

Reviewing a Course in eLumen– Curriculum Committee

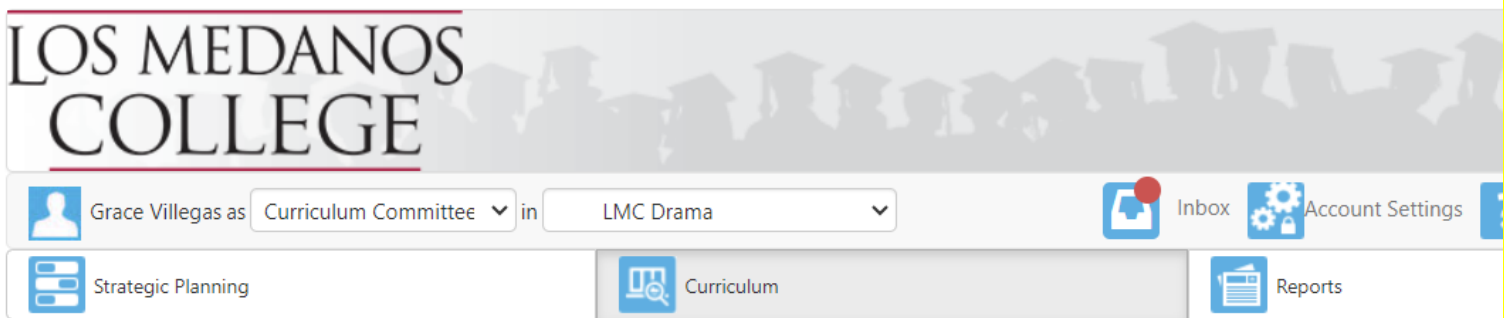
- Courses will be available for review the Monday prior to Curriculum Committee meeting.

Login

lmc.elumenapp.com. Login using your portal login

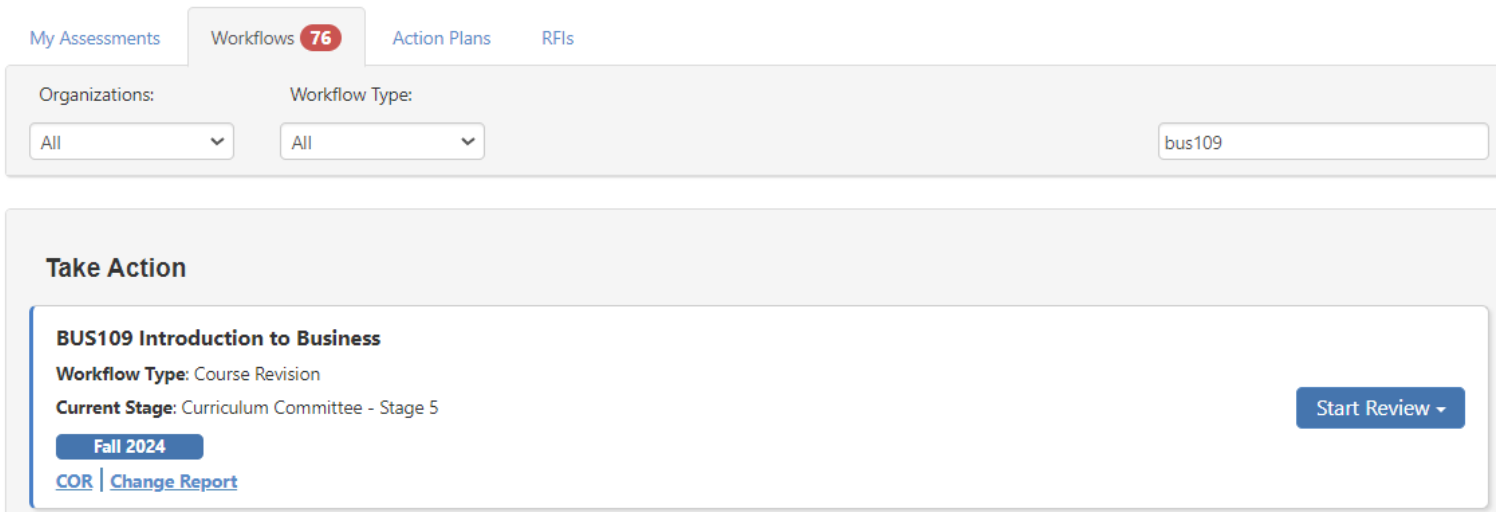
In the drop down next to your name, make sure your title is “Curriculum Committee”

At the home screen, 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. Make sure the Course Revision says “Course Revision – and the stage in which the course is currently in the workflow”. The example below is a “Course Revision – in the curriculum committee” Stage.

