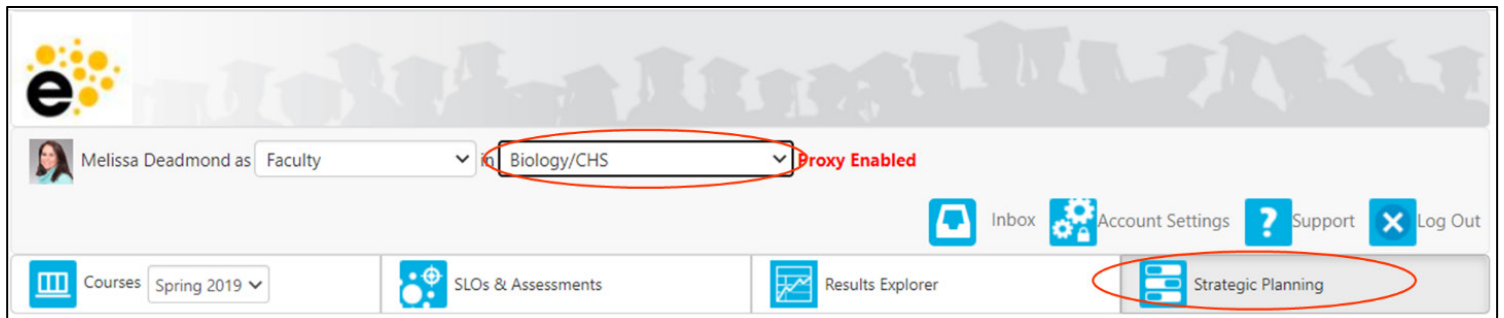


PROGRAM/UNIT REVIEW (PUR)

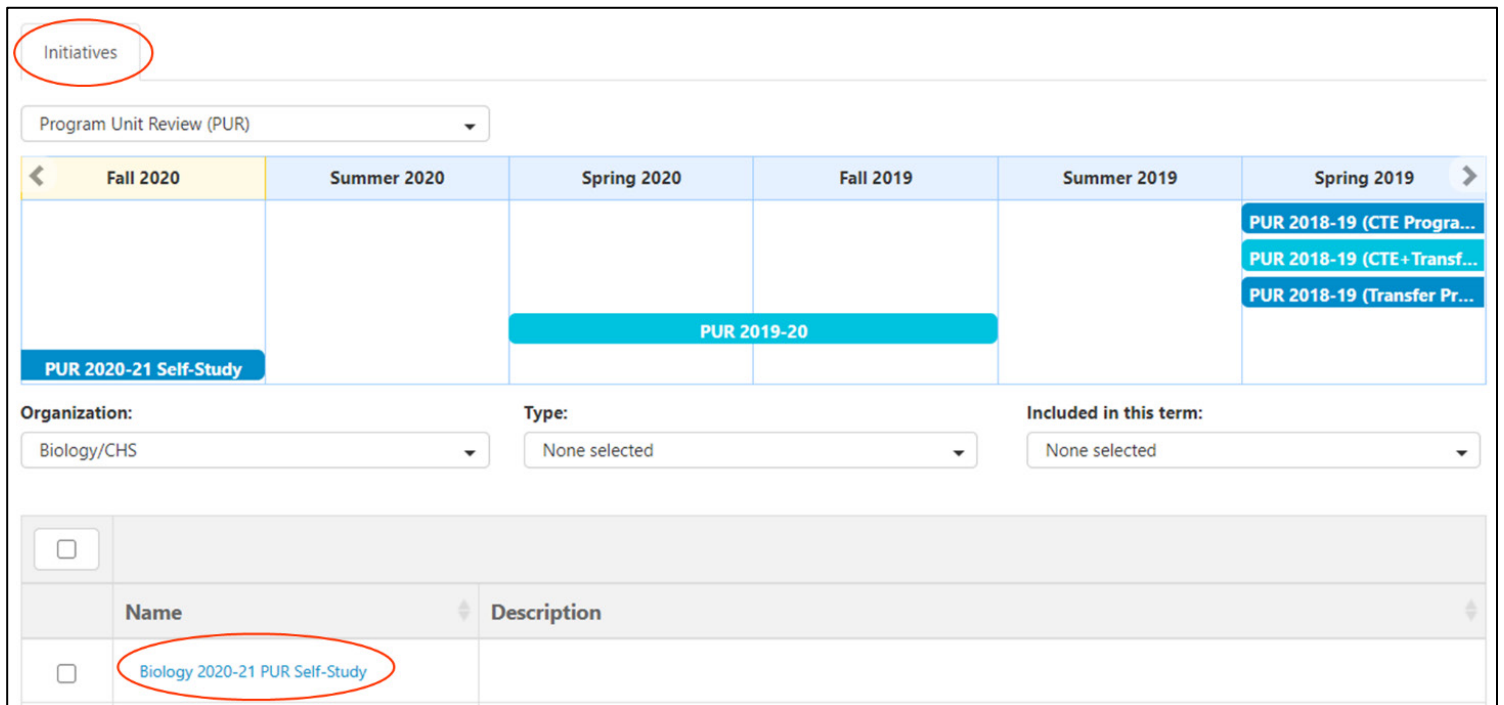
Completing The PUR Self-Study In eLumen

1. [Login to eLumen](#) with your TMCC username and password. Use Chrome or Firefox as your browser.
2. Select your department from the drop-down menu, and then click on the Strategic Planning tab. If you do not see this option, contact the Assessment and Planning Office to add you as a “Collaborator” to the PUR self-study. Collaborators are able to view and make edits within the self-study template.



