

- Once all sections are assessed, begin gathering the data from the assessment.

- Reach out to Evis Wilson who can provide overall assessment results as well as disaggregated assessment results data. There is no need to try to pull the data from eLumen yourself as Evis is happy to do so and format the data reports for you.
- If the action plans have not already been built for your assessment, email Mary Powell to ask her to build them for you in eLumen.

Step 3: Review the Data/Close the Loop

- Review the data reports Evis sends with your department or with a representative subset of your department.
- It may be helpful to have the action plan questions in mind (see below).
- Look at the data for any areas where students are doing poorly or where certain populations of students are not doing as well as the norm; consider strategies for improving student success including any curriculum changes or instructional suggestions.
- This is the department's chance to see how the students are doing and if changes need to be made.

Step 4: Complete eLumen Action Plan

- The coordinator or department chair must then complete the Action Plan. Screenshots for this process are below.
- If you have not requested action plans for the courses you assessed, reach out to Mary Powell or Evis Wilson to add action plans in eLumen for you. Unfortunately, course coordinators cannot currently add their own action plans unless they have planner access. Mary and Evis are happy to do this for you.
- You do not have to follow the action plan prompts exactly; they are merely meant as a guide. But please include at least a few sentences in each of the 3 response boxes. Record any takeaways and action steps from your loop closing discussion.
- If you feel the department does not need to make changes, simply discuss what is working well and how you plan to maintain student success. Adapt your responses to your department's needs and desires.
- Action Plan responses don't have to be extensive, but please record something in each response box. 3-5 sentences is usually enough, but feel free to be more detailed.
- eLumen Action Plans are mandatory as they are the repository for accreditation assessment compliance.
- Without a complete action plan in eLumen, the assessment is not complete.
 - Action Plan Prompts:

- 1. What did you discern from the discussion with colleagues and students (if applicable) about the assessment results?
- 2. As a result of this department-wide dialogue, 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)
- 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)

Accessing and Completing Action Plans in eLumen

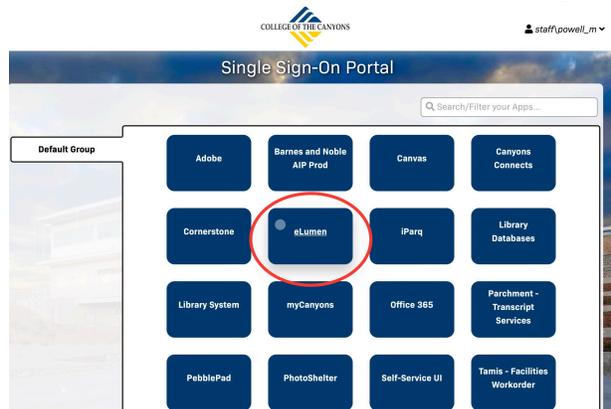
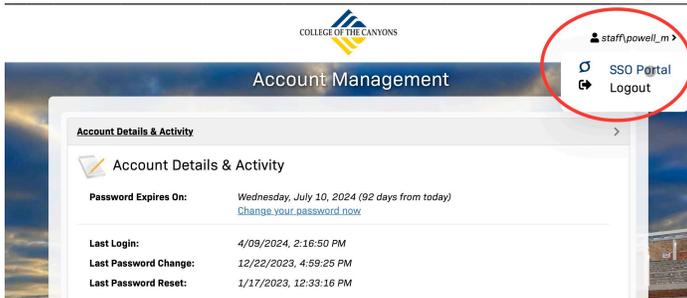
Some Caveats:

- In eLumen, only department chairs can add action plans.
- Course Coordinators: Be sure to request your action plans from Mary Powell or Evis Wilson if necessary. Course coordinators do not currently have access to do so. If you'd like access to building action plans and training in building them, reach out to Mary Powell and Evis Wilson. FLEX credit available for all training. Sometimes coordinators are silently removed from courses when revisions are made, so make sure that you are a coordinator in eLumen for the course before you proceed.
- Department Chairs: Follow the Department Chair specific process for entering action plans. This process also works for coordinators

