



YCCD eLumen User Guide: Curriculum

Guidance for Curriculum Management of Courses and Programs

This User Guide covers everything related to the curriculum component of the eLumen system. The focus is on navigating the technical aspects. For detailed information about filling out the proposal fields, see the [YCCD Curriculum Development Guidelines](#).

Table of Contents - click heading to jump quickly to a section

Part 1: Navigating the Curriculum System	5
Getting Started on Curriculum	5
Using Your Inbox	5
Curriculum Dashboard	6
Course Curriculum Dashboard	7
Workflow Template	7
Workflow Status	7
Days in Stage	7
Chair Report	7
Actions Menu	7
Program Curriculum Dashboard	8
Curriculum Library	9
Course Library	9
Viewing Course Revision Due Dates	10
Initiating Curriculum Proposals	11
Program Library	12
Views and Reports	13
Course Outline of Record (COR) or Program Outline of Record (POR)	13
Change Report (Courses Only)	13
Comparison Report (Courses Only)	13

Impact Report (Courses Only).....	13
Notifications.....	13
Part 2: Initiating Curriculum Proposals.....	14
Creating a New Course or Program	14
Revising or Deactivating an Existing Course or Program.....	14
Completing Workflow Fields.....	15
Navigation.....	15
Assistance While Completing the Workflow	15
Saving, Submitting, or Deleting a Workflow.....	16
Returning to a Workflow in Progress	17
What Happens After You Submit?	17
Part 3: Reviewer and Approver Guide.....	18
Workflow Management.....	18
Reviewing Proposals	18
Approving or Sending Back Proposals	19
Editing Proposals	20
Submitting a Proposal to the Next Stage.....	20
After Submitting	21
Articulating and Publishing a Proposal – Curriculum Specialist	21
Appendix A: Technical Guide for Course Workflow Fields.....	22
Basic Course Info Additional Features	22
Add Cross List Course.....	22
Additional Contributors	22
Attachments	22
Standards	23

Associated Programs	23
Transferability & Gen. Ed. Options	23
Course Articulation Requests	24
Units and Hours	25
Credit/Non-Credit Options	25
Variable Credit Courses	25
Auto-calculation.....	25
Additional Profiles.....	26
Weekly Specialty Hours	26
Course Student Hours.....	26
Conditions of Enrollment.....	26
Requisite Courses.....	26
Entrance Skills	28
Limitations on Enrollment	28
Details	28
Methods of Instruction and Methods of Evaluation	28
Assignments.....	29
Textbooks and Lab Manuals	29
Other Instructional Materials	29
Learning Outcomes.....	30
Course Objectives	30
CSLOs	30
Outline	30
Distance Education	31
Curriculum Technician	31
Appendix B: Technical Guide for Program Workflow Fields	32
Basic Program Info.....	32

Labor Market	32
Course Blocks	33
Step 1: Create the Main Rule Group.....	33
Step 2: Create Additional Nested Rule Groups for Course Blocks	34
Step 3. Add Courses to Rule Groups (Course Blocks)	35
Recommended Sequence	37
Troubleshooting Course Sequences	39
Requirements for Advancing the Workflow	39
Learning Outcomes.....	40
Align PSLOs.....	40
Program Narrative and Feasibility	41
Curriculum Technician	41
Submitting a Program	41

Part 1: Navigating the Curriculum System

eLumen is an integrated system for managing Curriculum, Assessment, and Continuous Improvement. This guide will focus on the Curriculum section for users who will be proposing the creation, revision, or deactivation of courses or programs.

When you log in through Single Sign-On, you will see:

- **User role and department filters:** Only users in the faculty role can create and revise curriculum, and only in the disciplines/departments for which they have permission. If you don't see a role or discipline you need, contact your curriculum chair.
- **Inbox:** View and access any pending SLO assessments or curriculum proposals to review.
- **Account Settings:** Adjust notification preferences and set the default user role (if you have multiple roles such as faculty, curriculum committee member, etc.).
- **Support:** This takes you to eLumen's learning library. However, we recommend starting with this User Guide and the [YCCD Curriculum Development Guidelines](#).

Getting Started on Curriculum

The Curriculum tab is divided into two major areas: Curriculum Dashboard and Curriculum Library. The Curriculum Dashboard contains all proposals in progress, and users see curriculum based on the department selected in the drop-down menu. The Curriculum Library contains all approved curriculum for the college. All users can see the curriculum from across the institution. A toggle between courses and programs is provided for each area.



- To **create, revise, or deactivate curriculum** – go to the **Curriculum Library**
- To **view** curriculum proposals in progress – go to **Curriculum Dashboard**
- To **review or approve** a proposal, or to **make requested changes** to your proposal that is under review – go to your **Inbox**

Using Your Inbox

Your Inbox takes you to any assessments (SLOs), workflows (curriculum), action plans or RFIs (program review) that need your attention. For curriculum, go to **Workflows**. Across the top are filters for departments and workflow types and a search field to easily find a particular proposal.

Inbox

My Assessments | Workflows **55** | Action Plans | RFIs

Organizations: All | Workflow Type: All | Search workflow by name

Workflows are divided into sections:

- **Take Action:** These are curriculum proposals for you to review or edit.
- **Coming Soon:** For users with review/approval roles in curriculum process, this shows proposals that are at earlier stages in the workflow
- **Check the progress on my proposals:** This section shows you any proposal you originated and lets you see where it is in the approval process

Curriculum Dashboard

The Curriculum Dashboard contains all proposals in progress for Courses and Programs. However, users will only see proposals related to the role selected in the filter at the top of the screen. (e.g. biology faculty will only see biology proposals). Some roles, such as curriculum committee member or counselor, allow you to see all proposals for the college.

If you don't see a proposal you are looking for:

- check that you are in the correct role and/or discipline
- confirm that you are in the correct tab for courses or programs
- confirm that you are looking in the correct section (revision, new, or deactivation)

The **search bar** at the top of the dashboard may be the quickest way to find a proposal. Available actions for courses and proposals are described in the following sections.

Course | Program

Search by course code or title

Reports: - Select Report - | View Report | CSV Downloads: - Select Report - | Download CSV

Revision Course Workflows

Course Code	Course Title	Workflow Template	Workflow Status	Days In Stage	Chair Report	Actions
HUSEV10	Introduction To Human Services	Revise an Existing Course	Stage 2: Proposal Review	12	None	View Workflow View Status View COR View Change Report View Impact Report
HUSEV44R	Chemical Dependency Counseling Seminar and Internship	Revise an existing course	Stage 3: Stage 3: Committee Review	121	None	

2 Total Show: 10 entries

Course Curriculum Dashboard

The proposals on the Course Curriculum Dashboard are separated into four areas:

1. Revision Course Workflows - all course revision proposals currently in progress
2. Proposal Course Workflows – all new course proposals in progress
3. Deactivation Course Workflows – all courses in process of being deactivated
4. Amend Course Workflows – courses being amended by curriculum chairs or specialists

The tables in each section contain the course code, course title, workflow template, workflow status, days in stage, chair report, and actions menu. Some of the columns in these tables can be ordered, but for more sophisticated sorting and filtering, users can download the workflows as CSV by using the button at the top right of the Dashboard area.

