# eLumen Roles (January 13, 2023, 3rd version)

## I. Instructional

### 1. Faculty

- **a.** Run reports on your own sections  
  *Any time*
- **b.** Complete Assessment Report and Action Plan for your planned sections  
  *Every semester by 1 week after grades are due*
- **c.** Talk to your eLumen Unit Coordinator to update CLOs  
  *Prior to start of semester*

### 2. Assessment Committee representatives (e.g., Social Sciences, Tech 2)

- **a.** Email Data Steward the sections that will provide assessment reports  
  *Every semester by week 4*

### 3. Unit Coordinators (e.g., Geography, Early Childhood Education)

- **a.** Run unit reports on PLOs  
  *Any time*
- **b.** Map CLO-PLO and CLO-ILO (certificates and degrees)  
  *Any time, upon consultation and agreement among course instructors*

### 4. Area Coordinators (e.g., Social Sciences, Tech 2)

- **a.** Run area reports on PLOs  
  *Any time*
- **b.** Check overdue reports and email faculty if late  
  *As needed*

## II. Non-instructional

### 1. Unit Coordinators (e.g., Academic Counseling, Library)

- **a.** Run unit reports on SAOs  
  *Any time*
- **b.** Email Data Steward SAO edits  
  *Prior to Fall semester, upon consultation and agreement with staff*
- **c.** Map SAO-Core Values  
  *Any time*
- **d.** Complete Assessment Report and Action Plan  
  *Every summer for the previous fiscal/academic year*

### 2. Area Coordinators (e.g., Student Services, Academic Support)

- **a.** Run area reports on Core Values  
  *Any time*
## III. Data Steward

<table>
<thead>
<tr>
<th>Task</th>
<th>Frequency</th>
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</thead>
<tbody>
<tr>
<td>1. Ask ODS Administrator to upload Banner data</td>
<td>After “Drop Period” date</td>
</tr>
<tr>
<td>2. Setup Assessment Report and Action Plan</td>
<td>After ODS dataload</td>
</tr>
<tr>
<td>3. Email plans, reminders, follow up with late submissions</td>
<td>Ongoing</td>
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<tr>
<td>4. Delete incomplete assessment plans</td>
<td>One month after start of new semester</td>
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</table>
| 3. Update eLumen based on new KualiCM proposals                       | * Any time, after Chair’s approval via “CLO Fast Track”  
|                                                                      | * Every Spring, after CPC/Chancellor’s approval: (a) delete, (b) add, (c) edit courses (i.e., title, alpha, number, CLOs)  
|                                                                      | * Every Fall, check for discrepancies in active status between KualiCM and eLumen |
| 4. Maintain eLumen:                                                  | * SAO (Fall)                                  |
|                                                                      | * Clean platform                              |
|                                                                      | * Develop guides, video tutorials, website, trainings |
|                                                                      | * Revisit Action Plan questions               |
|                                                                      | * Revise Coordinators List                    |
| 5. Run ILOs report                                                  | Any time                                     |