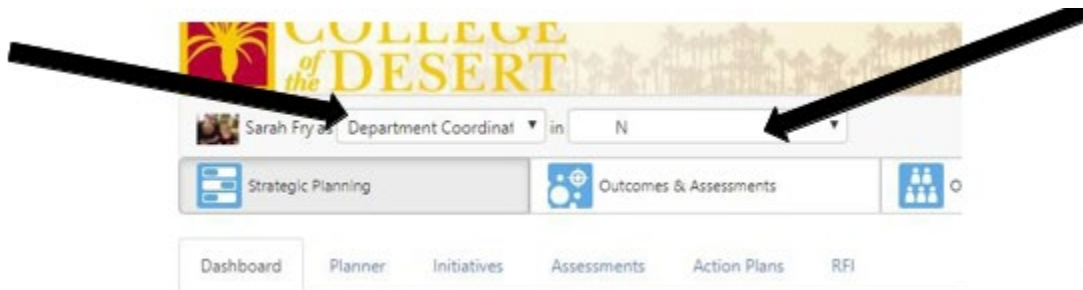
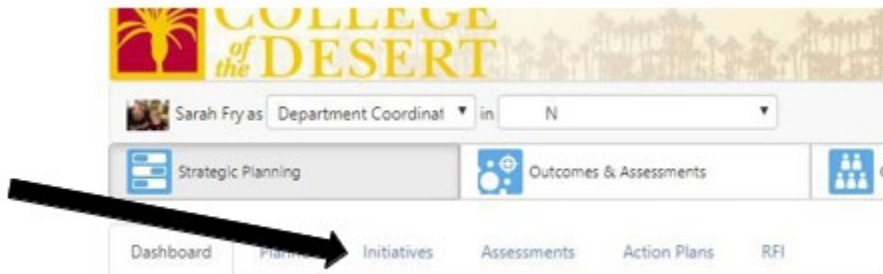


Managing and Completing the Program Enhancement Plan (PEP)

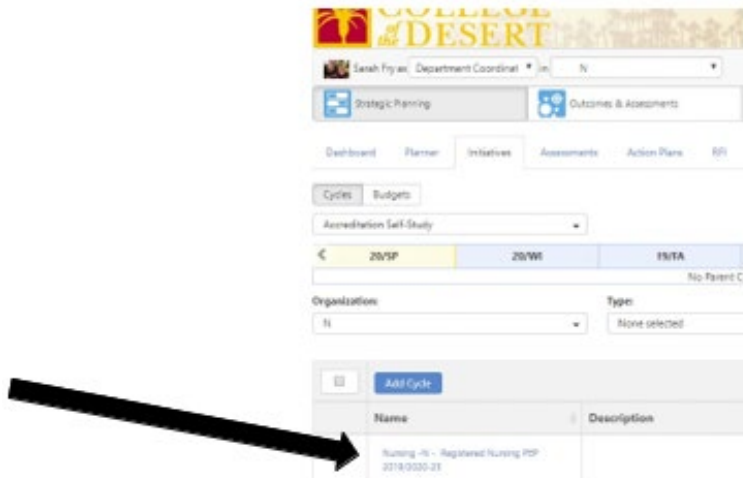
1. Login to eLumen from the [faculty/staff COD webpage \(https://www.collegeofthedesert.edu/faculty-staff\)](https://www.collegeofthedesert.edu/faculty-staff) using your COD credentials (same as email).
2. Select your role (department or discipline coordinator) and the discipline. (If you do not have these roles and are the coordinator for the department's PEP, please contact SLO@collegeofthedesert.edu for access).



3. Click on "Initiatives."



4. Your PEP should be listed about mid-page. Named with the following sequence "Discipline – Disc.- PEP Year-year." Click on the PEP.