Workflow Template

The workflow template indicates which workflow was selected when launching the proposal.

Workflow Status

The workflow status can be used to monitor the progress of a particular course workflow. This status updates in real time.

Days in Stage

This column tells you how long a proposal has been at the current stage listed in the Workflow Status.

Chair Report

The chair report is an optional report (not currently used at YCCD) that can be utilized by the Curriculum administrator. If it is used, this area will inform users which report holds the particular course revision or creation workflow.

Actions Menu

The Actions menu provides additional information on each workflow. This includes:

- **View Workflow** will allow a user to open a workflow and read or leave comments on any area.
- **View Status** indicates the course, type of workflow, department, current stage, last review activity, which roles participate in the stage, and how many parts are pending their work/review.

Participating Roles	Pending Work
Faculty	25 parts pending

- **View COR** allows users to generate a Course Outline of Record report for the course as it is in workflow status. This means users will see all the new updates when selecting the COR from this area.
- **View Change Report** displays the changes from the latest approved version of a course to the newest revision of a course, navigate to the Curriculum Dashboard and select the Change Report from the Action menu. The change report begins with a summary table of all changes to the course, then displays a side-by-side view of all fields. Red strikethrough indicates something that has been removed, and green underlining indicates content that has been added.
- **View Impact Report** allows users to see the impact of the course workflow. This includes courses that use the workflow course as a requisite, courses that are requisites of the workflow course, and programs that use the workflow course.
- **Delete Workflow:** This option is active for the user who launched the course workflow *when the workflow is in the first stage only*. After it passes Stage 1, the workflow must be returned to Stage 1 before it can be deleted. The Curriculum Specialist role (curriculum administrator) or the user that proposed the course can delete it from Stage 1.

Program Curriculum Dashboard

The Program Curriculum Dashboard is accessed by toggling the top Course/Program selector to Program. The proposals on the Program Curriculum Dashboard are separated into four areas:

1. Revision Program Workflows – all program revision proposals currently in progress
2. Proposal Program Workflows – all new program proposals in progress
3. Deactivation Program Workflows – all programs in process of being deactivated
4. Amend Program Workflows – programs being amended by curriculum chairs or specialists

The tables in each section contain the program title, workflow template, and workflow status, and an action menu. Like the Course Dashboard, the program workflows can also be downloaded as a CSV to sort and filter as desired.

Course **Program**

Q Search by program title, workflow template or status

CSV Downloads
- Select Report - Download CSV

Revision Program Workflows

Program Title	Workflow Template	Workflow Status	
Chemical Dependency Counselor (A.S.)	Revise an existing program	Stage 3: Committee Review	Actions ▾
Chemical Dependency Counselor (Certificate)	Revise an existing program	Stage 3: Committee Review	Actions ▾
Human Services (A.S.)	Revise an existing program	Stage 3: Committee Review	Actions ▾

3 Total Show: 10 entries

Proposal Program Workflows

Program Title	Workflow Template	Workflow Status	
Social Work and Human Services (A.A.-T)	Create a new program	Stage 5: Board Approval	Actions ▾

The Actions menu for programs contains the options to:

- **View Workflow** will allow a user to open a workflow and read or leave comments on any area.
- **View Status** indicates the program, type of workflow, department, current stage, last review activity, which roles participate in the stage, and how many parts are pending their work/review.
- **View POR** allows users to generate a Program Outline of Record report for the program as it is in workflow status. This means users will see all the new updates when selecting the POR from this area.
- **Delete Workflow** for programs is only available to the faculty originator at Stage 1. Once the program proposal is launched, it cannot be deleted.

Curriculum Library

The Curriculum Library holds all approved curriculum for the college. Users can toggle between courses and programs by selecting the option at the top of the page. Filters are provided to assist in quickly finding the relevant curriculum.

Course Library

The Course Library filters allow users to view courses by selecting a particular department, entering a course code or course title, sorting by Distance Education Approval, or by

showing/hiding other details about the course such as: First Term Offered, Last Term Offered, Status, and Due In (time to next review). Not all of these options provide useful information: First Term Offered defaults to Spring 2021 (when YCCD implemented eLumen) for older courses; Status will only show active unless you click the box at the top right of the table to show deactivated courses, which will appear in the table in a lighter gray, italicized font:

	Course Number	Course Title	Due In
<input type="checkbox"/>	ACCT1	Principles of Accounting-Financial	1465 days
<input type="checkbox"/>	ACCT1A	Principles of Accounting - Financial Lab	1253 days
<input type="checkbox"/>	ACCT1L	<i>Principles of Accounting-Financial</i>	N/A

The most useful filter for faculty is the Course Code field: type the department abbreviation and course number without a space between (ex: STAT1) to quickly find a course.

The screenshot shows the eLumen interface with the following filters and controls:

- Curriculum Dashboard | Curriculum Library | Gen Ed Management
- Course | Program
- Department: Accounting, ... (Total: 50)
- Course Code**: Code (highlighted with a red box)
- Course Title: Title
- Distance Education Approved: Yes, ... (Total: 2)
- Show/Hide: (Total: 7)
- 348 Total | Show: 15 entries
- Navigation: < 1 2 3 4 5 ... 24 >

Viewing Course Revision Due Dates

To see when a course is due for revision, use the show/hide filter to add a column for “Due In.” Once you opt to show the due date column, eLumen will always show it unless you opt to hide it again.

The screenshot shows the eLumen interface with the following filters and controls:

- Course | Program
- Discipline: Accounting(ACCT), ... (Total: 75)
- Course Number: Code
- Course Title: Title
- Distance Education Approved: Yes, ... (Total: 2)
- Show/Hide: (Total: 3)
- 351 Total | Show: 15 entries
- Navigation: < 1 2 >
- Buttons: New Course, Merge Courses as Cross-Listed
- Table:

	Course Number	Course Title
<input type="checkbox"/>	ACCT1	Principles of Accounting-Financial
- Show/Hide menu (highlighted with a red box):
 - Course Number
 - Course Title
 - First Term Offered
 - Last Term Offered
 - Distance Education Approved
 - Due In** (highlighted with a red box)

Once added, this column will show you the number of days until your courses is overdue – best practice is to begin a revision about a year before due date.