Completing Action Plans as a Course Coordinator

Step 1: Log in to eLumen

Log into portalguard.canyons.edu & select SSO Portal. Select eLumen in the SSO Portal Page



Step 2: Select your Coordinator Role

The screenshot displays the eLumen user interface. At the top left, the eLumen logo is visible. A red arrow points to a dropdown menu for 'Choose your Coordinator Role.' The text above the dropdown reads: 'Choose your Coordinator Role. This could be either Course Coordinator if you are a C&A Coordinator or Department Coordinator if you are a chair'. The dropdown menu is open, showing the following options: 'Course Coordinator', 'Course Coordinator with Planner', 'Data Steward', '✓ Faculty', and 'SLO'. The 'Faculty' option is selected, indicated by a checkmark. The user's name 'Mary Powell' and role 'Faculty' are shown in the top navigation bar. Other navigation items include 'Inbox', 'Account Settings', 'Support', and 'Log Out'. The main content area is divided into sections: 'Inbox' with 'My Assessments' and 'Workflows 3' tabs, a search bar, and a 'To Do' section with 'No assessments to do.' Below that is a 'Complete' section with two assessment entries for 'ENGL101 - English Composition - 70700' and 'ENGL101 - English Composition - 70701', each with 'View' buttons.

Choose your Coordinator Role.
This could be either Course Coordinator if you are a C&A Coordinator or Department Coordinator if you are a chair

Course Coordinator
Course Coordinator with Planner
Data Steward
✓ Faculty
SLO

My Assessments Workflows 3

To Do
No assessments to do.

Complete

ENGL101 - English Composition - 70700
Assessment name: ENGL101-Writing SLO Assessment
Activity name: ENGL101-Writing SLO Assessment
28 / 28 students scored Fall 2023 View

ENGL101 - English Composition - 70701
Assessment name: ENGL101-Writing SLO Assessment
Activity name: ENGL101-Writing SLO Assessment View

Step 3: Click on the Inbox

Once you choose your Coordinator Role, click on the inbox.

ENGL089 - Essential Reading and Writing Skills
Active since 8/2016
Course Coordinator(s): Mary Powell,

Section ID	Title	Term	Attribute	Evaluators	Campus
No Sections defined.					

ENGL091 - Introduction to College Reading and Writing
Active since 2/2022
Course Coordinator(s): Mary Powell,

Section ID	Title	Term	Attribute	Evaluators	Campus
No Sections defined.					

ENGL094 - Introduction to Technical Reading and Writing
Active since 8/2016
Course Coordinator(s): Mary Powell,

Step 4: Click on the Action Plans Tab

Inbox

My Assessments | Workflows 3 | **Action Plans 15** | RFIs

Search by course code or name, assessment, activity name, sector

To Do < 1 >
No assessments to do.

Complete < 1 >

ENGL101 - English Composition - 70700
Assessment name: ENGL101-Writing SLO Assessment
Activity name: ENGL101-Writing SLO Assessment
28 / 28 students scored | Fall 2023 | Change Role to: Faculty

ENGL101 - English Composition - 70701
Assessment name: ENGL101-Writing SLO Assessment
Change Role to: Faculty

Step 7: Once you've filled in all 3 boxes, scroll down and click "Submit."

The screenshot displays a vertical list of assessment items on the left side of a page. Each item includes the following information: Organization: E, Course: ENGL2, Section: , and Term: Winter 202 or Spring 202. The main content area shows three assessment questions, each with a 'Response' box and an 'Additional SLO + Add SLO' link. The questions are:

- Question 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)"
- Question 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)"

At the bottom of the page, there are three buttons: 'Cancel', 'Save Draft', and 'Submit'. The 'Submit' button is circled in red. A red arrow points from the text "The action plan will disappear from your inbox; you have completed the last step of the assessment. Congratulations!" to the 'Submit' button.

When you have filled in a response for all 3 questions, click submit.