Inbox



Click Start Review – Outline View seems to be the best way to review a course. At the top of the outline there is a little box with two arrows facing each, it toggles on/off. If it is on, you can hover over a section with your mouse and it will show you what has been changed. Changed items usually have an orange outline around the field box.

BUS109 Introduction to Business

Course Revision for All Course Types-2023
Course Revision



Workflow Tools

Cover Info

Scroll through the entire document reviewing each section. Once you click “Review All” and submit the workflow will still appear in your inbox until all roles within that stage click review. You will also notice in your inbox that the dropdown to right of the workflow will state “Feedback” instead of “Start Review”.

The next few pages give you the language from “How to Revise a Course in eLumen” you can use this as your Curriculum Committee guide in reviewing courses.

Just a few additional items:

When reviewing a course and you wish to request a change just click “request change” for the items in that specific block, and as you scroll down it will allow you to include a comment with your requested changes. You will not be able to make any changes yourself.

Each section can be approved or wait and ‘approve all’ at the end, then submit to the next stage.

IF you are requesting a change you have the option to do a ‘quick send back’ or a ‘full send back’. Quick send back will allow the course to resume its place in the workflow once the initiator completes the requested changes. A full send back will start the workflow from stage 1.

Tab #1 - Cover Info

General Information

Subject Code/Number, Course Title, TOP/CIP/SAM, your department, and course description will all be prefilled. Update your course description here. Most other areas should not be edited.

Faculty Requirements (Disciplines)

Drop down menus –Be sure all the discipline options are selected, check with the department chair if you would like to make recommendations.

Here is the most recent edition of Minimum Qualificators for Faculty
https://asccc.org/sites/default/files/Minimum_Qualifications2023.pdf

Proposal Details

Initiator – “Add Additional Contributors” if more than one person initiating the course revision

Effective date – always choose the next catalog, **LMC catalog starts with Fall**

Submission Rationale – Dropdown choices. For a Title 5 revision (5 year review) use “Mandatory Revision”

Notes for submission – Verify that all items that are being updated is noted, formerly on the “Cover Sheet to Changes to an Existing Course Outline of Record” form. Sample “Title 5 review, updated description, SLOs/content, added updated assignments, and Prerequisite/Co-Requisite, etc. This information is important for the committee to know what is being changed. ” *Please note that whatever is typed in this box will be on the course outline of record.*

Attachments

Initiator will have uploaded Online Addendum Form and/or Prerequisite/Co-requisite Validation Form for review and approval. *Please note only the most recent approved documents will be attached to the Course Outline of Record.*

Cohort

Cohort Number – Dropdown choices. Initiator has indicated the cohort year as it related to the assessment cycle. This can not be changed without approval.

Tab #2 - Course Development Options

More Options

Most items will not be changed in this screen unless initiator added Credit by Exam.

Grading Code = Dropdown choices. Initiator selected all that apply.

Course Support Status (CB26) – Initiator selected either (S) Course is a support course or (N) Course is not a support course. Most courses outside of MATH/ENGL will be (N).

Section Size – Class Maximum – This information if not editable. If a department has requested to change a class max the form should have already been emailed to you for approval. Then send to Curriculum specialist where it will be added to the course and changed on the COOR.

Associated Programs:

This is a list of programs that the course is approved.

Transferability & Gen. Ed Options

Course General Education Status (CB25) – Dropdown choices – Initiator selected appropriate option. Please be sure this option is correct. Most courses are option Y, exceptions are for Math and English.