	Course Number	Course Title	Due In	Status
<input type="checkbox"/>	AG11	Agricultural Accounting	914 days	Active
<input type="checkbox"/>	AG12	Computers in Agriculture	Overdue	Active

Initiating Curriculum Proposals

The Library is where faculty can create new course workflows and revise or deactivate existing courses. [Part 2: Initiating Curriculum Proposals](#) includes step by step instructions for initiating curriculum proposals.

Selecting a single course from the library by checking the box next to that course allows users to Show History, view the most recently approved Course Outline of Record (COR) report, and view the course Impact Report.

<input type="button" value="Show History"/> <input type="button" value="View COR Report"/> <input type="button" value="View Impact Report"/>		
	Course Number	Course Title
<input checked="" type="checkbox"/>	ACCT1	Principles of Accounting-Financial
<input type="checkbox"/>	ACCT1A	Principles of Accounting - Financial Lab

Show History opens a new window that lists all current and previous versions of a course. Each version has an **Actions** menu that allows the user to view the COR.

Course History	
ACCT-1 Principles of Accounting-Financial <small>Active between 2018SP and 2021SP</small>	Actions ▾ ▾
ACCT1 Principles of Accounting-Financial Amended <small>Active between 2021SP and 2021FA</small>	Actions ▾ ▾
ACCT1 Principles of Accounting-Financial Current <small>Active from 2021FA</small>	Actions ▾ ▾

- *To review the COR for a workflow that is in progress, use the **Actions menu** on the Curriculum Dashboard. In-progress proposals do not show in the Curriculum Library.*

View COR Report opens the Course Outline for the most current version of a course.

View Impact Report shows any courses or programs that are connected to the selected course.

Selecting multiple courses (up to 3) in the Curriculum Library gives users the option to **Compare**. The Comparison report contains the COR detail for up to three courses side by side.

Compare		
	Course Number	Course Title
<input checked="" type="checkbox"/>	ACCT1	Principles of Accounting-Financial
<input checked="" type="checkbox"/>	ACCT1A	Principles of Accounting - Financial Lab

Program Library

From the Curriculum Library, use the Course/Program toggle at the top of the page to show all approved degrees and certificates at the college.

The screenshot shows the Curriculum Library interface. At the top, there are tabs for 'Curriculum Dashboard', 'Curriculum Library', and 'Gen Ed Management'. Below the tabs, there is a 'Toggle from Course to Program' section with 'Course' selected and 'Program' unselected. Below this, there are search filters for 'Discipline' (set to 'Accounting(ACCT), ... (Total: 52)') and 'Course Number' (with a search input field).

The top of the page provides a filter to help quickly find a particular program by searching by department, program title, or award type.

Use the Show/Hide menu to add additional columns for Program Description or other categories. Not all of these options provide useful information: First Term Offered defaults to Spring 2021 (when YCCD implemented eLumen) for older programs; Due In is not relevant for programs (but very useful for courses); Status will only show active unless you click the box at the top right of the table to show deactivated programs, which will appear in a lighter gray, italicized font.

<input checked="" type="checkbox"/> Show Deactivated Programs			
	Program Title	Award Type	Status
<input type="checkbox"/>	Administration of Justice (A.S.-T)	AS-T: Associate in Science for Transfer	Active
<input type="checkbox"/>	<i>Corrections (A.S.) INACTIVE</i>	<i>AS: Associate in Science</i>	<i>Deactivated</i>

The Program Library is where faculty can create new program workflows and revise or deactivate existing programs. [Part 2: Initiating Curriculum Proposals](#) includes step by step instructions for initiating curriculum proposals.

Similar to the process for courses, selecting a single program from the library by checking the box next to that program allows users to Show History and view the most recently approved Program Outline of Record (POR) report. Currently, there are no Impact or Comparison reports available for programs.

- To review the POR for a workflow that is in progress, use the **Actions menu** on the Curriculum Dashboard. In-progress proposals do not show in the Curriculum Library.

Views and Reports

Course Outline of Record (COR) or Program Outline of Record (POR)

Course and Program outline of record reports are available through the Curriculum Dashboard, and the Curriculum Library.

- Go to the Curriculum Library to view approved and historical COR/POR reports
- Go to the Curriculum Dashboard to view COR/POR Reports for proposals in progress

Change Report (Courses Only)

To see the changes from the latest approved version of a course to the newest revision of a course, navigate to the course side of the Curriculum Dashboard and select the Change Report from the Action menu. The change report begins with a summary table of changes to the course, then displays a side-by-side view of all fields. Red strikethrough indicates something that has been removed, and green underlining indicates content that has been added.

Comparison Report (Courses Only)

From the Curriculum Library, this report will create a side-by-side comparison of up to three courses. To create this report, select two or three courses and select Compare at the top of the table. From the report screen select the printer icon to print the Comparison or to use the print dialogue box to save as PDF.

Impact Report (Courses Only)

The impact report is available from the Curriculum Dashboard when a course is in development. It will identify the courses that use the development course as a requisite, those courses that are requisites of the development course, and the programs in which the development course is located.

Notifications

eLumen will send notifications to curriculum roles when a course enters their stage in the review and approval workflow. Notifications are not sent for program proposals.

Notifications are sent as a summary email twice per day and are sent to your YCCD email. You can opt out of notifications in your Account Settings, but this is not recommended, as failure to respond to a request for review or edits can delay the curriculum approval process.

Part 2: Initiating Curriculum Proposals

To create, revise, or deactivate curriculum, you must have the Faculty user role, and select the appropriate discipline in the dropdown menu. If you do not see the discipline, contact your curriculum chair.

This section focuses on how to **initiate curriculum proposals** from a technical standpoint. For **technical help** filling out fields within the proposal, see

- [Appendix A: Technical Guide for Course Workflow Fields](#)
- [Appendix B: Technical Guide for Program Workflow Fields](#)

For detailed guidelines on how to **design your curriculum**, see the [YCCD Curriculum Development Guidelines](#).

Creating a New Course or Program

As a faculty user in the specific discipline, navigate to the **Curriculum Library** and choose courses or programs. As long as you have not selected a specific course or program in the library (and you are in your faculty role), you will see a blue button to create a **New Course** or **New Program**.

<input type="button" value="New Course"/>		<input type="button" value="Merge Courses as Cross-Listed"/>	
Course Number	▲	Course Title	
<input type="checkbox"/>	ACCT1	Principles of Accounting-Financial	

<input type="button" value="New Program"/>	
Program Title	
<input type="checkbox"/>	Academic Preparedness and Career Development (Noncredit Certificate)

This will open a new window. Click “Create a new course” or “Create a new program” to open a workflow.

	<p>Create a new course</p> <p>Use this workflow to create a new course.</p>
---	--

	<p>Create a new program</p> <p>Use this workflow to create a new degree or certificate</p>
---	---

Revising or Deactivating an Existing Course or Program

As a faculty user in the specific discipline, navigate to the **Curriculum Library** and choose courses or programs. Locate the specific course or program and select it by checking the box. As long as only one course or program is selected, you will have buttons for New Revision or Deactivation.

