Creating/Viewing Course Proposals in eLumen

1. Select department

2. Click on Curriculum tab

Curriculum Library

Curriculum Dashboard will show anything that is in the curriculum queue within a department

| Curriculum Dashboard | Curriculum Library |

Course   Program

🖹 Download Workflows as CSV

Revision Course Workflows

< **1** >

Course Code ▲	Course Title	Workflow Template	Workflow Status	Chair Report	
CIS020	Assembly Programming	Course Modification - No Distance Education Addition/Mod	Stage 1: Level 1/16 - Originator	None ▾	Actions ▾

1 Total Show: 10 entries

< **1** >

Proposal Course Workflows

< **1** >

Course Code ▲	Course Title	Workflow Template	Workflow Status	Chair Report	
CIS104	Programming in Linux	New Course Proposal with Distance Education	Stage 1: Level 1/15 - Originator	None ▾	Actions ▾

1 Total Show: 10 entries

< **1** >

Deactivation Workflows

< 1 >

Course Code ▲	Course Title	Workflow Template	Workflow Status	
		No data found		

Click on "Actions" to:
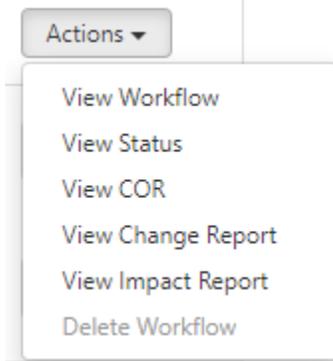
a. **View Workflow**: here you can view the entire COR in a workflow view.
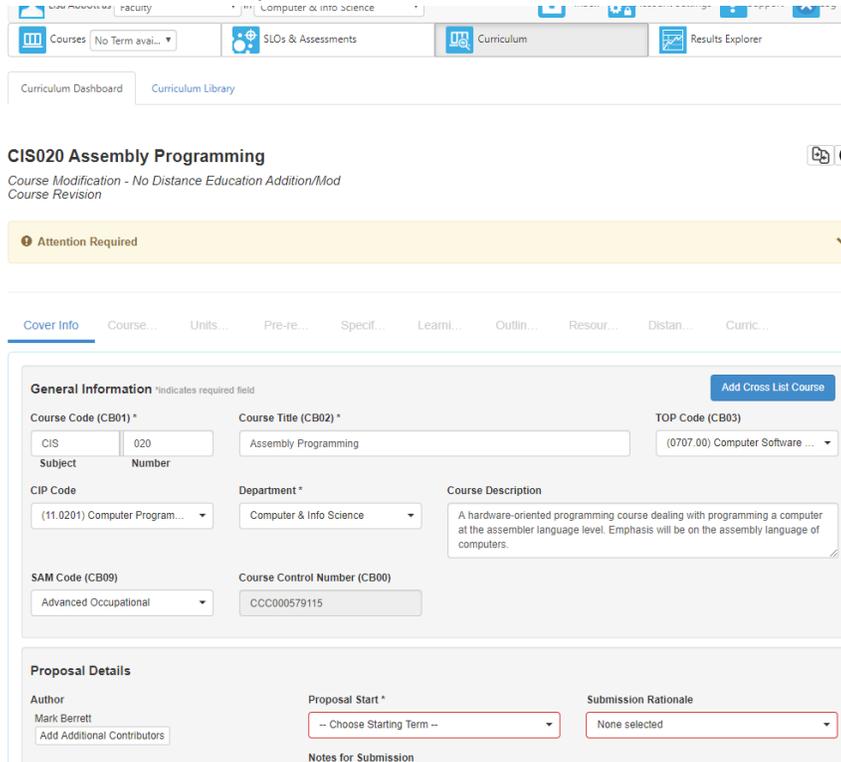
b. **View Status**: Here you can view where a proposal is within a workflow within the approval process.
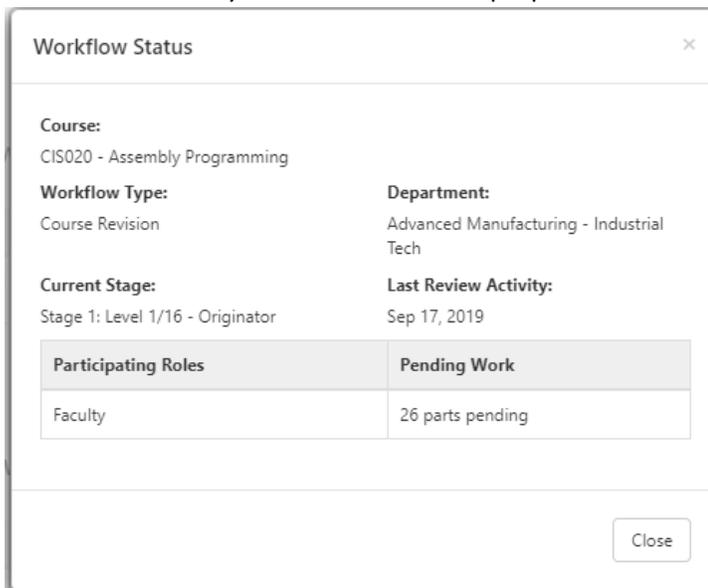
c. **View COR**: Here you can view the Course Outline of Record. You have the option to view all of it or certain parts.
   i. All areas of the COR is the default.
   ii. If you want to view certain parts of the COR first click on the drop down
      1. Click "select None"
      2. Select the areas that you want to view
      3. **important** Click inside the popup box to get out of the dropdown window
      4. Click "Go to Report"