Coding A = Course meets any of the following:

- CSU General Education Breadth Area A2: Written Communication
- CSU General Education Breadth Area A3: Critical Thinking
- UC IGETC Area 1A: English Composition
- UC IGETC Area 1B: Critical Thinking-English Composition **OR**
- Course has a general education certification or articulation agreement that ensures the course fulfills English composition requirements at an accredited four-year institution **OR**
- Course fulfills local general education requirements for English Composition as outlined in Title 5 Section 55063

Coding B = Course meets any of the following:

- CSU General Education Breadth Area B4: Mathematics/Quantitative Reasoning
- UC IGETC Area 2: Mathematical Concepts and Quantitative Reasoning **OR**
- Course has a general education certification or articulation agreement that ensures the course fulfills mathematics or quantitative reasoning requirements at an accredited four-year institution

Coding C = Course is not transferable to fulfill general education mathematics or quantitative reasoning at a four-year institution, **but** fulfills local general education requirements for Analytical Thinking or Mathematics Competency as outlined in Title 5 section 55063.

Coding Y = Not Applicable (Not a General Education Course)

CB05- indicates whether the course is transferable

Request for General Education Transferability: This is also where courses are added to degrees transfer options, CID information. Add requests for: course-to-course articulation, CSU, IGETC, LMCGE, or C-ID. Assist.org will help you in identifying comparable courses.

Tab #3 - Units and Hours

Credit/Non-Credit Options

Most courses are credit so the first box should be correct and no additional boxes should be checked.

For non-credit courses, information in this box should pre-fill.

Course Credit Status (CB04) Non-Credit	Course Non Credit Category (CB22) English as a Second Language (ESL).	Non-Credit Characteristic Bilingual Instruction
Course Classification Code (CB11) -- Select Option -- <input type="radio"/> -- Select Option -- <input type="radio"/> Credit Course. <input type="radio"/> Workforce Preparation Enhanced Funding. <input type="radio"/> Other Non-Credit Enhanced Funding. <input type="radio"/> Non-Enhanced Funding.	Funding Agency Category (CB23) Not Applicable.	<input type="checkbox"/> Cooperative Work Experience Education Status (CB10)

Variable Credit Course

If the course has variable units, make sure that box is checked.

Hours and Units in eLumen should be calculated by weekly student hours. If you select auto-calculate the calculations should be done for you. 18 week duration should NOT be changed to 16.

Auto-calculate fields based on the parameters set in System & Settings > Curriculum > Units & Hours.

Weekly Student Hours	In Class	Out of Class	Default Ratio
Lecture Hours ?	3	6	1:2
Laboratory Hours ?	0	0	3:0
Activity Hours ?	0	0	2:1

The units should prefill once this is done. Some adjustments might be necessary when the calculation results in a .xx unit value .

Course Student Hours	
Course Duration (Weeks)	<input type="text" value="18"/>
Hours per unit divisor	54
Course In-Class (Contact) Hours	
Lecture :	54.00
Laboratory :	0.00
Activity :	0.00
Total:	54.00
Course Out-of-Class Hours	
Lecture :	108.00
Laboratory :	0.00
Activity :	0.00
Total:	108.00
Total Student Learning Hours:	162.00
Total Credit Units	
Minimum Credit Units (CB07)	<input type="text" value="3"/>
Maximum Credit Units (CB06)	<input type="text" value="3"/>

Tab #4 - Pre-requisites and Entrance Skills

Pre-requisites, Co-requisites, Anti-requisites and Advisories

If there are requisites it will be listed here, if a course is required it should be selected here. If any text is required then it should be added in the content review box. Verify the "Prerequisite/Co-Requisite Validation" form appears under "Attachments" on "Tab #1". Be sure it is current. If a set of prerequisites is required make sure it's separated in groups with a OR, AND where applicable.

Entrance Skills (also Course Note)

Initiator edited/added/removed a course note here.

Limitations on Enrollment

Initiator edited/added/removed a limitation here. Mainly used for auditions, tryouts, etc.

Tab #5 - Specifications

Methods of Instruction

Initiator chose all that applies from the drop-down menu. Rationale is not required.

Assignments

The textbox should be in the assignment box from the initial import. Please do not edit the first column, add/edit your assignments in the Description column.

Two college-level reading and writing assignments are required. If your course has laboratory, the "lab or field activity, product, and/or report" is required. If the course is 100% laboratory, no additional assignments are needed. If your course has HBA, the "specific example for Hours by Arrangement" is required. Referencing a SLO increases the flow and contiguity of the outline.

These assignments should read like actual in class assignments. Reading assignments should reference comprehension after reading a college-level material "Read the chapter on....and be prepared to discuss..." Writing assignments should include a page length and incorporate college-level writing skills "In a three-page paper..."

