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

1. Ask ODS Administrator to upload Banner data	After "Drop Period" date
2. Setup Assessment Report and Action Plan	After ODS dataload
3. Email plans, reminders, follow up with late submissions	Ongoing
4. Delete incomplete assessment plans	One month after start of new semester
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