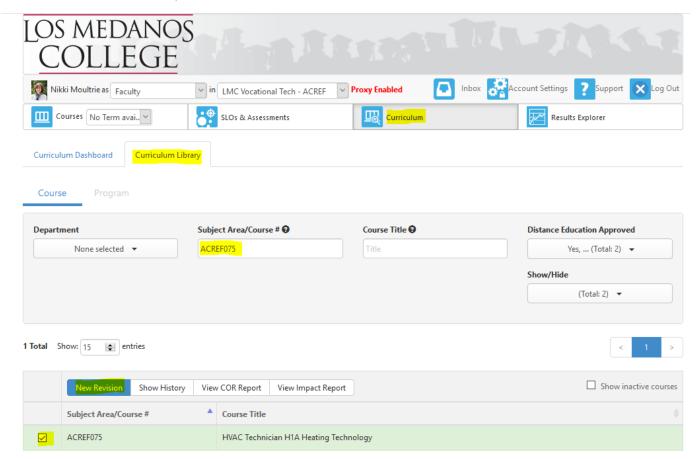# LOS MEDANOS COLLEGE

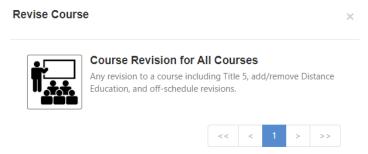**Curriculum Committee**

Revising a Course in eLumen

Login

lmc.elumenapp.com   Login using your portal login

- Click on the Curriculum tab at the top of the page.
- Click on the Curriculum Library
- Type in the course you would like to revise in the Subject Code and Number box (no dashes)
- Click the box next to your course name and select "New Revision"

There will be a pop up for you to select an option – Select "Course Revision for All Courses"

LOS MEDANOS COLLEGE

Curriculum Committee

There are eight tabs (steps) for revising a course. You will automatically be put in the "Step View" with tabs.

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 (previously Courses to Disciplines)

Drop down menus – at this time the drop down menus do not separate options into masters/non-masters. Here is the most recent edition of Minimum Qualificators for Faculty
https://asccc.org/sites/default/files/Minimum_Qualifications2018.pdf

Proposal Details

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

Effective date – always choose the next catalog, summer. Currently, **Summer 2021**

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

Notes for submission – Include what items you will be updating, 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." *Please note that whatever is typed in this box will be on the course outline of record.*

Attachments

Upload 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. Indicate the cohort year as it relates to the Program Review Process.

Curriculum Committee

Tab #2 - Course Development Options

More Options

Most items will not be changed in this screen unless you are adding Credit by Exam.

Grading Code = Dropdown choices. Select all that apply.

Course Support Status (CB26) – Select 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 is a new field in eLumen and will most likely be empty. The Tech Review Committee will fill in this information for you if it is blank.

Transferability & Gen. Ed Options

Course General Education Status (CB25) – Dropdown choices - select appropriate option. **(Applicable to English and Math Courses Only)**

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 transferrable 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)

Request for Transferability (CB05)

You may add requests for transferability or GE patterns in this area. Additionally, request for C-ID should be entered here.

Curriculum Committee

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. Funding Agency Category (CB23) should always be "Not Applicable"

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

Hours and Units in eLumen are very different than they were in our paper process. At this time, we ask that if you want to make a change to hour and/or units, you indicate such change in the "0 Comment" box at the bottom of the page. The change will be completed by the Curriculum Specialist at the Tech Review level.
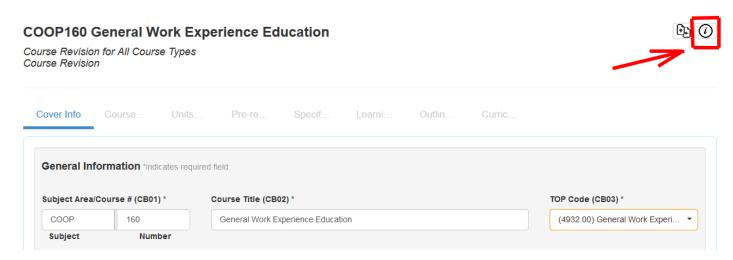
Tab #4 - Pre-requisites and Entrance Skills

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

If you need to **add** a pre/co-req or advisory click "Add Group" and then "Add Requisite"

Choose your requisite type and chose your requisite course. If it is an "Advisory" type information in the text box to the right. We will confirm everything in tech review.

All pre-requisites and co-requisites require the appropriate forms for justification and approval. Forms can be downloaded from the Curriculum Committee website, which can be accessed in eLumen by clicking on the "Reference Material" icon.

Entrance Skills (also Course Note)
You can edit/add/remove a course note here.

Limitations on Enrollment
You can edit/add/remove a limitation here. Mainly used for auditions, tryouts, etc.

Curriculum Committee

Tab #5 - Specifications

Methods of Instruction

Choose all that apply from the drop down menu. At this time a 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.

All degree-applicable courses must be evaluated to make sure they are college-level and include reading, writing, and critical thinking.

Provide a sample assignment in each appropriate category that demonstrates the level and rigor of the course and link that sample assignment to one or more CSLOs.