<input type="button" value="New Revision"/>		<input type="button" value="Deactivate"/>		<input type="button" value="Show History"/>		<input type="button" value="View POR Report"/>	
Program Title		▲					
<input checked="" type="checkbox"/>	Administration of Justice (A.S.-T)						

If you do not see one or both options, it could mean that you do not have permissions for that discipline, or that there is already another proposal in progress. Contact your curriculum chair.

Depending on whether you selected a course or program, and which button you selected, you will see the appropriate workflow:

- Revise an existing course
- Revise an existing program
- Deactivate a course (note: a pop up will ask if you are sure; select “yes” to continue)
- Deactivate a program

Click on the workflow to continue (or, for course deactivation, click “yes”).

Completing Workflow Fields

Once a workflow has been selected, users will see the Basic Information screen for the course or program.

- If the workflow is for a new course, the page will be blank.
- If the workflow is a revision, the content on the page will populate based on the most recent approved version of the course or program.
- If the workflow is a deactivation, you will be prompted to choose a proposal start (effective term) and submit a rationale for deactivation.

Fill in and revise all the necessary data. For **technical help** filling out fields within the proposal, see

- [Appendix A: Technical Guide for Course Workflow Fields](#)
- [Appendix B: Technical Guide for Program Workflow Fields](#)

For more detailed guidelines on how to complete the proposal, see the [YCCD Curriculum Development Guidelines](#).

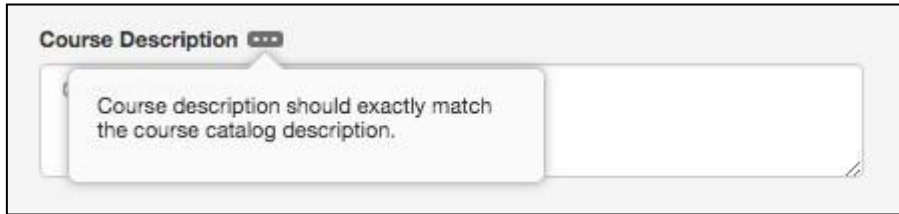
Navigation

The workflow will show you the course or program name workflow type at the top left. The information icon on the top right will take you to resource links. The Workflow Tools in the blue bar show you how many required elements need to be completed before you can submit your proposal.

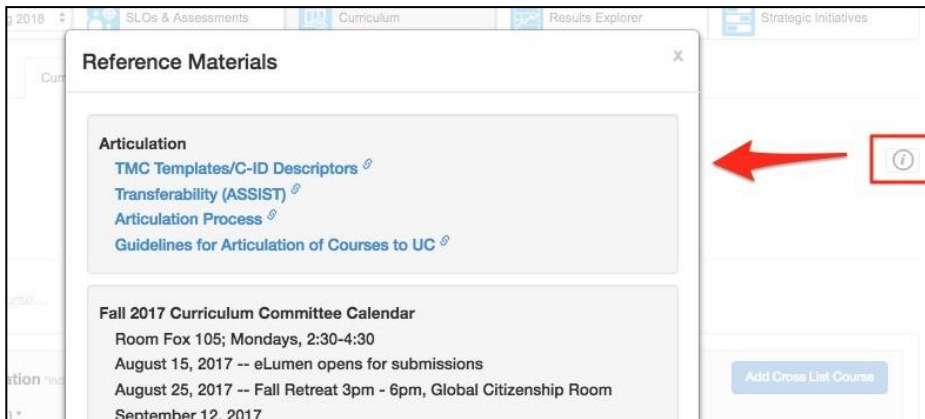
Navigate between the tabs by selecting them; work is automatically saved when moving between tabs. Tabs are different for courses and programs:

Assistance While Completing the Workflow

All fields with an asterisk (*) are required. All fields with ellipse (three dots) indicate additional information provided by the Curriculum Specialist. Select the ellipse to view the information.

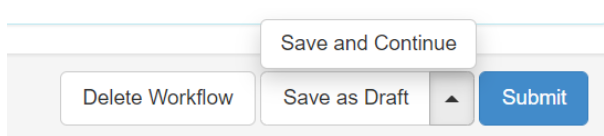


The “i” at the top right will open additional information provided by the College for completing the proposal. This area is configured by the institution, so the content displayed will differ from the sample screenshot below.

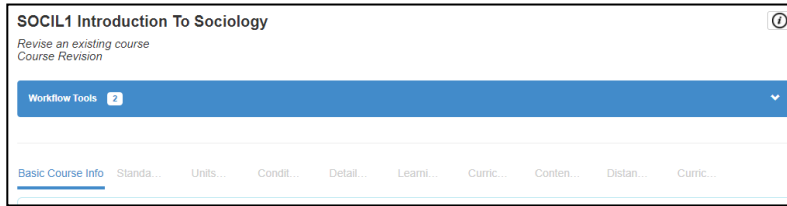


Saving, Submitting, or Deleting a Workflow

At the bottom of your workflow, you will see several options:



- **Save and Continue** ensures your work is saved without closing the workflow
- **Save as Draft** saves the work and closes the workflow for you to come back to later
- **Delete Workflow** will delete your draft, but it will not delete any previously approved versions. This option is only available for the proposer or Curriculum Specialist, and only when the proposal is in Stage 1. Program workflows cannot be deleted once they have been submitted past Stage 1, even if they are returned to the faculty originator.
- **Submit** will save all work and submit the course to the next stage of the workflow. This option is only available if all required fields are completed. If the submit is not available, check the Workflow Tools at the top to see what is missing.



Returning to a Workflow in Progress

To return to the workflow in progress after saving as a draft, navigate to the Curriculum Dashboard, and use the Actions menu to **View Workflow** or navigate to the Inbox, and select **Continue Workflow** next to the course.

What Happens After You Submit?

Workflows are broken into stages and each stage can have one or more roles assigned to edit, review, and/or approve the content submitted in the workflow. Roles with the review ability can read over the course proposal, mark areas as reviewed, and leave comments on each section. Roles with the approve ability can read over the course proposal, leave comments, and additionally can mark an area for adjustments and send the proposal back to the Originator. Roles with the edit ability can open the area for which their edit ability was assigned and make changes. For questions on the workflows that have been defined for your institution, contact your curriculum chair.

