

2024-2025 Annual Plan Submission in eLumen Instructions  
(Click numbered steps to go to screenshot examples)



1 **Accessing eLumen**

Ensure you have the eLumen tile on MyCompton  
Login to eLumen and switch role to Department Coordinator  
Choose the program/unit that you are completing the Annual Plan for

2 **Entering and Aligning Goals**

Navigate to Org Management → Profile → Add Goals

Enter goals as “2024-2025: \_\_\_\_\_”

Navigate to Org Management----→ Profile---→Align Goals

3 **Accessing Annual Plan Template**

Navigate to Strategic Planning----→ Initiatives---→Add Goals

Set Type: Annual Planning

Click “[Work Area]-[Program] 2024-2025 Annual Pan”

4 **Attaching Goals to the Annual Plan Template**

Navigate to Design Mode

Click: Goals and Objectives icon

Add Goals previously entered in the Org Management Profile

Save

5 **Attaching Annual Plan Resource Requests to Program Review and Action Steps to Goals**

Navigate to Active Mode

Click: Linked Goals and Objectives

Select: +Align Action

Navigate to “Create New Action” icon

Complete the following:

**Recommended Action**: Describe how the resource you are requesting will be used to meet college goals.  
*This is similar to the short term outcome section you completed using the past logic model template*

**Action Type**: “New Resources”

Click: “+Add a Resource Request”

**Resource Name**: This is a brief name of the actual resource you are requesting, e.g. 5 hotspots, funding for college tours, 100 graduated cylinders, etc.

**Resource Type**: Choose the most appropriate category Other. If your requests meets a College health and safety need, choose the appropriate health and safety category or “Other (Health and Safety Need)”

**Click**: Add New Action

Repeat this process for each resource request that is aligned to your particular goal

**Save.**

6 Complete the two open-ended response to summarize what you would like your program to accomplish in 2024-2025 and to give any additional details that may be helpful to support your resource recommendations. Save all as draft as needed or Publish if done and ready to submit.

Log Out of eLumen

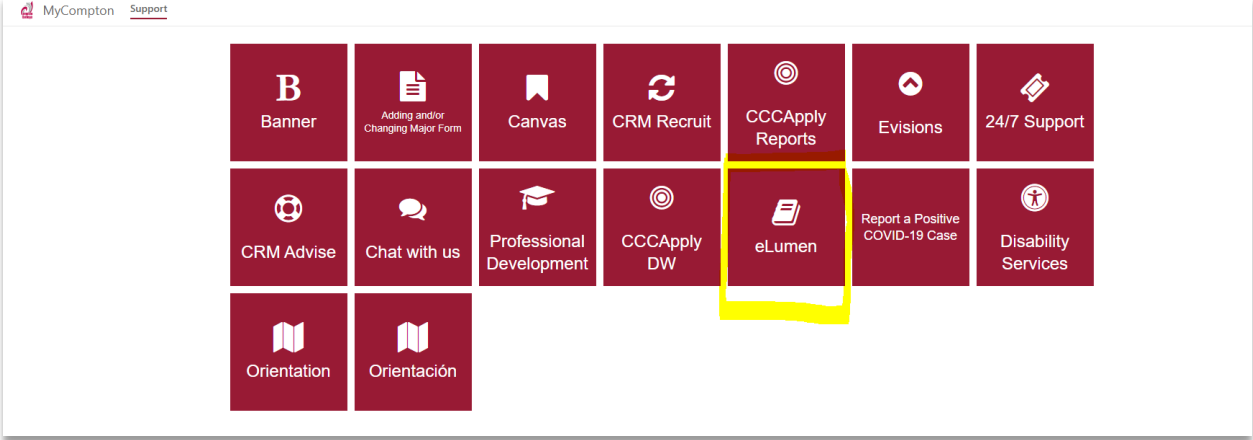
### Annual Planning for 2024-2025 (eLumen Training Dates)

December 20323		January 2024	
Monday (12/11, 12/18)	11 a.m. to 12 p.m. and 3 p.m. to 4 p.m.	Monday (1/29)	11 a.m. – 12 p.m. 3 pm. – 4p.m.
Tuesday (12/19) <b>No training on 12/12</b>	4 p.m. to 5 p.m.	Tuesday (1/30)	1 p.m. – 2 p.m. 3 p.m. – 4 p.m.
Wednesday (12/13, 12/20)	11 a.m. to 12 p.m.	Wednesday (1/31)	11 a.m. – 12 p.m. 4 p.m.- 5 p.m.
Thursday (12/14, 12/21)	3 p.m. to 4 p.m.	Thursday (2/1)	11 a.m.- 12 p.m. 2 p.m. – 3 p.m. 4 p.m. – 5 p.m.
Friday (12/15, 12/22)	11 a.m. to 12 p.m.	Friday (2/2)	10 a.m. – 11 a.m. 1 p.m. – 2 p.m. 2 p.m. – 3 p.m.

