

Reviewing & Approving a Course in eLumen-Dean

[Login lmc.elumenapp.com](https://lmc.elumenapp.com)

Login using your portal login – In the drop down next to your name, make sure the correct title is there.

This is a vital step in order to properly approve a course.

For example, if you are approving as a Department Coordinator, make sure it doesn't say "Faculty."

[Review the Change Report](#) *OPTIONAL*

eLumen provides the option of viewing a change report that shows all of the changes made in the course outline. After logging into eLumen and ensuring you are at the correct approval level, click on Curriculum and then **Curriculum Dashboard**. Click on the Actions dropdown and select **View Change Report**.

The **change report** shows both a summary of changes and a strikethrough/highlight feature for the entire course outline. **You cannot edit or approve from this report but it is helpful for reviewing the changes that the initiator has made.**

The screenshot shows the eLumen-Dean user interface. At the top, a navigation bar includes a user profile (Grace Villegas as Division Coordinator), a dropdown for 'in LMC Business - BUS', and links for Inbox, Account Settings, Support, and Log Out. Below this is a main menu with icons for Strategic Planning, SLOs & Assessments, Curriculum (highlighted with a purple circle), Org Management, and Reports. Under the Curriculum icon, a sub-menu shows 'Curriculum Dashboard' (highlighted with an orange circle) and 'Curriculum Library'. Below the main menu, there are tabs for 'Course' and 'Program'. A search bar labeled 'Search by course code or title' is present. Below the search bar, there are two sections: 'Reports' with a dropdown menu set to '- Select Report -' and a 'View Report' button, and 'CSV Downloads' with a dropdown menu set to '- Select Report -' and a 'Download CSV' button.

Revision Course Workflows

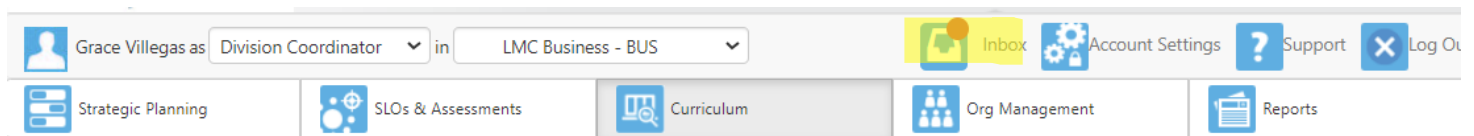
The screenshot shows the 'Revision Course Workflows' section. At the top right, there are navigation arrows and a page number '1'. Below this, there are two dropdown menus: 'Workflow Template' set to 'All templates' and 'Workflow Status' set to 'None Selected'. The main part of the screenshot is a table with the following columns: Course Code, Course Title, Workflow Template, Workflow Status, Days In Stage, Chair Report, and Actions. The table contains two rows of data:

Course Code	Course Title	Workflow Template	Workflow Status	Days In Stage	Chair Report	Actions
BUS059	Business Communications	Course Revision for All Course Types-2023	Stage 4: Tech Review- Stage 4	90	None	Actions
BUS109	Introduction to Business	Course Revision for All Course Types-2023	Stage 3: Dean- Stage 3	0	None	Actions

Below the table, there is a summary: '2 Total Show: 10 entries'. An 'Actions' dropdown menu is open for the first row, showing the following options: View Workflow, View Status, View COR, View Change Report (highlighted with a red circle), View Impact Report, and Delete Workflow.

Proposal Course Workflows

When you are ready to **approve** the course click on the “Inbox” icon at the top of the screen



Courses waiting for your review and approval will appear under Workflows. The number awaiting your review will be in a red bubble. Click Start Review – Outline View.

Inbox

My Assessments | **Workflows 67** | Action Plans | RFIs

Organizations: All | Workflow Type: All | Search: bus

Take Action

BUS109 Introduction to Business

Workflow Type: Course Revision

Current Stage: Dean- Stage 3

Fall 2024

[COR](#) | [Change Report](#)

Start Review

Scroll through the entire document reviewing each section.

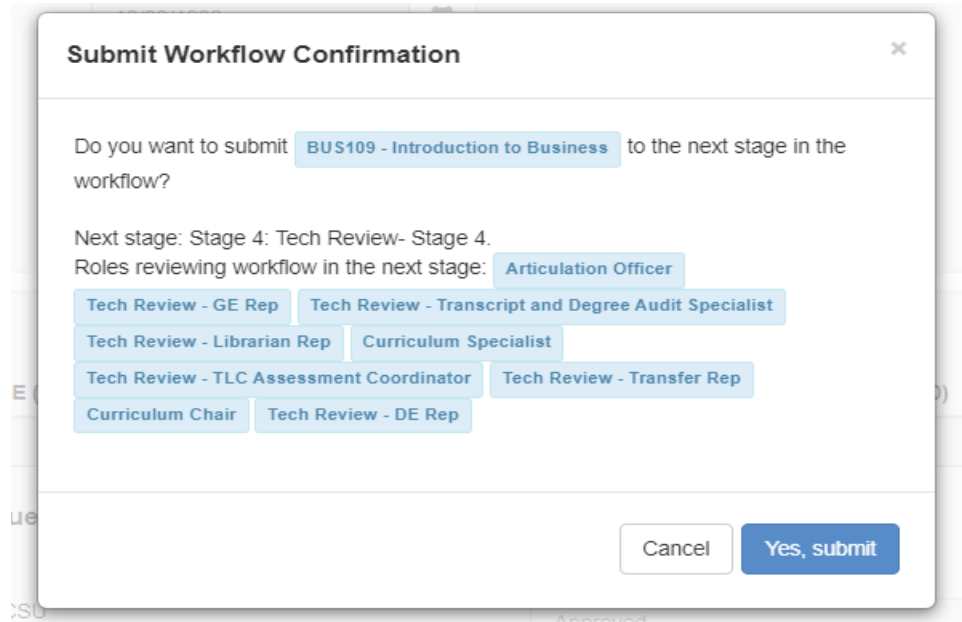
Some areas of the outline have comment sections, you can use this to make suggestions to the initiator and tech review panel. The comments will follow the course all the way to final approval, but will not show up on the public outline.

If there are a lot of changes that need to be made you can send the course back to the initiator. Click Request Change, the box will turn red and at the bottom of the screen you can either choose Quick Send Back or Full Send Back.

- Quick send back goes back to the initiator for revisions. When they submit again, the course goes directly back to your approval level.
- Full send back goes back to the initiator for revisions. When they submit again, the course goes through the entire approval change.

We recommend only using the send back feature for major revisions.

When you are ready to send the course to the next approval level, select “Approve All” and “Submit” at the bottom of the screen– you will get a pop up telling you where and who the course will move to in the workflow (approval chain).



Click “Yes Submit” and the course will move forward in the workflow. You will return to your Inbox and be able to review/approve any additional courses at your level.

Things to look for:

- * proper faculty requirements
- * Submission Rationale and Notes for Submission
- * Effective date (next Catalog always Fall)
- * Cohort
- * Grade Code (you approve of any changes)
- * Transfer Status
- * Units/Hours properly line up with state requirements
- * Pre/Co requisites are correctly placed and validation forms are attached
- * Assignments (2 reading- 2 writing and lab if lab is included) all CSLO's are aligned
- * Valid Textbooks (over 5 years needs justification)
- * CSLO's performance at 70%
- * If Online, a current addenda must be attached.