COR Report Options

Select the sections to show in the report   General Information, ... (14) ▼

Show SLO Mappings as   ◉ List   ○ Grid

Go to Report   Cancel

Solano Community College
Course Outline of Record Report
10/07/2019

CIS020 : Assembly Programming

General Information

Author (s)::	• Mark Berrett
Course Code (CB01) :	CIS020
Course Title (CB02) :	Assembly Programming
Department:	Computer & Info Science
Proposal Start:	No value
TOP Code (CB03) :	(0707.00) Computer Software Development
CIP Code:	(11.0201) Computer Programming/Programmer, General
SAM Priority Code (CB09) :	Advanced Occupational
Distance Education Approved:	No
Course Control Number (CB00) :	CCC000579115
Curriculum Committee Approval Date:	Pending
Board of Trustees Approval Date:	Pending
External Review Approval Date:	Pending
Course Description:	A hardware-oriented programming course dealing with programming a computer at the assemble language of computers.
Submission Rationale:	No value

Other Catalog Information

Other Catalog Information

d.   **View Change Report**: Here you can view what changes have been made to a COR.

General Information

Field	Current Version	Proposed Version
Author(s)	• Williams, Jacob • Support, Tech • Abbott, Lisa • Wesley, Andrew • Pegg, Melissa • Corbin, Jessica	• Mark Berrett
Course Code	CIS020	CIS020
Course Control Number	CCC000579115	CCC000579115
Title	Assembly Programming	Assembly Programming
System Taxonomy	0707.00	0707.00
TOP Name	Computer Software Development	Computer Software Development
National Taxonomy	11.0201	11.0201
CIP Name	Computer Programming/Programmer, General	Computer Programming/Programmer, General
Department	Computer & Info Science	Computer & Info Science
Proposal Start	Spring 2020	Spring 2020
SAM Code	Advanced Occupational	Advanced Occupational
Course Description	A hardware-oriented programming course dealing with programming a computer at the assembler language level. Emphasis will be on the assembly language of computers.	A hardware-oriented programming course dealing with programming a computer at the assembler language level. Emphasis will be on the assembly language of computers.
Submission Rationale	Mandatory Revision	No value

Faculty Requirements

e.   **View Impact Report**: Here you can view what areas are impacted by the course.

Solano Community College
Course Impact Report
10/07/2019

Impacts for: CIS020 - Assembly Programming

Courses that use CIS020 - Assembly Programming as a Requisite

	Course Name	Type of Requisite	Rationale
No Courses			

Courses that are Requisites of CIS020 - Assembly Programming

	Course Name	Type of Requisite	Rationale
1	CIS022 - Intro/Programming	Prerequisite	Minimum grade C
2	CIS015 - Visual Basic.Net	Prerequisite	Minimum grade C
3	CIS035 - Intro To Java Prog	Prerequisite	Minimum grade C

Program Impacts

	Program Name	Course Block Name	Units
No Programs			

f.   **Delete workflow**: Here if the course is in an "edit" stage within the workflow the proposal can be deleted if no longer desired.

Curriculum Library

Curriculum Library will:

1. Show you all active courses.
    a. History
    b. Course Outline of Record
    c. Impact Report
2. Allow you to create a New Course proposal
3. Allow you to create a New Revision proposal
4. Allow you to create a Deactivation proposal

View All Active Courses: You can filter active courses by selecting the dropdowns or entering information into the text boxes.