Two college-level reading and writing assignments are required. Since not all courses have traditional writing extensively (i.e. performance courses, etc), you may also include performance or problem-solving assignments that demonstrate critical thinking. However, all three core skills – reading, writing, and critical thinking should be clearly demonstrated in the assignment template.

These assignments should read like actual in class assignments. Reading assignments should reference comprehension after reading college-level material: "Read the chapter on….and be prepared to discuss…" or "Read the chapter on…and answer the analysis questions…" Writing assignments should include a page length and incorporate college-level writing skills, for example: "In a 1200 word essay, make an argument…"

If your course has a 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 Hours by Arrangement, the "specific example for Hours by Arrangement" is required. Referencing a CSLO increases the flow and contiguity of the outline.

Methods of Evaluation

Provide representative assessments for measuring CSLOs (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. You are required to give two examples.

Choose all that apply from the drop down menu.

Provide an example of your assessment in the rational box and the weight or percentage (can be a range) of the total grade.

Major Essays	75%
Homework	10%
Midterm	10%
Final	5%

Equipment

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

Curriculum Committee

Textbooks

Follow formatting listed on page, textbooks should be college-level and published within the past five years. Place edition after the title.
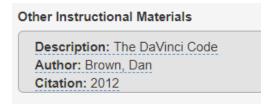
Classics or "foundational" texts are accepted on a course-by-course basis. Indicate (Classic) in the "Justification" field or provide other justification as required. Note: for transferability and C-ID, textbook must be within the past 5 years and be representative or equivalent to those requirements.

Science courses that include a laboratory component must include a laboratory manual. Laboratory manuals should be clearly noted as such. ISBN is not required. If possible, two textbooks are required.

Textbooks

Textbooks

Author: Matthew Lippman
Title: Law and Society, 2nd Edition
Publisher: Sage Publications
Date: 2018
Justification for textbooks more than 5 years old:

Author: Lee Epstein and Thomas G. Walker. Sage
Title: Constitutional Law for a Changing America: Rights, Liberties, and Justice, 9th Edition
Publisher: CQ Press
Date: 2016
Justification for textbooks more than 5 years old:

Author: Terry L. Jordan
Title: The U.S. Constitution And Fascinating Facts About It, 8th Edition
Publisher: Oak Hill Publishing Company
Date: 2012
Justification for textbooks more than 5 years old: Foundational text with the U.S. Constitution language.

Other Instructional Materials

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

Other Instructional Materials

Description: The DaVinci Code
Author: Brown, Dan
Citation: 2012

Material Fee

If required, format as follows: $... for…
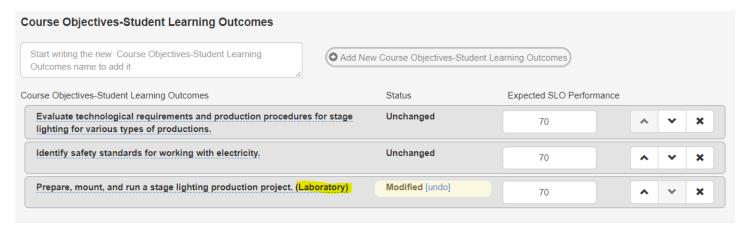
Curriculum Committee

Tab #6 - Learning Outcomes

Course Objectives – **DO NOT USE**

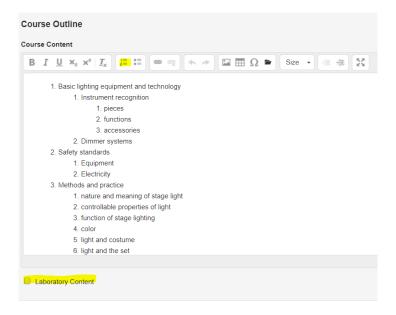Course Objectives = Course Student Learning Outcomes (CSLOs)

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	⋀	⋁	✖
Identify safety standards for working with electricity.	Unchanged	70	⋀	⋁	✖
Prepare, mount, and run a stage lighting production project. (Laboratory)	Modified [undo]	70	⋀	⋁	✖

Tab #7 - Outline (Course Outline/Course Content)

eLumen does not have the capability to format an outline beyond numbers. You can select the number option to create levels. Please make sure the course outline is clear: main units or subjects should be easily distinguished from subtopics. 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 Iₓ | ☰ ☷ | ⧉ ⧉ | ↶ ↷ | 🖼 ▦ Ω 📁 | Size ▾ | ⇥ ⇤ | ⤢

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

Curriculum Committee

Tab #8 – Curriculum Technician

Information in this area is not editable and is used only by the Curriculum Specialist once your course is approved by the Curriculum Committee.

Submitting Your Course

You can click "Save as Draft" if you are not ready to submit the course. You can always access it in your Inbox. If you would like to review your entire outline again, click Continue Workflow and "Outline View" – this will allow you to see the entire outline on one page.

When you are ready, click "Submit" and a pop up will ask you to confirm and will tell you where the course outline is going next.

eLumen will email the next person in the approval process at the end of the day.

You can check on the status of your course by click on the Curriculum Button and Curriculum Dashboard. The Workflow Status will tell you who is the current reviewer/approver.