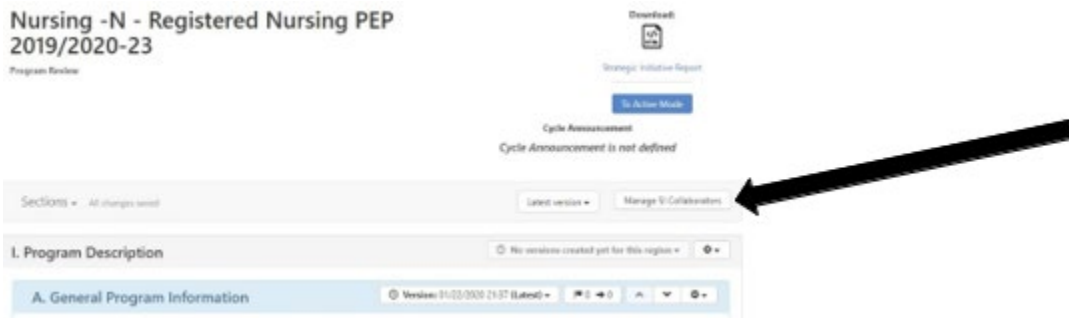


College of the Desert
Managing and Completing the Program Enhancement Plan (PEP)

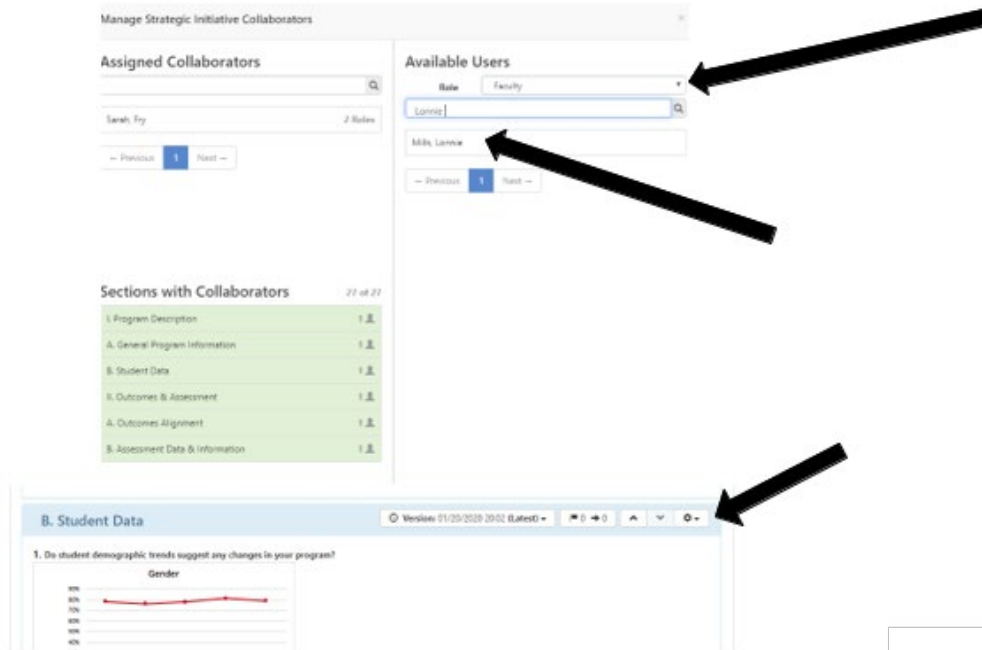
5. Click on "To Design Mode." This mode gives you management rights to add collaborators to the PEP.



6. Click on "Manage SI Collaborators."

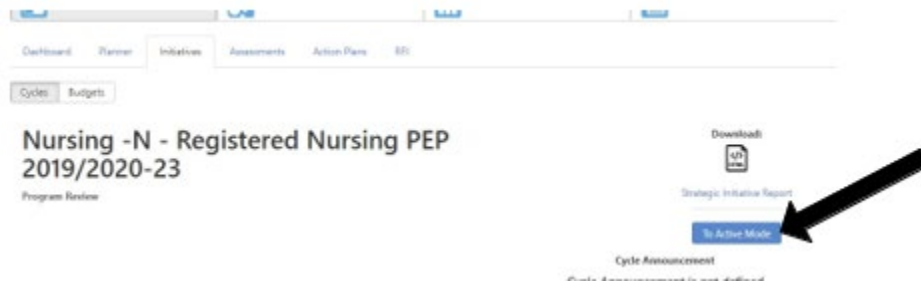


7. Select the role of the collaborator you are adding, and their name. When you see their name, click on it. Do NOT forget to add yourself, if you plan to contribute to the PEP. When you add people under "manage SI collaborators" they have access to edit the entire PEP. If you would like to assign only specific sections to faculty, you will add them using the cogwheel in the section you want to assign them to.