The screenshot shows the eLumen user interface. At the top left is the eLumen logo. Below it, the user's name 'Melissa Deadmond' and role 'Faculty' are displayed. A dropdown menu is open, showing 'Biology/CHS' selected. To the right, there is a 'Proxy Enabled' indicator. Below the user information, there are several navigation tabs: 'Courses' (with a 'Spring 2019' dropdown), 'SLOs & Assessments', 'Results Explorer', and 'Strategic Planning' (which is circled in red). Other navigation options include 'Inbox', 'Account Settings', 'Support', and 'Log Out'.

3. Make sure the Initiatives tab is selected. In most cases it will be the only tab that appears. Individuals with multiple roles in eLumen may have additional tabs.
4. Scroll down and click on the PUR hyperlink to open the self-study template. Do not click on the check-box; it will not open the template.



The screenshot shows the 'Initiatives' tab selected in eLumen. Below the tab, there is a dropdown menu for 'Program Unit Review (PUR)'. A calendar-style view shows various terms: 'Fall 2020', 'Summer 2020', 'Spring 2020', 'Fall 2019', 'Summer 2019', and 'Spring 2019'. A blue bar labeled 'PUR 2019-20' spans across the 'Spring 2020' and 'Fall 2019' terms. Another blue bar labeled 'PUR 2020-21 Self-Study' is visible under 'Fall 2020'. On the right side, there are three links for 'PUR 2018-19 (CTE Progra...', 'PUR 2018-19 (CTE + Transf...', and 'PUR 2018-19 (Transfer Pr...'. Below the calendar view, there are three dropdown menus: 'Organization:' (set to 'Biology/CHS'), 'Type:' (set to 'None selected'), and 'Included in this term:' (set to 'None selected'). At the bottom, there is a table with columns 'Name' and 'Description'. The first row in the table has a checkbox and the text 'Biology 2020-21 PUR Self-Study', which is circled in red.

5. After you have clicked on the hyperlink, the self-study template should look like this:

The screenshot shows the 'Biology 2020-21 PUR Self-Study' interface. At the top left, there is a tab labeled 'Initiatives'. The main title is 'Biology 2020-21 PUR Self-Study' with the subtitle 'Program Unit Review (PUR)'. To the right, there are two buttons: 'Instructions' with a sub-link 'Download instructions', and 'Download:' with a code icon and 'HTML'. Below these, there are links for 'Strategic Initiative Report' and 'Cycle Announcement', with a note that 'Cycle Announcement is not defined'. The main content area is divided into sections: 'I. PROGRAM/UNIT OVERVIEW' (marked 'Not Reviewed' and 'All changes saved'), and '1.A. Program or Unit Description' (also 'Not Reviewed'). Each section has a 'Review' button and a version control indicator: 'No versions created yet for this region' and 'No versions created yet for this section'. A 'Collaborators' sidebar is partially visible on the right.

6. You can click on the headshot icon to see the “collaborators” that have been added. Those listed as a collaborator can make edits within the template. Please let the Assessment and Planning Office if you would like to add or remove any collaborators.

This screenshot is similar to the one above but with the 'Collaborators' sidebar open on the right side. The sidebar contains a list of names, including 'sa', 'a', and 'Cruz, Meghan'. A red circle highlights the headshot icon in the version control area of the 'I. PROGRAM/UNIT OVERVIEW' section, indicating that clicking it opens the collaborators list.

7. Complete the self-study by responding to the questions in the textbox below each prompt. The textbox functions much like a Word Document.

1.A. Program or Unit Description

Version: 12/01/2020 23:14 (Latest) 0

Briefly describe the program/unit, including but not limited to the following: academic division that the program/unit belongs to, the academic area(s) represented, degrees/certificates offered, average student enrollment, number of full-time faculty, type of curriculum or pedagogical approaches, and any other pertinent aspect of the program/unit.

B I U x₂ x² I_x [List] [Link] [Image] [Table] [Ω] [Size] [Undo]

The biology department is under the new Division of Life Sciences, Allied Health, and Public Safety. We continue to serve our many allied health students by providing courses that serve as prerequisites for allied health programs. The addition of the community health science (CHS) degree has allowed students a defined course pathway to get to nursing school, or transfer to UNR to achieve a bachelor's degree in several different CHS tracks. For students that are not going into allied health, we offer an AS degree in biology. We also serve students in the CHS degree by offering classes that fulfill requirements for the AS in CHS and a certificate of achievement in health sciences. We continue to grow as a department, both in students and full-time faculty. Over the last 5 years, our FTE has increased by 3%, our section count has increased by 8%, and our average fill rate is 89% (higher than in our division 81% and TMCC as a whole 71%). Completion rates of 83% are also high.

We have 15 full-time faculty members, one of which is the primary instructor for CHS courses. We are also supported by administrative faculty from our biology

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If you have questions or need assistance, please contact the Assessment and Planning Office:

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