The action plan will disappear from your inbox; you have completed the last step of the assessment. Congratulations!

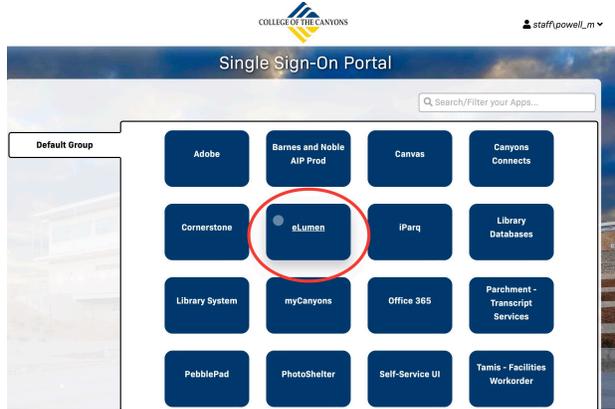
The action plan will be removed from the inbox and your assessment is officially complete! Congrats and thank you so much for your assessment work!!

If you have any issues with this process or any questions at all along the way, please don't hesitate to reach out to Mary Powell for assistance.

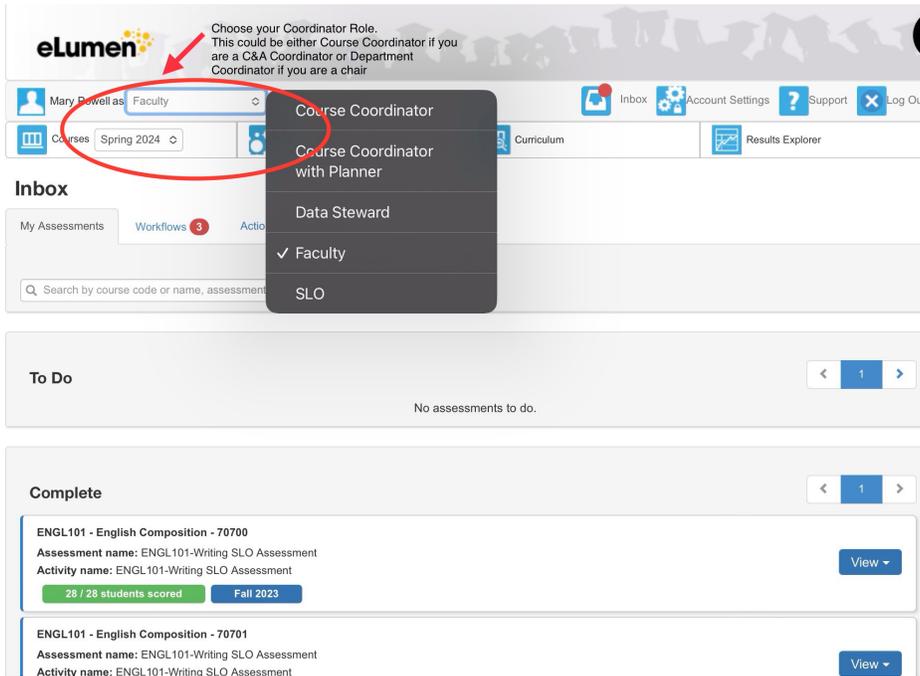
Completing Action Plans as a Department Coordinator (aka Department Chairs)

