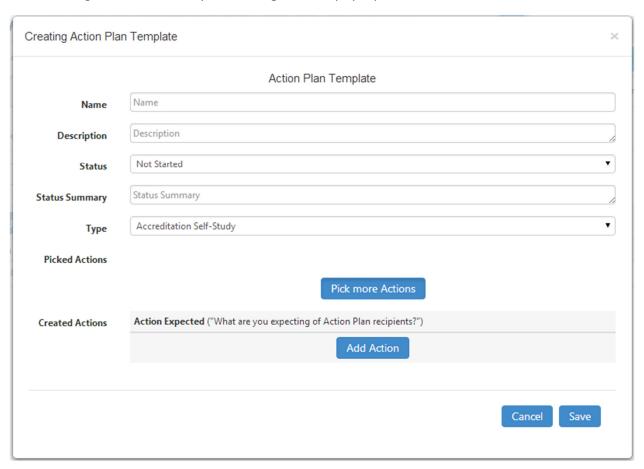# Action Plan

Action Plans allow initiative creators to easily track and distribute improvement *Actions* and receive progress feedback and resource requests from faculty, staff, and administrators.

Setting up Action Plans

To begin an *Action Plan* under the **Strategic Planning** section, open the **Action Plans** tab select **Add Action Plan Template.**

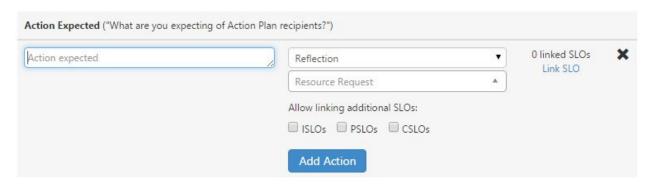The *Creating Action Plan Template* dialog box will pop-up on the screen.

Name and **Description** – This is a name and description of the purpose of the *Action Plan Template*. Like assessments, *Action Plan Templates* can be distributed, redistributed, and edited as needed.

Status and **Status Summary** – These fields track the overall status of the *Action Plan*. The field will be available to the action plan creator in the results dashboard so the creator can track the overall status of the *Action Plan*. Only coordinators including Data Stewards can see the status fields.

Picked Actions – This field allows the creator to incorporate *Actions* from one or more *Strategic Initiatives* and link them to this action plan.

Created Actions – This field allows the creator to add additional actions, which are not included in an *Initiative*.

Actions picked from an Initiative are automatically linked to that initiative's SLOs and the Action Type assigned within the initiative.

Created Actions can be assigned an Action Type and SLOs. The creator can allow faculty to make Resource Requests to each Action customizing the resources available from those provided by the Data Steward and allow Faculty and Coordinators to attach a document using the *Enable attachments* checkbox. To link an SLO to the *Expected Action* text use the **Link SLO** link. To allow respondents to link SLOs to their responses, check the box for **ISLOs, PSLOs,** or **CSLOs.**

Select **Save** to create the Action Plan Template.

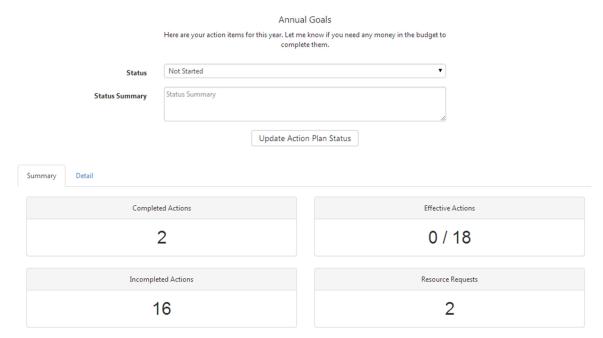Action Plans can be planned from the Action Plan or Planner tabs.