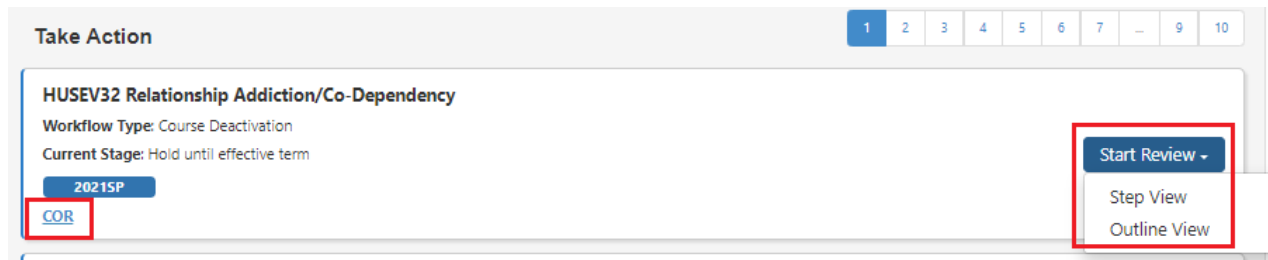
You can track the progress of your proposal on the **Curriculum Dashboard**. Originators can review and respond to comments in the workflow by entering the course workflow through the Inbox or the **View Workflow** option on the Curriculum Dashboard.

Part 3: Reviewer and Approver Guide

Workflow Management

Go to your **Inbox** to review curriculum workflows. You can use the filters or search bar to look for a specific proposal, or go to the Take Action section to view proposals awaiting your review. Each proposal will have links to relevant reports such as COR, POR, or Impact Report. To review, go to “Start Review” and choose your view:

- Step View presents each section of the proposal on a separate screen with comment section at bottom
- Outline View presents the entire proposal on a single page with comment sections interspersed between sections



Below the Take Action section, you will see proposals at earlier stages in the workflow (Coming Soon) and can check the status of your own proposals.

Reviewing Proposals

If you have been assigned a role with **review** rights, you will be able to view the proposal and leave comments. When viewing the proposal, you will see a review button in each part you are assigned. Please review the contents of that section for accuracy and check the Review box to acknowledge that you have seen the content. Reviewed sections turn green.

General Information <small>*Indicates required field</small>		Review
Course Code (CB01) *		
MATH Subject	103 Number	
Course Title (CB02) *		
Introduction to Applied Calculus I		

Leave any feedback or corrections in the comments box at the end of the section and select **Add Comment**. You will see any previous comments from other reviewers. Note that the comments feature only appears after you have reviewed at least one section.

You cannot submit the workflow until you select **Review** on all parts.

Select **Review All** to automatically select Review on all parts of the proposal.

Approving or Sending Back Proposals

If you are assigned the Approve action for a part of a proposal, your Review button in each section will be replaced with the option to either **Approve** or **Request Change**.

If Request Change is chosen for **any part**, the **Submit** button will change to **Request Change** and is available to send back at that time. It is best practice to review all areas before selecting **Request Change** to make sure the initiator is aware of all areas that need adjustment prior to sending it back.

Upon selecting **Request Change**, the workflow will return to the first stage and the parts marked Request Change will be highlighted in red for the proposal's originator. Once the proposal's originator submits their changes, the workflow will progress through the workflow again, continuing to the second stage. Note that any sections which were already marked approved cannot be edited by the originator.

Proposal Details

Author(s)
Marianna Padilla
[Add Additional Contributors](#)

Proposal Start *
Spring 2019

Submission Rationale
Change to Content, New Course Materials

Notes for Submission
Notes for Submission

Attachments
Upload files (if necessary) for the course approval process.
[Upload Files](#)

[Approve](#) [Request Change](#)

0 Comment

[Cancel](#) [Review all](#) [Approve all](#) [Save as Draft](#) [Request Change](#)

You can leave feedback or corrections in the Comment box at the end of the section by selecting **Add Comment**. You will see previous comments from other reviewers.

Editing Proposals

When a reviewer is assigned the Edit action for a part of a proposal, they will be able to change the content in those parts in addition to reviewing and commenting. Select the **Edit** button to make any changes.

Faculty Requirements

Master Discipline Preferred Mathematics

Alternate Master Discipline Physics/Astronomy

Bachelors or Associates Discipline Preferred Mathematics

Additional Bachelors or Associates Discipline Physics/Astronomy

[Edit](#) [Review](#)

Submitting a Proposal to the Next Stage

Only roles with Approve right can move a proposal to the next stage. You cannot submit the workflow to the next stage of the workflow until you select Review or Approve on all parts of the workflow. The blue submit button will stay inactive until all parts of the workflow have been marked as reviewed. Select Approve All to automatically select Approve on all parts of the proposal.

Inactive Submit button:

Cancel

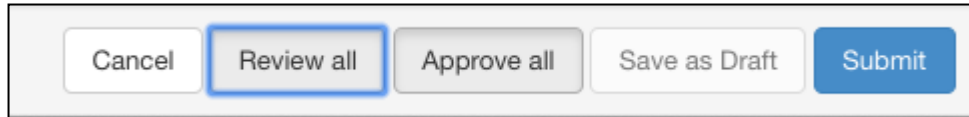
Review all

Approve all

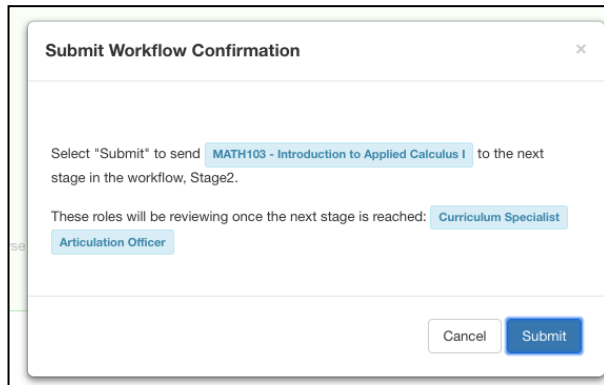
Save as Draft

Submit

Active Submit button:



A confirmation box will appear informing you whether the course will be moving on to the next stage, or if additional roles need to review the course. Select **Submit** to confirm or cancel to go back to reviewing the course.



After Submitting

Once you have reviewed all areas, and submitted the workflow to the next stage, you can watch the progress of the proposal on the Curriculum Dashboard. If you saved work as a draft or did not review all parts and will come back to finish later, return to the Inbox to pick up where you left off.

Articulating and Publishing a Proposal – Curriculum Specialist

As a Curriculum Specialist find and select an approved course or program in the Curriculum Library. Select **Articulate** and then the **Curriculum Technician** tab. Enter the Control Number, Credential ID (if appropriate), approval dates, and Time to Next Review. For courses, you can adjust the status of any pending GE/Transfer petitions. When complete, select **Save**.

After approval and articulation, the Curriculum Specialist will publish the proposal. This will allow the course or program to be visible in the public view.

To publish a proposal: Navigate to the newly approved course or program in the **Curriculum Library**, select **Show History**, and under the **Actions** drop-down, select **Publish**.