Assignments should be linked to CSLOs. Be sure the CSLO (or more than one CSLO if necessary) is in parentheses at the end of the assignment description.

Methods of Evaluation

Provide representative assessments for measuring SLOs (typically example test, homework or laboratory questions or exercises). The evaluation of higher critical thinking skills should be emphasized therefore only one true/false or multiple-choice question will be accepted. They are required to give two examples. Initiator chose all that apply from the drop-down menu.

Major Essays	75%
Smaller Assignments (journals, quizzes, etc.)	10%
Completion assignments (rough drafts, class participation, etc.)	10%
Final	5%

Equipment

Items such as calculators, graphing paper, swimsuit, yoga mat, etc. should be included in this box.

Textbooks

Follow formatting listed on page, textbooks should be college-level and **published within the past five years**. Classics accepted on a course-by-course basis. Indicate (Classic) after title. If the text has an edition, place after the title. Science courses that include a laboratory component must include a laboratory manual. Laboratory manuals should be clearly noted as such. Publisher and ISBN are not required. If Possible, two textbooks are required. If the text is outdated a justification must be stated.

Textbooks

Author: [Nickles, W.](#)

Title: [Understanding business: The Core, 3rd ed.](#)

Publisher: [McGraw-Hill](#)

Date: 2024

Justification for textbooks more than 5 years old:



Other Instructional Materials

Additional items suggested for the course, i.e. novels, readers, articles.

Other Instructional Materials

Description: [The DaVinci Code](#)

Author: [Brown, Dan](#)

Citation: 2012

Material Fee

If required, format as follows: \$... for...

Tab #6 - Learning Outcomes

Course Objectives – **not used at this time**

CSLOs = Course Student Learning Outcomes (CSLOs)

CSLOs should finish the sentence “Students will be able to...” and begin with a Bloom’s Taxonomy verb. The standards to use when revising/evaluating CSLOs is that if you gave the CSLOs and course content (next tab) to a new adjunct instructor, could they teach the course using the listed CSLOs/course content.

Each CSLO will have their own box and the Expected CSLO Performance should be 70. You can edit, delete, and add CSLOs in this screen. If the course contains both lecture and laboratory you must designate the laboratory SLOs with (Laboratory)

Course Objectives-Student Learning Outcomes

Start writing the new Course Objectives-Student Learning Outcomes name to add it

[Add New Course Objectives-Student Learning Outcomes](#)

Course Objectives-Student Learning Outcomes	Status	Expected SLO Performance	
Evaluate technological requirements and production procedures for stage lighting for various types of productions.	Unchanged	70	^ v x
Identify safety standards for working with electricity.	Unchanged	70	^ v x
Prepare, mount, and run a stage lighting production project. (Laboratory)	Modified [undo]	70	^ v x

Tab #7 - Outline (Content)

eLumen does not have the capability to format an outline beyond numbers. You can select the number option to create levels. If your course has laboratory, click the laboratory content box and put your laboratory content in that box.

Course Outline

Course Content

B I U x₂ x² I_x [List Icon] [Link Icon] [Undo/Redo] [Image Icon] [Table Icon] [Omega Icon] [Folder Icon] Size [Font Size] [Align] [Reset]

1. Basic lighting equipment and technology
 1. Instrument recognition
 1. pieces
 2. functions
 3. accessories
 2. Dimmer systems
2. Safety standards
 1. Equipment
 2. Electricity
3. Methods and practice
 1. nature and meaning of stage light
 2. controllable properties of light
 3. function of stage lighting
 4. color
 5. light and costume
 6. light and the set

Laboratory Content

Once you click “Approve All” and submit the workflow, you will see a box with a submit confirmation making sure you want to submit to the next stage. Click yes if you are ready to send it to the next stage. The course will no longer appear in your inbox.

You will get this box once you submit. DO NOT click yes, submit. If the next stage is 6. All the members of the committee need to review . just click cancel and save as a draft.

Date: 10/29/1992

roval

Submit Workflow Confirmation

Do you want to submit **BUS109 - Introduction to Business** to the next stage in the workflow?

Next stage: Stage 6: Curriculum Specialist - Stage 6. The workflow will move to the next stage when **Curriculum Chair** has also reviewed the workflow in this stage.

Role reviewing workflow in the next stage: **Curriculum Specialist**

PT-NAME ()

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Course Transfer Status (CB05)

JC and CSU Approved