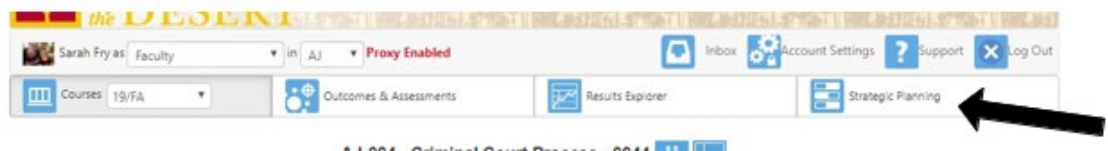
College of the Desert
Managing and Completing the Program Enhancement Plan (PEP)

8. Return to “Active Mode” at the top of the page.



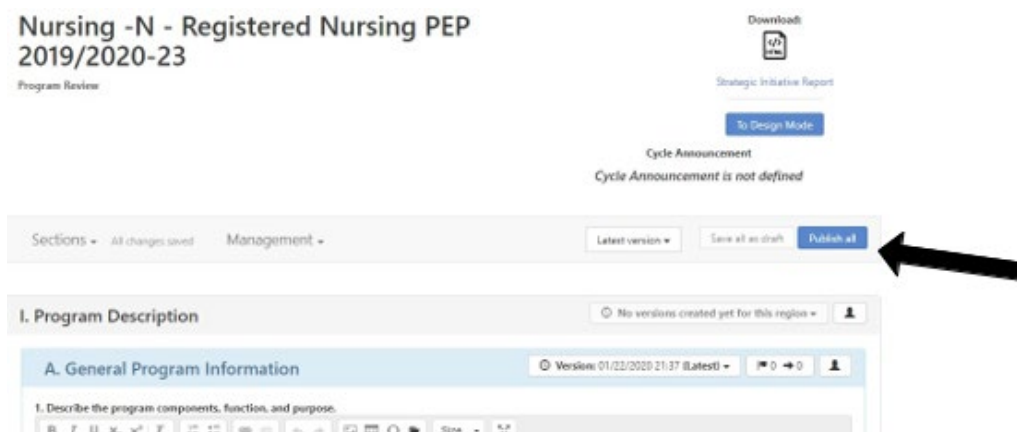
9. Those people that were added as collaborators either to the entire PEP or specific sections, should now be able to edit those areas of the PEP. **When logging into edit or work on the PEP follow these instructions:**

- Login to eLumen from the faculty/staff COD webpage using your COD credentials (same as email & Canvas).
- Select your role (department or discipline coordinator) and the discipline.
- Click on Strategic Planning tab (if not already there).



- Locate the PEP. Your PEP should be listed about mid-page. Named with the following sequence “Discipline – Disc.- PEP Year-year.” Click on the PEP.
- Edit as desired. This is a live document, anything you change is changed for the official final draft of the PEP.
- Save draft as you go along. If you stay logged in to eLumen without activity, you will be logged out and you will lose your work.

10. Once the PEP is complete and you are ready to submit (DUE DATE 3/16/20). As a department coordinator or discipline coordinator, click on “Publish All” at the top of the page.