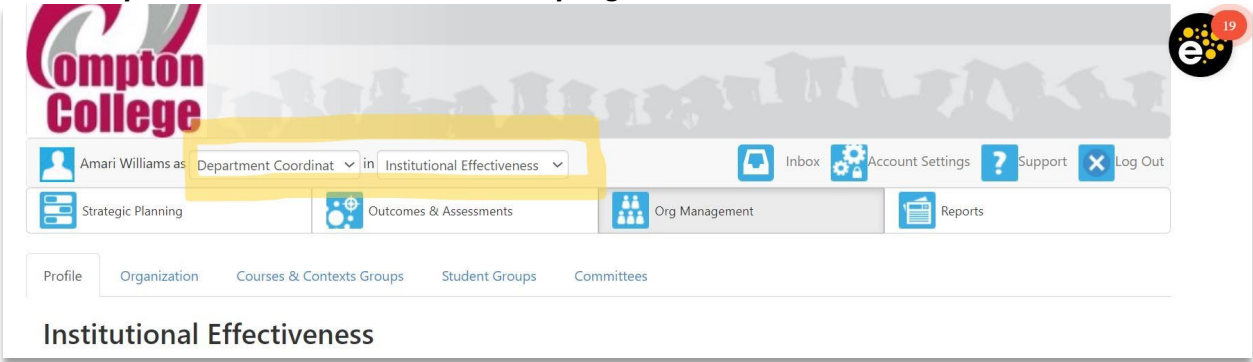
<https://compton-edu.zoom.us/j/3932217479>

1 Accessing eLumen

**eLumen Tile**



**Department Coordinator role and program**



2 **Entering and Aligning Goals**

**(Org Management → Profile → Goals)**

Amari Williams as Department Coordinat in Institutional Effectiveness

Strategic Planning Outcomes & Assessments **Org Management** Reports

Profile Organization Courses & Contexts Groups Student Groups Committees

### Institutional Effectiveness

Academic

#### Mission

Edit Mission

Faculty: 0  
Courses: 0  
Contexts: 0

Goals Programs

**Add Goal** Align Goals

Goal	Objective
No Goals Defined	

**Adding Goals (Org Management → Profile → Goals → Add Goal)**

Editing Goal

Goal

2024-2025: Goals entered here should be as you would have submitted short term outcome on the logic model Word template.

Add Objective

Cancel Done

2 **Entering and Aligning Goals (cont'd)**

**(Org Management → Profile → Goals → Align Goal)**

*Use the right arrow to scroll right and align your annual plan goals/short term outcomes to the Compton College Strategic Priorities and/or relevant Institutional-Set Goals*

**Align Goals** ×

Goal owner Institutional Effectiveness	Goal 1. Improve enrollment, retention, and completion rates for our students.	1.1 Tailor degrees and certificate programs to meet the needs of our students.	1.2 Educate students about pathways to graduation.	1.3 Enhance student preparation for academic success and completion.
2024-2025: Goals entered here should be as you would have submitted short term outcome on the logic model Word template.		✓		
2024-2025: Second goal/short term outcome entered here for the next academic year				✓

Close

3 Accessing Annual Plan Template

(Strategic Planning → Initiatives → Type: “Annual Planning”)

The screenshot shows the top navigation bar with the user 'Amari Williams' as 'Department Coordinator' in the 'Institutional Effectiveness' department. The 'Strategic Planning' menu item is highlighted in yellow. Below the navigation bar, the 'Initiatives' tab is selected and highlighted. A filter for 'Annual Planning' is applied. A table shows planning cycles for Fall 23, Spring 23, Fall 22, Spring 22, Fall 21, and Spring 21. The '2024-2025 Annual Planning' and 'Annual Plan Template' links are highlighted. The 'Type' filter is set to 'Annual Planning' and is highlighted in yellow. Below the filters, there is an 'Add Cycle' button and a table with columns for 'Name' and 'Description'. The entry 'PRES-Institutional Effectiveness: 2024-2025 Annual Plan' is highlighted in yellow.