Appendix A: Technical Guide for Course Workflow Fields

This section will give guidance on using some of the technical features of the course workflow fields. For a complete explanation of what to enter in every field, see the [YCCD Curriculum Development Guidelines](#), which explains each field in detail and links you to relevant regulations, policies, and best practices.

Basic Course Info Additional Features

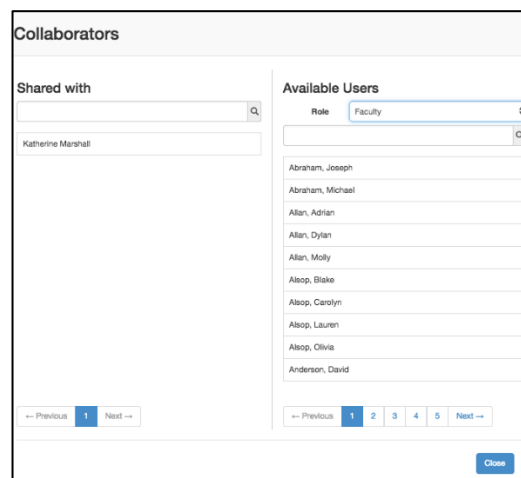
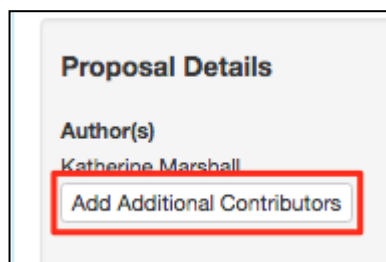
Add Cross List Course

Before using this feature, discuss your college's policies and practices in cross-listing courses with your curriculum chair. See [Implications and Considerations for Cross Listing Courses](#).

When creating or revising a course, use the **Add Cross List Course** button to create a new course to be cross listed with the current course being created/revised. Using this button will create a completely new course, and cross list it with the course currently in workflow. If the intent is to cross-list two already existing courses, use the **Merge Courses as Cross Listed** option on the Library to merge two existing courses. Note that cross listed courses are considered equivalent and therefore are anti-requisites for each other (students who receive credit under one version cannot receive credit for the other version).

Additional Contributors

Additional contributors can be added by using the **Add Additional Contributors** button at the bottom of the Cover Info tab. Select the additional contributor from the list of available users on the right side of the modal window. To remove collaborators, select their name from the left side, and they will move over to the right side. Select **Close** when finished. Use the **Role** drop-down to help filter the list of users as appropriate. Those collaborators will then be able to access the course the same as the original originator.



Attachments

Attachments can be added to a course using the **Upload Files** button the bottom of the Basic Course Info tab. To add a file, you will have to **Save as Draft** once and re-enter the workflow (either through the Inbox or the **View Workflow** option on the Dashboard) to see the option.

Saving as a draft once provides a place in the database to store the file.

The image shows two versions of the 'Proposal Details' form. The left version shows the 'Attachments' section with instructions: 'Upload files (if necessary) for the course approval process. You need to name and save the workflow once to upload files.' The right version shows the same section but with an 'Upload Files' button added below the instructions.

Standards

The second tab of a course workflow, Course Standards, includes information on basic skills, grading methods, retake, audit, associated programs, and articulation.

The screenshot displays the 'Standards' tab with the following fields:

- Basic Skill Status (CB08):** -- Choose Type --
- Course Special Class Status (CB13):** -- Select Option --
- Grade Options:** None selected
- Allowed Number of Repeats:** 0
- Rationale for Repeatability:** Short explanation of the Rationale for Repeatability for this course.
- Course Support Course Status (CB26):** -- Select Option --
- Course is Open Entry/Open Exit
- Associated Programs:** Course is Part of a Program (CB24)

Associated Programs

Associated Programs cannot be selected or edited within the course proposal. Instead, this information is automatically populated as the course is added to a program course block, once the program is approved.

Transferability & Gen. Ed. Options

In the **Transferability & Gen. Ed. Options** area, originators can request a course to be transferable, meet general education/graduation requirements, and to be part of articulation agreements. The status of the request will automatically be set to **Pending**. When/if the request is approved, the Curriculum Specialist will update the status to Approved. When a course is being revised, if any changes are made to these fields, the status will return to **Pending**.

Transferability & Gen. Ed. Options

Request for Transferability (CB05)

Transferability: Transferable to both UC and CSU Transferability Status: Pending

Transferable to both UC and CSU

Transferable to CSU only

Not transferable

When selecting General Education options, you can select multiple categories (GE areas) as needed, *except for C-ID requests, which need to be added individually*. Adding additional content to the comparable course/additional information section should be done in accordance with your institution policies. Once the selections are made from the dropdown, and additional content is entered (if needed) in the text box, select **Add General Education Request**.

Request for General Education Transferability

No general education categories defined

System/Institution: CSU General Education Re...

Categories:

- Area A1- Oral Communication
- Area A2- Written Communication
- Area A3- Critical Thinking
- Area B1- Physical Sciences
- Area B2 - Biological Sciences
- Area B3- Laboratory Activity
- Area B4- Math/Quant. Reas.

Comparable Course:

Comparable course

[Add General Education Request](#)

The status will be set to **Pending**, and updated as the information is provided to the institution on the Curriculum Technician tab.

Request for General Education Transferability

CSU General Education Requirements	Categories	Transferability Status	Comparable Course
Area A1 - Oral Communication Area A2- Written Communication	Oral Communication Written Communication	Pending Pending	No Comparable Course defined.

System/Institution: C-ID

Categories: None selected

Comparable Course:

Additional General Education requests can be added in the same manner.

Course Articulation Requests

Use this text field to request course-to-course articulation agreements. Enter the name of the transfer institution and the exact course designation (e.g, Chico State BIO 101). You can enter multiple requests in this box. Requests entered here will be submitted to the respective transfer

institutions by the District Curriculum Analyst; however, results of the petitions are not documented in eLumen. Check ASSIST.org for the status of articulation agreements.

Units and Hours

Credit/Non-Credit Options

The Units and Hours tab in the workflow provides options for credit and non-credit courses, as well as variable unit courses. The non-credit options are only selectable once the Course Credit Status is set to be non-credit.

Variable Credit Courses

To create a single set of hours with a different maximum and minimum number of credits, select the variable credit course checkbox. This will allow the maximum value to be populated using auto-calculation of weekly hours, and the minimum number of units to be adjusted to a lower number.