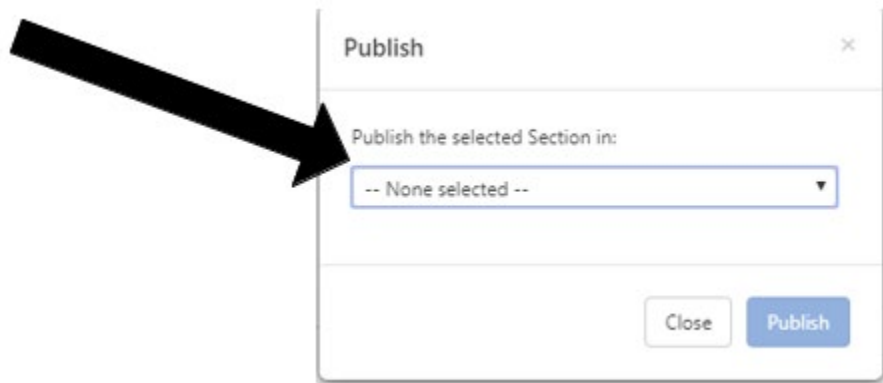


College of the Desert
Managing and Completing the Program Enhancement Plan (PEP)

11. You will be prompted to publish the version of this PEP to the year it correlates in our 5-year process.

a. Click on the year within the cycle, of publication.

- Year 1 = 5-year PEP with full review and strategic plan
- Year 2 = Update
- Year 3 = Update
- Year 4 = Update
- Year 5 = Update



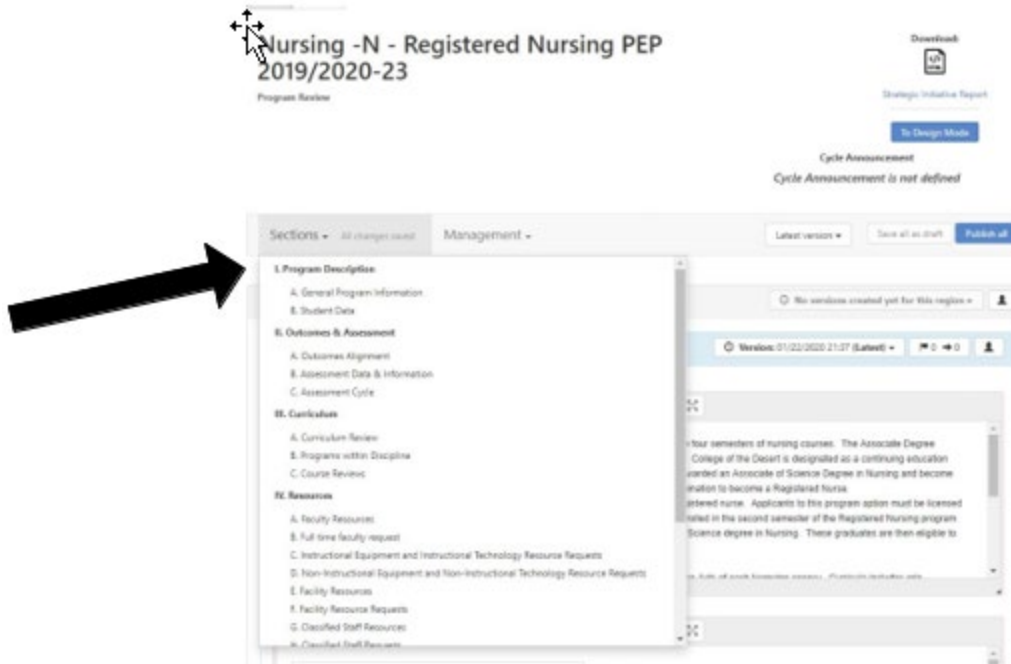
b. For example, if the Nursing PEP is from 2019-2023 (as per the file name of the PEP) the sequence would be as follows:

- Year 1 = 5-year PEP with full review and strategic plan – 2019/20
- Year 2 = Update – 2020/21
- Year 3 = Update- 2021/22
- Year 4 = Update- 2022/23
- Year 5 = Update- 2023/24