Step 1: Log in to eLumen

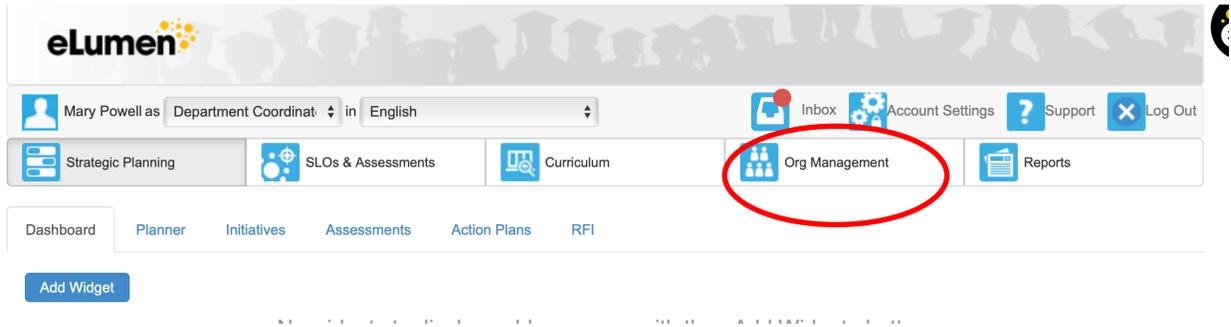
Log into portalguard.canyons.edu & select SSO Portal. Select eLumen in the SSO Portal Page



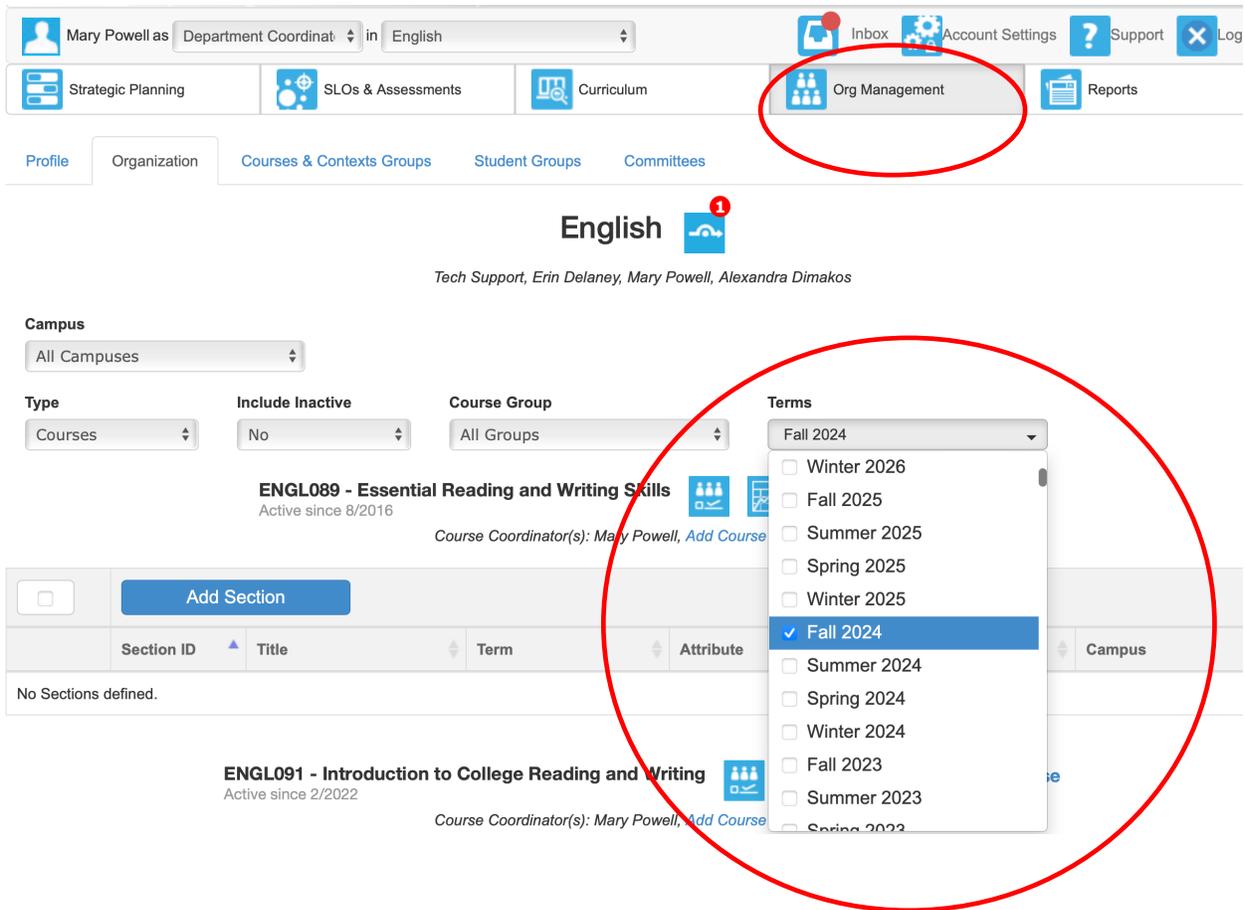
Step 2: Select your Department Coordinator Role