Credit / Non-Credit Options

<p>Course Credit Status (CB04)</p> <p>Credit - Degree Applicable ▾</p>	<p>Course Non-Credit Category (CB22)</p> <p>Credit Course ▾</p>	<p>Non-Credit Characteristics</p> <p>-- Select Option -- ▾</p>
<p>Course Classification Code (CB11)</p> <p>Credit Course ▾</p>	<p>Funding Agency Category (CB23)</p> <p>-- Select Option -- ▾</p>	<p><input type="checkbox"/> Cooperative Work Experience Education Status (CB10)</p>

Variable Credit Course

Another option to create variable credit courses (seen below in the Profiles area) is to create a minimum set of values, and then add an additional profile for the maximum value.

Auto-calculation

The system is set up to auto-generate the number of units based on the total hours entered. The system uses a standard set of widely accepted ratios for lecture, lab, and activity hours, along with the term length (duration), and an hours per unit divisor to calculate the units based on the total hours.

Default Profile

Student Hours

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



When the auto-calculation is not needed, especially to accommodate courses that do not follow the standard units and hours patterns, it can be turned off by de-selecting the checkbox. Notice that any values entered with the auto-calculation enabled will still be present, however, now all values can be adjusted as needed from top to bottom of the page.

Additional Profiles

The system can accommodate multiple unit/hour profiles for courses that need to display more than one set of units and hours. Common examples include minimum and maximum units for a course, and internships that might be paid or unpaid.

To create additional profiles, select **Add New Profile**. If a profile is not needed, select **Delete this profile** from the far right. Each profile can be titled as needed by the institution. Each profile can choose to have the auto-calculation enabled or disabled.

Note: *Only the first profile will be automatically surfaced in the program course block area, however, the COR is linked to the title of the course and the number of units can be adjusted to accommodate the requirement for that particular course. Therefore, even if a course carries a range of credits, they can be added to the program.*

Code	Course	Credits
WELD100	Welding Fundamentals	3  

Weekly Specialty Hours

YCCD does not use this field except for supervised work experience. See Work Experience Education section in [YCCD Curriculum Development Guidelines](#) for more information.

Course Student Hours

All values in this area are auto-calculated, unless that setting is unchecked.

Conditions of Enrollment

The Conditions of Enrollment tab is separated into four sections: Requisite Courses, Entrance Skills, Limitations on Enrollment, and Skill Advisories.

Requisite Courses

The requisites area can accommodate selecting courses, as well as building rules around those courses. The system includes four options here:

- **Prerequisite:** A course that must be taken prior to the course in workflow.
- **Anti-Requisite:** A course that has significant overlap in content so that students may not receive credit in both. [Note that if anti-requisite course is no longer active, it will not appear in the drop-down menu and should be added to the Limitations of Enrollment field.]
- **Co-Requisite:** A course that should be taken at the same time as the course in workflow.
- **Advisory:** A course that serves as *recommended* preparation for the course in the workflow. This is not an official limitation on enrollment. [Note that this is distinct from YCCD's official "skill advisories" which are entered separately.]

Requisite Courses

Each Rule Group contains requisites, there is an "AND" rule between them. Every time you add a Rule Group, an "OR" rule is created between the existing ones and the newest.

No requisites defined

➕ Add Group

Creating "And" Rules

1. Select **Add Rule Group**.
2. Select **Add Rule**.
3. Choose **Requisite Type**, then **Course**, complete the **Content Review** area if needed, then select **Add Requisite**.
4. Choose **Select Objectives and Outcomes**, choose from the provided lists, and then select **Add**.
5. Select **Add Rule** to add "AND" for the second course.
6. Select **Requisite Type** and **Course** as before.
7. Continue the same process, choose **Requisite Type**, then **Course**, complete the **Content Review** area if needed, then select **Add Requisite**.
8. Continue the same steps to keep adding "AND" between courses.

Creating "Or" Rules

1. Select **Add Rule**.
2. Choose **Requisite Type**, then **Course**, complete the **Content Review** area if needed, then select **Add Requisite**.
3. Choose **Select Objectives and Outcomes**, choose from the provided lists, and then select **Add**.

4. Select **Add Rule** to add “OR” for the second course.
5. Select **Requisite Type** and **Course** as before.
6. Continue the same process, choose **Requisite Type**, then **Course**, complete the **Content Review** area if needed, then select **Add Requisite**.
7. Continue the same steps to keep adding “OR” between courses.

Entrance Skills

Entrance Skills are added by entering information into the **Skill description** area, then selecting **Add New Skill**. This will create an entry and open an open textbox for additional information to be added when/if desired. Continue adding entrance skills as needed.

The screenshot shows a web interface for adding entrance skills. At the top, there is a text input field labeled 'Skill description' and a button labeled 'Add New Skill'. Below this is a rich text editor. The text area of the editor contains the text 'Score of at least 100 on standardized entrance exam' and a section labeled 'Content Review'. The toolbar includes options for bold (B), italic (I), underline (U), strikethrough (x₂), subscript (x₂), superscript (x²), link, unlink, list, and indent.

Limitations on Enrollment

Limitations on enrollment can be added in the same way the entrance skills are added to the page. If you are listing anti-requisite courses that are no longer active, enter “Not open for credit to students with credit in [anti-requisite course].”

Details

The **Details** tab includes information about what goes on inside the course, including the methods used for instruction and evaluation, sample assignments, textbooks, and other instructional materials, as well as equipment and any materials fees.

Methods of Instruction and Methods of Evaluation

The Methods of Instruction (MOI) and Methods of Evaluation (MOE) are added using the same technique, select **Add Method of Instruction/Evaluation**.

Basic... Standa... Units... Condit... **Details** Learni... Curric... Conten... Distan... Curric...

Methods of Instruction ☰

No Methods of Instruction added

[Add Methods of Instruction](#)

Then, use the drop-down menu to select a given MOI or MOE. The list presented is defined by the institution. Therefore, if the option desired is not present, contact the Curriculum Specialist. Once the drop-down is set, add any additional content to the open text box as desired. Continue adding MOI and MOE in the same way.

Methods of Instruction

Lecture ▼

- Select Method of Instruction
- **Lecture**
- Collaborative Group Work
- Internet Research
- Study
- Audiovisual Presentations
- Field Experience
- Lecture / Discussion
- Skills Demonstrations

Rationale for the selected Method

[Add Method of Instruction](#)

Assignments

The Assignments rich text editor box is designed to allow as much content as required to be added and defined.

Assignments ☰

B I U x₂ x² I_x [List] [Link] [Image] [Table] [Ω] [Size] [Align] [Justify]

Reading/Writing
Read, chapter 1-3, from Financial Accounting, Tools for Business Decision Making. Write a brief statement defining the terms assets, liabilities, and stockholder's equity and explaining which items (transactions) affect stockholder's equity.

Out-of-Class
Analyze a variety of transactions, prepare the adjusting journal entries, transfer them to general ledger, prepare an adjusted trial balance, and prepare income statement, owner's equity statement, and balance sheet.