1. To select from a dropdown
    a. Click "select none"
    b. Select the area(s) you wish to filter or type in department
        i. You can select multiple areas while searching in the dropdown
    c. Click outside of the dropdown to complete search
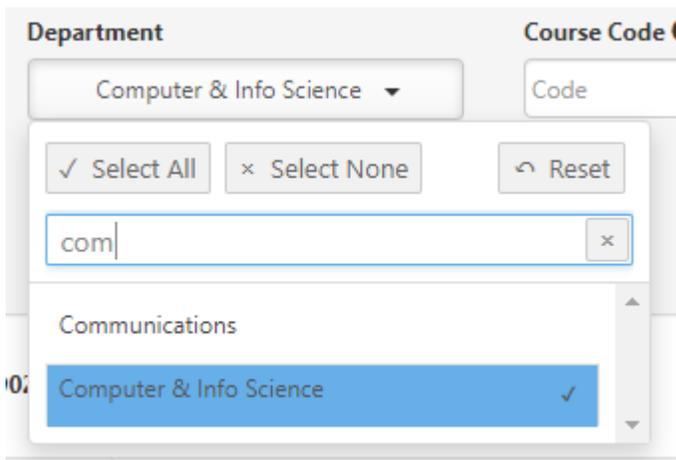
2. Enter in the Course Code to search for one subject area

New Course Proposal

1. Click on "New Course"

2. You are given options as to which type of new course you would like to create. With or without Distance Education (DE).

    a. The Difference between the two is that the one with DE has a workflow that takes the proposal to the DE Coordinator and it also has a DE section to fill out where as the other does not.

    b. Click on the Proposal you wish to create.

3. Fill in all Areas or N/A if not applicable

    a. There are reference materials if you click on the ⓘ in the upper right corner

Lisa Abbott as | Faculty ▾ | in | Computer & Info Science ▾ | | Inbox | Account Settings | ? Support | X Log Out

Courses | No Term avai... ▾ | | | Results Explorer

Curriculum Dashboard | Cur...

Course Title

New Course Proposal with D...
Course Creation

ⓘ

⚠ Attention Required ▾

Cover Info | Course... | | | | ComC...

General Information *Ind...

Course Code (CB01) *

| | |
| Subject | Number |

CIP Code

Select a CIP Code

SAM Code (CB09)

Select a SAM Code ▾

...Code (CB03)

...ct a TOP Code ▾

Add Cross List Course

SAM Code (CB09) | Course Control Number (CB00)

Reference Materials   x

C-ID Descriptors

C-ID Descriptors 🔗

Faculty Minimum Qualifications

Faculty Minimum Qualifications 🔗

TMC Information

TMC Information 🔗

Curriculum Committee Website

Curriculum Committee Website 🔗

Curriculum Handbook

Curriculum Handbook 🔗

Close

4. There are three options as you are working on the proposal. (If one of the boxes are greyed out then there must be more information input prior to saving or submitting.)
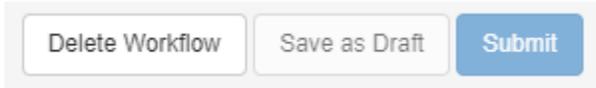
a. Delete Workflow – if you wish to delete what you have been working on
b. Save as Draft – after the necessary fields have been entered you can Save as Draft and you will be taken back to your inbox (more on this later)
c. Submit – You have completed the work and feel like you are ready to submit proposal into the approval workflow.
   important Once in workflow, the proposal must go through multiple stages prior to getting back to you for editing. Make sure that you have all information completed to your satisfaction prior to submission.