Step 3: Go to the Org Management Tab



Step 4: - Select the Correct Semester (usually the semester the assessment took place)



Step 5: Scroll down or Use the Find Command to Find the Course you want to loop close. Then Click on the “Reports” icon next to or below the course number and name; it should have a red 1 on it if the action plan has been built but is not yet complete.

ENGL104 - Technical Reading and Writing  [Edit Course](#)
 Active since 2/2022
 Course Coordinator(s): Mary Powell, Add Course Coordinator

Section ID	Title	Term	Attribute	Evaluators	Campus
77915	77915	Fall 2024	In-Person	Linda Beauregard-Vasquez	VLC

ENGL105 - Creative Writing  [Edit Course](#)
 Active since 2/2022
 Course Coordinator(s): Mary Powell, Add Course Coordinator

Section ID	Title	Term	Attribute	Evaluators	Campus
77916	77916	Fall 2024	Online	Caitlin Newcomer	OLC

ENGL106 - Creative Writing - Nonfiction  [Edit Course](#)
 Active since 2/2022
 Course Coordinator(s): Mary Powell, Add Course Coordinator

Step 6: Type or Paste your Responses into the Dialogue that appears (scroll down to complete all 3 sections)

Organization: E
 Course: ENGL2
 Section:
 Term: Winter 20

Assessment A

Organization: E
 Course: ENGL2
 Section:
 Term: Spring 20

Assessment A

Organization: E
 Course: ENGL2
 Section:
 Term: Spring 20

Assessment A

Organization: E
 Course: ENGL2
 Section:
 Term: Fall 2023

Assessment A

Organization: E
 Course: ENGL2
 Section:
 Term: Winter 20

Assessment A

Organization: E
 Course: ENGL2
 Section:
 Term: Spring 20

Assessment A

Organization: E
 Course: ENGL2
 Section:
 Term: Spring 20

Assessment A

Organization: E
 Course: ENGL2
 Section:
 Term: Spring 20

Assessment A

Assessment Analysis Discussion Items

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](#)

The Action Plan questions will pop up.

Response

Provide 2-5 sentences in each of the 3 boxes explaining what the department learned from the assessment and any improvements or changes the department is considering.

You don't have to follow the question prompts exactly. This is just a place to record your department's views of the assessment and their plans for the future.

[Respond](#)

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

[Respond](#)

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)

[Respond](#)

Step 7: Once you've filled in all 3 boxes, scroll down and click "Submit."

The screenshot shows a list of assessment questions on the left side of the screen. Each question entry includes the following information: Organization: E, Course: ENGL2, Section:, and Term: [Year]. The questions are numbered 2 and 3. Question 2 asks for specific examples of how the department will improve student learning. Question 3 asks how the assessment fits into larger department or campus-wide discussions. On the right side, there is a 'Respond' button for each question. Below the questions, there is a 'Response' text area for each question. At the bottom of the page, there are three buttons: 'Cancel', 'Save Draft', and 'Submit'. The 'Submit' button is circled in red, and a red arrow points to it from a text box that says 'When you have filled in a response for all 3 questions, click submit. The action plan will disappear from your inbox; you have completed the last step of the assessment. Congratulations!'.

That's it! The action plan is done and your full assessment is officially complete! Congrats and thank you so much for your assessment work!!

If you have any issues with this process or any questions at all along the way, please don't hesitate to reach out to Mary Powell for assistance.