The screenshot shows the 'Annual Planning Form (v2)' interface. At the top, it says 'Not Reviewed' and 'No versions created yet for this region'. Below this, it says 'Not Reviewed' and 'Review'. The main heading is 'Annual Planning Form (v2)' with 'No versions created yet for this section' and '0' comments. The 'Instructions' section states: 'The Annual Planning process is conducted by each program and unit at Compton College and consists of a brief analysis of changes within the program or unit as well as significant new resource needs for staff, facilities, equipment and other resources.' Below the instructions, there is a prompt: 'Briefly describe what you would like your program or unit to accomplish in the next academic year:' followed by a rich text editor. Below the editor, there is another prompt: 'Since your last program review, have there been any significant impacts to your program, unit or area that are relevant to this annual plan? (If the program review for your program or unit has not been completed, what actions will be taken to complete it?)' followed by another rich text editor. The entire form content is highlighted in yellow.

4 **Attaching Goals to the Annual Plan Template**  
**Enter "Design Mode"**

The screenshot shows the top portion of the Annual Planning Form interface. At the top right, a blue button labeled "To Design Mode" is highlighted with a yellow box. Below it, the text "Cycle Announcement" and "Cycle Announcement is not defined" is visible. A navigation bar at the bottom of the page includes "Annual Planning Form", "All changes saved", "Management", "Save all as draft", and "Publish all". Below the navigation bar, there are two version cards for "Annual Planning Form". The top card is labeled "Not Reviewed" and has a "Review" button. The bottom card is labeled "Annual Planning Form (v2)" and has a "Review" button. The "Review" button on the bottom card is highlighted with a yellow box.

**Add Goals and Objectives**

The screenshot shows a dialog box titled "Link Goals and Objectives to Annual Planning Form (v2)". The main text inside the dialog reads "No Goals nor Objectives linked to this Strategic Initiative section". At the bottom left, a button labeled "+ Add Goals and Objectives" is highlighted with a yellow box. At the bottom right, there are "Cancel" and "Save" buttons.

**Link Goals and Objectives to the Annual Plan Template**

The screenshot shows a dialog box titled "Link Goals & Objectives". It contains two dropdown menus: "Select Org Type" (set to "Department") and "Select Department" (set to "Institutional Effectiveness"). To the right of these dropdowns is a section titled "Department Goals & Objectives" which is highlighted with a yellow box. This section contains two lines of text: "2024-2025: Goals entered here should be as you would have submitted short term outcome on the logic model Word template." and "2024-2025: Second goal/short term outcome entered here for the next academic year". A blue arrow points from the "Department Goals & Objectives" section back to the "Selected Goals & Objectives" area on the left. At the bottom right, there are "Cancel" and "OK" buttons.

5 **Aligning Action Steps and Resource Requests to Annual Plan Goals/Short Term Outcomes**

**\*Enter "Active Mode"**

**\*Access Linked Goals and Objectives (notice the count now reflects our 2 goals/short term outcomes, entered in Org Management → Profile, have been attached to this Annual Plan Template)**

**To Active Mode**  
Cycle Announcement  
Cycle Announcement is not defined

Annual Planning Form ▾ All changes saved Manage SI Collaborators

Annual Planning Form ⓘ No versions created yet for this region ▾ ⚙️ ▾

Not Reviewed Review

Annual Planning Form (v2) No versions created yet for this section ▾ 2 → 0 ^ ▾ ⚙️ ▾

**Create and Align 2024-2025 Action Steps**

Link Goals and Objectives to Annual Planning Form (v2) ✕

Goals and Objectives	Met	Not Met
2024-2025: Goals entered here should be as you would have submitted short term outcome on the logic model Word template.	Met	Not Met
Recommended Actions	+ Align Action	
2024-2025: Second goal/short term outcome entered here for the next academic year	Met	Not Met
Recommended Actions	+ Align Action	

+ Link Unaligned Recommended Action Cancel Save



5

### Aligning Action Steps and Resource Requests to Annual Plan Goals/Short Term Outcomes (cont'd) Create New Action Step

Align Action to 2024-2025: Goals entered here should be as you would have submitted short term outcome on the logic model Word template. ✕

Use Existing Action   **Create New Action**

Org. Entity: Institutional Effecti...  
Terms: 16 selected  
Strategic Initiative: PRES-Institutional Ef...  
Section: Any  
Goals & Objectives: Any

Select one Action  
No Actions To Link

Cancel   **Add New Action**

**Describe Action to be Taken in 2024-2025** (this would be similar to what you would enter in the Rationale & Expected Outcome section of the Excel template, i.e. describe how your program will use the resource to meet your program's goal/short term outcome)

Align Action to 2024-2025: Goals entered here should be as you would have submitted short term outcome on the logic model Word template. ✕

Use Existing Action   Create New Action

**Recommended Action**

Describe recommended action

**Action Type**

New Resources

**Goals and Objectives**

- 2024-2025: Goals entered here should be as you would have submitted short term outcome on the logic model Word template.