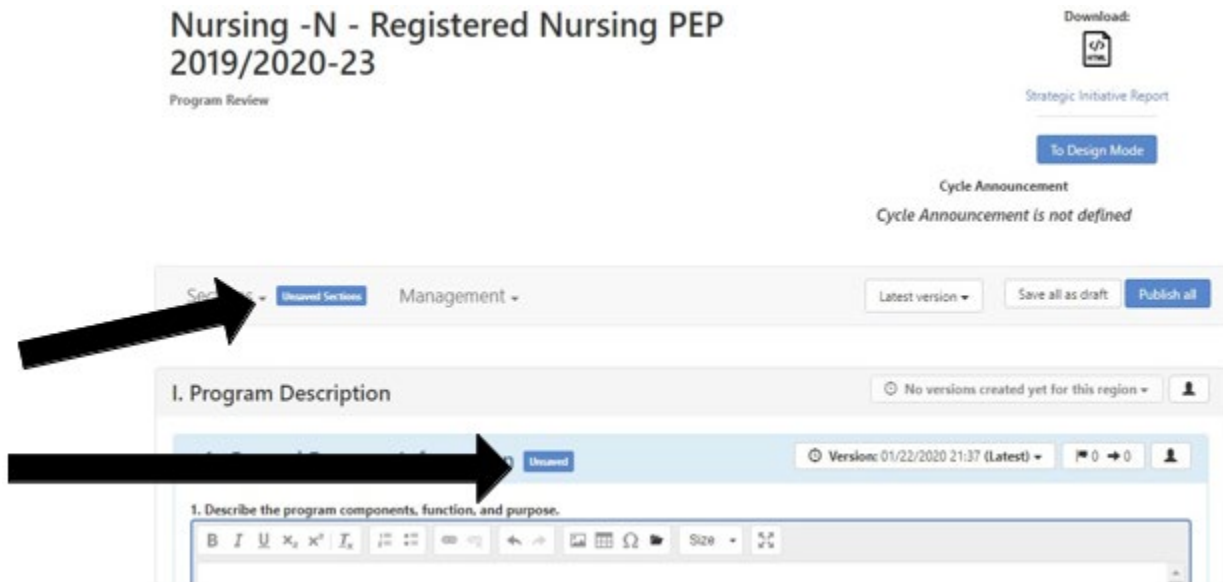
College of the Desert
Managing and Completing the Program Enhancement Plan (PEP)

TIPS ON NAVIGATING THE PEP IN eLumen.

- You can navigate from section to section (depending on which areas you have access to) using the drop-down menu at the top of the document.

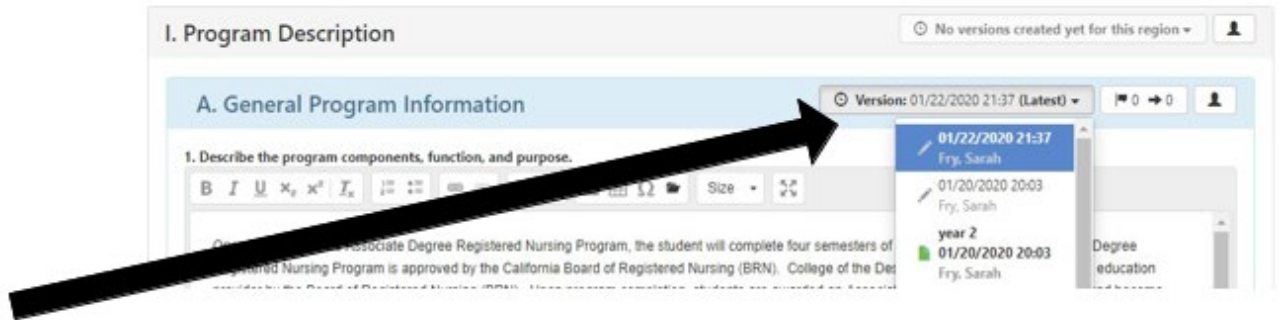


- When you have information that hasn't been saved, you will get a blue warning within the section as well as by the drop-down menu.



College of the Desert
Managing and Completing the Program Enhancement Plan (PEP)

- You can review the drafts/modifications/versions for each section, as collaborators work on the PEP.



Questions? Contact your OAC Rep, Ed Reed, or SLO Coordinator!