

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”

The screenshot shows the top navigation bar of the eLumen system. The user is logged in as Nikki Moultrie as Faculty in the LMC Vocational Tech - ACREF system. The 'Curriculum' tab is highlighted in yellow. Below the navigation bar, the 'Curriculum Library' tab is also highlighted in yellow.

Course Program

Department: None selected

Subject Area/Course #: ACREF075

Course Title: Title

Distance Education Approved: Yes, ... (Total: 2)

Show/Hide: (Total: 2)

1 Total Show: 15 entries

Subject Area/Course #	Course Title
<input checked="" type="checkbox"/> ACREF075	HVAC Technician H1A Heating Technology

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

Revise Course



Course Revision for All Courses

Any revision to a course including Title 5, add/remove Distance Education, and off-schedule revisions.

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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.

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.

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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.

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.

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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.

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 CSLO increases the flow and contiguity of the outline.

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...” Writing assignments should include a page length and incorporate college-level writing skills “In a three-page paper...”

Assignments should be linked to CSLOs, similar to our previous COR. Just put the CSLO (or more than one CSLO if necessary) in parentheses at the end of the assignment description.

Reading #1 Example: Read Jonathan Kozol’s text, “Savage Inequalities,” Jeannie Suk Gersen's article, "The Uncomfortable Truth About Affirmative Action," and the series of articles exploring affirmative action decisions in the Supreme Court. Be prepared to make an informal presentation regarding the kinds of support each side uses as well as a critique of the effectiveness of that kind of support. (CSLO 1, 2, and 4)

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. Again, link assessments to CSLOs, just like you did in Assignments.

Sample of the grade/CSLO break down:

Major Essays (CSLOs 1-5)	75%
Smaller Assignments (journals, quizzes, etc.) (CSLOs 1, 3, 4)	10%
Completion assignments (rough drafts, class participation, etc.)	10%
Final (CSLOs 1, 3, 4)	5%

Equipment

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

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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.

Textbooks
Textbooks
Author: Shelley, Steven L. Title: A Practical Guide to Stage Lighting, Third Edition Publisher: Date: 2013 ISBN:
Author: Winchip, Susan M. Title: Fundamentals of Lighting (Classic) Publisher: Date: 2011 ISBN:

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...

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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	<input type="button" value="▲"/> <input type="button" value="▼"/> <input type="button" value="✕"/>
Identify safety standards for working with electricity.	Unchanged	70	<input type="button" value="▲"/> <input type="button" value="▼"/> <input type="button" value="✕"/>
Prepare, mount, and run a stage lighting production project. (Laboratory)	Modified [undo]	70	<input type="button" value="▲"/> <input type="button" value="▼"/> <input type="button" value="✕"/>

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. 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 [Color] [List] [Link] [Image] [Table] [Omega] [Mail] Size [Align] [Justify] [Fullscreen]

1. Basic lighting equipment and technology
 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.

The screenshot shows the Curriculum Dashboard interface. At the top, there are navigation tabs: Courses, SLOs & Assessments, Curriculum (highlighted), and Results Explorer. Below this, there are sub-tabs: Curriculum Dashboard (highlighted) and Curriculum Library. The main content area is titled "Revision Course Workflows" and includes a "Download Workflows as CSV" button. A table lists three courses with their respective workflow statuses.

Course Code	Course Title	Workflow Template	Workflow Status	Chair Report	
DRAMA111	Introduction to Lighting Design	Course Revision for All Courses	Stage 1: Initiator	None	Actions
DRAMA295	Occupational Work Experience Education in DRAMA	Course Revision for All Courses	Stage 2: Curriculum Committee Representative	None	Actions
DRAMA296	Internship in Occupational Work Experience Education in DRAMA	Course Revision for All Courses	Stage 1: Initiator	None	Actions