Current College of the Canyons eLumen roles with Planner Tab are Department Coordinator, Course Coordinator with Planner and Data Steward. Committee for Assessment of Student Learning (CASL) has tasked the SLO Coordinator Data Steward to plan action plans for courses, programs, and departments at the request of course or department coordinators.
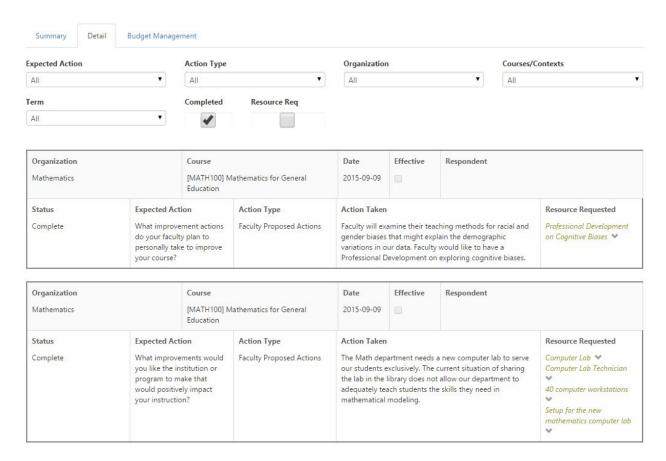
Managing Action Plan Responses

Responses to *Actions* are aggregated on the creator's *Action Plan* management dashboard.

Coordinators can manages Action responses under the **Strategic Planning** section, open the **Action Plans** tab. Use the filters to locate an Action Plan. The Institution and each Division and/or Department can own Action Plans. Institutional Action Plan results will only show responses from the Coordinator's department, program, or course. From the list of Action Plans select one and select **Summary** in the top of the table.

Annual Goals

Here are your action items for this year. Let me know if you need any money in the budget to complete them.

Status	Not Started ▼
Status Summary	Status Summary

Update Action Plan Status

Summary | Detail

Completed Actions	Effective Actions
2	0 / 18

Incompleted Actions	Resource Requests
16	2

The top of the *Action Plan Dashboard* displays the title and description of the *Action Plan* and allows the creator to track the overall **Status** of the *Action Plan* and provide a **Status Summary**. To save changes to the status, select **Update Action Plan Status**

The *Action Plan Dashboard* has three tabs. The first tab summarizes the progress of the *Actions* within the plan. Selecting the **Details** tab allows the creator to manage individual actions and view responses. If the *Action Plan* was distributed to multiple sections, courses, or programs then the *Expected Actions* will be duplicated for each section, course, or program. The creator can filter the list of actions by requirements or status.

Organization	Course		Date	Effective	Respondent
Mathematics	[MATH100] Mathematics for General Education		2015-09-09	☐	

Status	Expected Action	Action Type	Action Taken	Resource Requested
Complete	What improvement actions do your faculty plan to personally take to improve your course?	Faculty Proposed Actions	Faculty will examine their teaching methods for racial and gender biases that might explain the demographic variations in our data. Faculty would like to have a Professional Development on exploring cognitive biases.	*Professional Development on Cognitive Biases* ⌄

Organization	Course		Date	Effective	Respondent
Mathematics	[MATH100] Mathematics for General Education		2015-09-09	☐	

Status	Expected Action	Action Type	Action Taken	Resource Requested
Complete	What improvements would you like the institution or program to make that would positively impact your instruction?	Faculty Proposed Actions	The Math department needs a new computer lab to serve our students exclusively. The current situation of sharing the lab in the library does not allow our department to adequately teach students the skills they need in mathematical modeling.	*Computer Lab* ⌄ *Computer Lab Technician* ⌄ *40 computer workstations* ⌄ *Setup for the new mathematics computer lab* ⌄

Within the **Details** tab, the creator can view the responses and the status of resource requests. In addition, the creator can mark individual actions as **Effective**. This allows the creator to track what A*ctions* worked well within the college or what responses from faculty members were successfully completed.

The third tab is the **Budget Management** where the Coordinator can manage the resource requests sent from respondents and assign them to *Budget Categories.*
 College of the Canyons is currently not utilizing the eLumen Budget Management Module.

	Requester	Resource Requested	Type	Funds	Budget Category	Status
☐ 1.	Mathematics [MATH100] Mathematics for General Education	**Professional Development on Cognitive Biases** $1000;	Budget Request	$1,000.00	--No Budget Category-- ▾	Pending ▾
☐ 2.	Mathematics [MATH100] Mathematics for General Education	**Computer Lab** A computer lab for the mathematics department large enough to hold 40 computers.	Lab Space	$0.00	--No Budget Category-- ▾	Pending ▾

Requests can be selected and dragged to prioritize. When finished with any changes, then **Save Changes.**