New Revision Proposal

1. Find the course you wish to create by following the previous search instructions.
2. Click on the course
3. Select New Revision
4. You will have many types of revisions to choose from. The type of revision chosen depicts which information is in the proposal and the type of workflow it goes through.
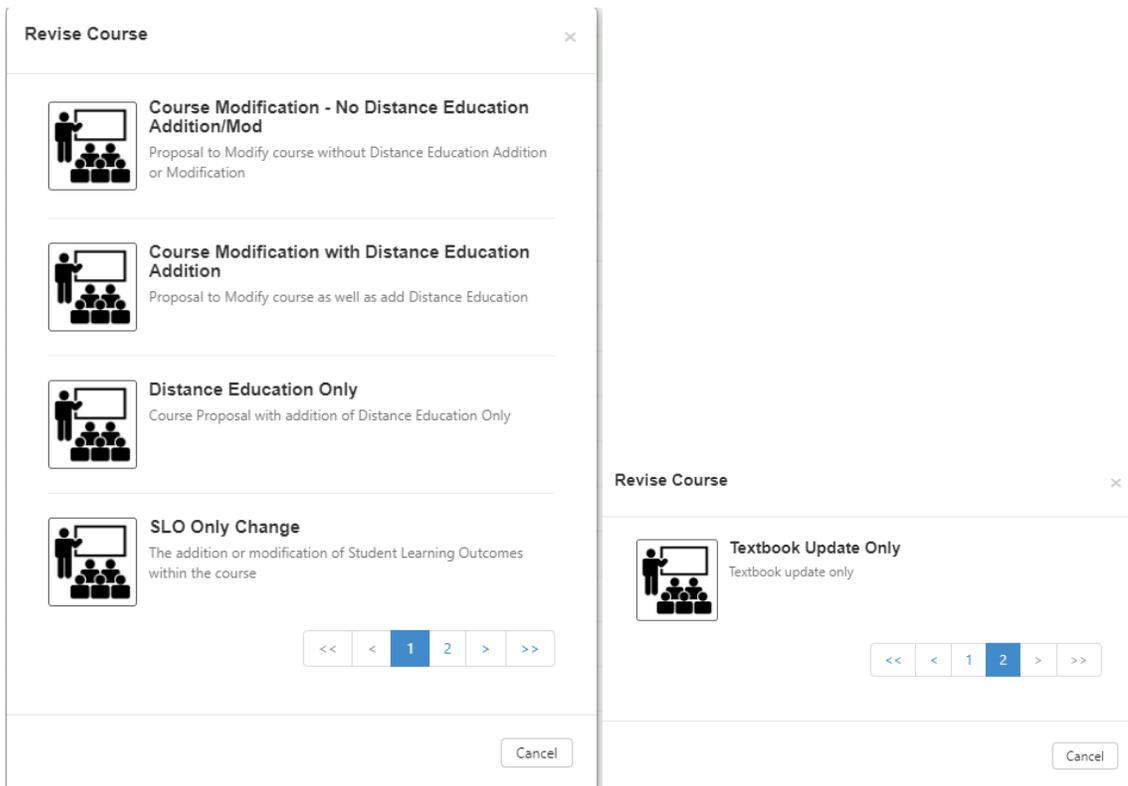
5. The information from the currently active COR will be populated in the fields, or if you are adding DE you will need to input.
6. Once all areas are updated or you decide you do not want to make the change you have 3 options as you did in the New course proposal.
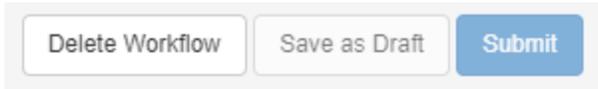
Deactivate Course

1. Click on course you wish to deactivate
2. Click "Deactivate Course"

3. Select whether you wish to Deactivate Course "Cancel or Confirm"

4. Enter Rationale for Deactivating course.
5. There are now 3 options
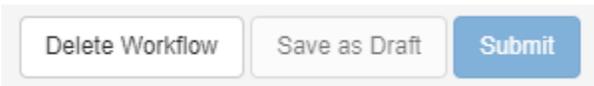
Inbox

Here is where you can work on your courses that are in draft form as well as review/approve others that are in the queue.

There are two options for a workflow. Step View and Outline View. If you hover over the dropdown you can click on one or if you click the dropdown you will go straight to outline view.

1. Step View will give you each area of the COR in different Steps which you click through as you are completing.

2. Outline View will give you the entire COR in one screen that you scroll through.

FOR070 Forensic Crime Scene Investigation - Basic

New Course Proposal without Distance Education
Course Creation

Cover Info

General Information *indicates required field*

[Add Cross List Course]

Course Code (CB01) *

| FOR | 070 |
| Subject | Number |

Course Title (CB02) *

Forensic Crime Scene Investigation - Basic

TOP Code (CB03)

(2105.00) Administration of Ju...

CIP Code　　　　**Department ***　　　　**Course Description**

Review/Approve

1. To Review/Approve a course click on "Start Review"
2. Within each area the reviewer can leave comments to the originator on the content.

0 Comment

Great Work

[Add comment]

Course Development Options

More Options　　　　[Review]

Basic Skill Status (CB08)　　**Course Special Class Status (CB13)**　　**Grade Options**

[Return] [Review all] [Save as Draft] [Submit]

3. Once a Comment has been made you can Review the single section (highlight in green) and continue reviewing
   or
4. you can go through everything and Review all/submit at the end,
   or
5. save as draft if not finished reviewing,
   or
6. return to get back to inbox without saving.

Approval Workflows

New/Revision Course – 17 stages/levels

1. Originator (Creation)
2. Faculty 1
3. Faculty 2
4. Originator (edit/review)
5. Articulation/Assessment and depending on proposal Librarian/DE
6. Originator (edit/review)
7. Division Curriculum Rep
8. Dean
9. Originator (edit/review)
10. Technical Review Committee
11. Originator (edit/review)
12. Curriculum Committee
13. Originator (edit/review)
14. VPAA/Chair
15. Governing Board
16. Chancellor's Office

Course Deactivation – 10 stages/levels

1. Originator (creation)
2. Faculty 1
3. Articulation
4. Division Curriculum Rep
5. Dean
6. Technical Review Committee
7. Curriculum Committee
8. VPAA/Chair
9. Governing Board
10. Chancellor's Office

Textbook Only Update – 2 stages/levels

1. Originator (creation)
2. Curriculum Specialist (review)
3. Curriculum Specialist (activate)