Linked Outcomes   [Link Outcomes](#)

+Add a Resource Request

Cancel   Add New Action

5 **Aligning Action Steps and Resource Requests to Annual Plan Goals/Short Term Outcomes (cont'd)**  
**Adding Resource Recommendations**

Align Action to 2024-2025: Goals entered here should be as you would have submitted short term outcome on the logic model Word template. ✕

**Recommended Action**

The IE office will use the additional Qualtrics licenses to allow additional employees to create and manage surveys as needed.

**Action Type**

New Resources ▾

**Goals and Objectives**

- 2024-2025: Goals entered here should be as you would have submitted short term outcome on the logic model Word template.

**Linked Outcomes** [Link Outcomes](#)

**Resource Name**

10 additional Qualtrics licenses

**Resource Type**

Software or Hardware ▾

**Description**

\$500

**Repeat Step 5 for each additional resource request that is aligned to the relevant goal/short term outcome**

5 **Aligning Action Steps and Resource Requests to Annual Plan Goals/Short Term Outcomes (cont'd)**

Link Goals and Objectives to Annual Planning Form (v2)

Goals and Objectives	Met	Not Met	
2024-2025: Goals entered here should be as you would have submitted short term outcome on the logic model Word template.	Met	Not Met	
Recommended Actions	The IE office will use the additional Qualtrics licenses to allow additional employees to create and manage surveys as needed.		0 linked SLOs 1 resource requests
	+ Align Action		✘
2024-2025: Second goal/short term outcome entered here for the next academic year	Met	Not Met	
Recommended Actions	+ Align Action		

+ Link Unaligned Recommended Action

Cancel Save

Once all action steps and resources requests have been entered, **Save** to return to the Annual Plan Template (notice the **Linked Goals and Objectives** count now reflects that **1 resource request** has been aligned along with our **2 goals/short term outcomes**)

Annual Planning Form Not Reviewed No versions created yet for this region

Not Reviewed Review

Annual Planning Form (v2) No versions created yet for this section 2 → 1

**Instructions**  
The Annual Planning process is conducted by each program and unit at Compton College and consists of a brief analysis of changes within the program or unit as well as significant new resource needs for staff, facilities, equipment and other resources.

6

### Complete Open-Ended Questions and Publish/Submit

Annual Planning Form Not Reviewed No versions created yet for this region

Not Reviewed Review

Annual Planning Form (v2) Unsaved No versions created yet for this section 2 → 1

**Instructions**  
The Annual Planning process is conducted by each program and unit at Compton College and consists of a brief analysis of changes within the program or unit as well as significant new resource needs for staff, facilities, equipment and other resources.

**Briefly describe what you would like your program or unit to accomplish in the next academic year:**

**B I U x<sub>2</sub> x<sup>2</sup> I<sub>x</sub> [List] [Link] [Image] [Table] [Omega] [Folder] 16 [Fullscreen]**

An opportunity to provide any details or context in support of your resource requests

**Since your last program review, have there been any significant impacts to your program, unit or area that are relevant to this annual plan? (If the program review for your program or unit has not been completed, what actions will be taken to complete it?)**

**B I U x<sub>2</sub> x<sup>2</sup> I<sub>x</sub> [List] [Link] [Image] [Table] [Omega] [Folder] 16 [Fullscreen]**

An opportunity to address any significant changes since the program or unit's last program review was completed or to detail plans to submit overdue program reviews

**Publish the completed Annual Plan to submit (or Save progress and return later)**

**PRES-Institutional Effectiveness: 2024-2025 Annual Plan**  
Annual Planning

**Download:**  
  
Strategic Initiative Report  
To Design Mode

Cycle Announcement  
Cycle Announcement is not defined

Annual Planning Form Unsaved Sections Management Save all as draft **Publish all**