

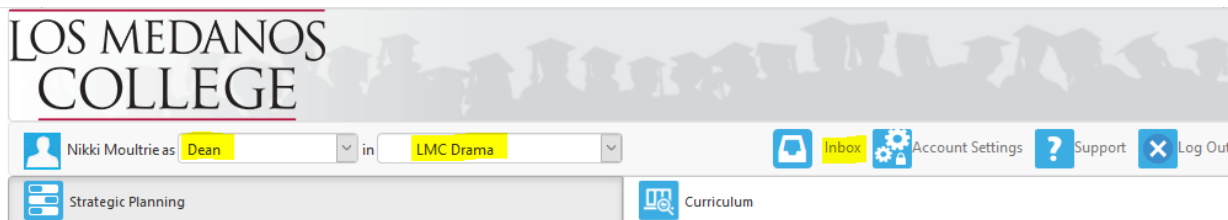
Reviewing a Course in eLumen – Department Chair, Dean, and Tech Review Level

Login

lmc.elumenapp.com Login using your portal login

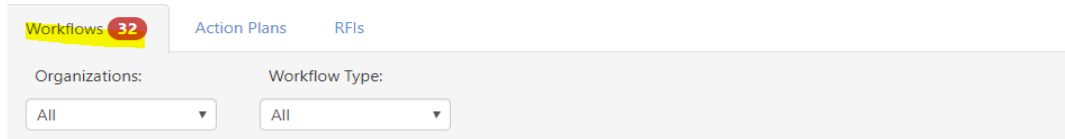
In the drop down next to your name, make sure your title matches your “review” level...either “Department Coordinator”, “Division Coordinator”, “Tech Review” or “Curriculum Committee Member”

At the home screen, click on the “Inbox” icon at the top of the screen

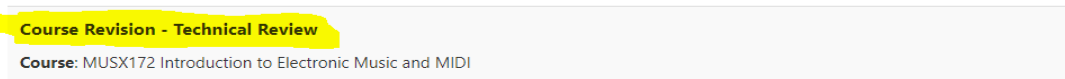


Courses waiting for your review and approval will appear under Workflows. The number awaiting your review will be in a red bubble. Make sure the Course Revision says “Course Revision – and the stage in which the course is currently in the workflow”. The example below is a “Course Revision – in the Technical Review” Stage.

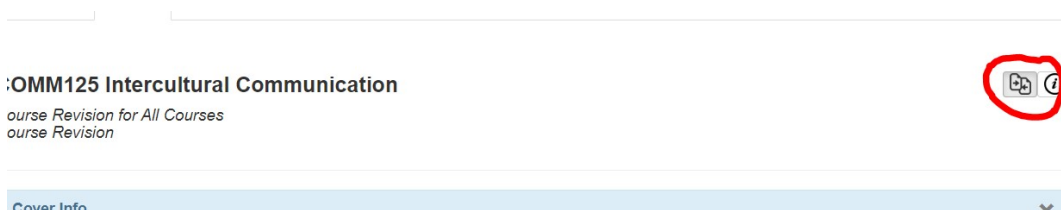
Inbox



Active



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.



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. It is the same as the paper version we have been using but items on the course outline of record (COR) are in different places.

Just a few additional items:

- If the course has variable units and hours, the Units and Hours section will be a bit confusing. We have requested this area of the COR be changed but we really don't have control over that. We suggest just skipping over it and look at the total course hours and units. Units and hours will be reviewed by the Curriculum Specialist during Tech Review and if there are any questions, they can be discussed during a Curriculum Committee meeting.

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

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 to when the course will be revised.

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 was imported into eLumen. However, this will be reviewed and checked during Tech Review by the Curriculum Specialist.

Transferability & Gen. Ed Options

Course General Education Status (CB25) – Dropdown choices – Initiator selected appropriate option. This will be reviewed and checked during Tech Review by the Curriculum Specialist and the Articulation Officer.

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.

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 the initiator to 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. Hours are calculated by weekly hours (divide total hours by 18).

Tab #4 - Pre-requisites and Entrance Skills

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

The initiator chose the requisite type, requisite course, and added information in the text box to the right. The "Prerequisite/Co-Requisite Validation" form will also appear under "Attachments" on "Tab #1".

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. 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 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, 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 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. You 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. 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.

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 – **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 (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 [List Icon] [List Icon] [List Icon]

- 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

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