Critical Thinking
Analyze and record economic events of a corporation and merchandising organization and communicate the financial information through preparation of financial statements.

Textbooks and Lab Manuals

To add a textbook or lab manual, enter the information for the author, title, publisher, edition, date, ISBN, and whether an equivalent is acceptable. Then select **Add New Textbook**. The option to **Add New Textbook** will not become active until the first four items are filled out.

Continue adding textbooks in the same way. Remove textbooks by selecting the black X.

Other Instructional Materials

Any materials needed for a course that are not a textbook can be added using the **Other Instructional Materials** area. This can include non-textbook resources, packets from the bookstore, or any other instructional materials needed for the course.

To select **Add Material**, three of the fields must contain information. You can enter a dash or N/A in unused fields until you are able to add the material(s).

Learning Outcomes

The **Learning Outcomes** tab includes both objectives and student learning outcomes for the course.

Course Objectives

To add course objectives, begin writing in the textbox, then select **Add New Course Objective**. Continue this method to add as many objectives as required. Once added, objectives can be re-ordered using the arrows on the right side of the entry. To remove an objective, select the black **X**. To edit the text of the objective, select the text. An editor will appear. Select the blue check mark to save your change.

CSLOs

The Course Student Learning Outcomes can be added in the same way the objectives were added. Enter the text of the SLO in the box, then select **Add New CSLO**. If CSLOs are already listed, select the text to create a new version of the CSLO. Select the black **X** to remove the CSLO from the course.

Expected SLO Performance should be set at your college's default rate (typically 70%), but this can be adjusted here for each outcome.

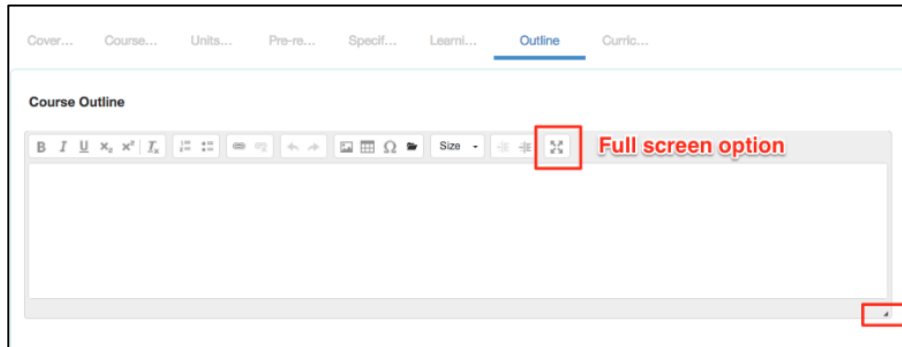
Once the course proposal is approved, the change made to the CSLO in Curriculum will show the SLOs listing page for the proposal start term that was approved for the course.

Outline

The outline tab contains the content for the course. It is separated into two potential areas: course outline and lab outline. To enable the lab outline, select the box titled **Lab Component in this Course**.

This area can support the copying and pasting of text from a word processing software. However, do not attempt to copy and paste images, as they will not be present on the server

and will appear as a blank box. The textbox can be expanded so the information being entered is easier to work with. In addition, there is an expansion button on the editor box to open the text box to full screen.



Distance Education

For each listed DE modality, select appropriate approval. Provide a rationale for the selected modalities and complete the DE Compliance Checklist. For more information about filling out this section, see [YCCD Curriculum Development Guidelines](#).

Curriculum Technician

The final standard tab is the Curriculum Technician tab. This is an administrative tab that cannot be edited by the originator. Only the Curriculum Specialist role can adjust the values on this tab. This is where the status for transferability and General Education requests will be set.

Appendix B: Technical Guide for Program Workflow Fields

This section will give guidance on navigating and building the different parts of the program proposal. For a complete explanation of what to enter in every field, see the [YCCD Curriculum Development Guidelines](#), which explains each field in detail and links you to relevant regulations, policies, and best practices.

Basic Program Info

To add additional contributors, use the **Add Additional Contributors** link on the right side of the page Basic Program Info. Select **Pick users**.

The left screenshot shows the 'Workflow Authors' section. Under the 'Author(s)' field, the name 'Piper, Sean' is listed. A red box highlights the 'Pick users' button next to the name. The 'Section(s)' field contains a tree view of program components.

The right screenshot shows the 'Share' dialog box. It has a 'Shared with' field containing 'Piper, Sean'. To the right is the 'Available Users' section, which includes a 'Role' dropdown menu set to 'Faculty' and a search bar. Below the search bar is a list of users: Abraham, Joseph; Abraham, Michael; Allan, Adrian; Allan, Dylan; Allan, Molly; Alsop, Blake; Alsop, Carolyn; Alsop, Lauren; Alsop, Olivia; and Anderson, David. At the bottom right of the dialog is a 'Close' button.

Select the from the **Available Users** on the right; change the **Role** from the drop-down as needed. To remove a collaborator, select them from the list on the left, and they will return to the list on the right. Then select **Close**.

Note: Additional contributors can only be added by the author(s) of the workflow.

Labor Market

The information on this tab is pulled from EMSI, an outside company that eLumen partners with. EMSI associates the TOP code assigned to the program on the Cover Info tab through a crosswalk to the CIP and SOC codes. The labor market data presented in EMSI is a result of the crosswalk and the data provided by the EDD and job postings.

There is nothing for faculty to enter on this tab; it is for reference only. While this information may be useful to start discussions about programs, **this data does not replace LMI from the Centers of Excellence for CTE programs** (see CTE Supporting Documentation section of [YCCD Curriculum Development Guidelines](#)) and will be not be used by the curriculum committee or Chancellor's Office as the sole determinant of program approval.

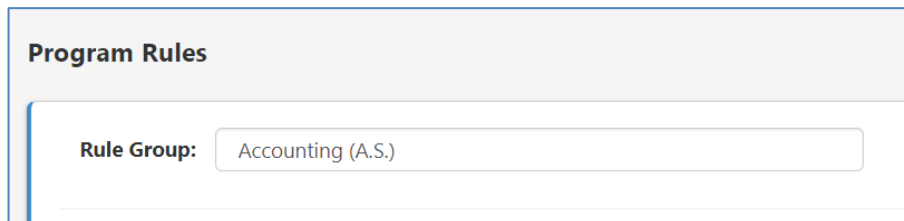
Course Blocks

This tab uses eLumen’s Program Builder tool, which allows the user to create programs within a flexible system that will house the courses and non-course related requirements or conditions for the program of study. The system will flag each course to identify the status of development of the course within the program of study, the DE approval status, and will allow the creation of rules associated with the choices or limitations on how to complete the program.

The program builder creates nested rule groups (course blocks) with associated conditions that dictate how the units are calculated for the program. It is important to build the rule groups correctly for the program requirements to display properly for students.

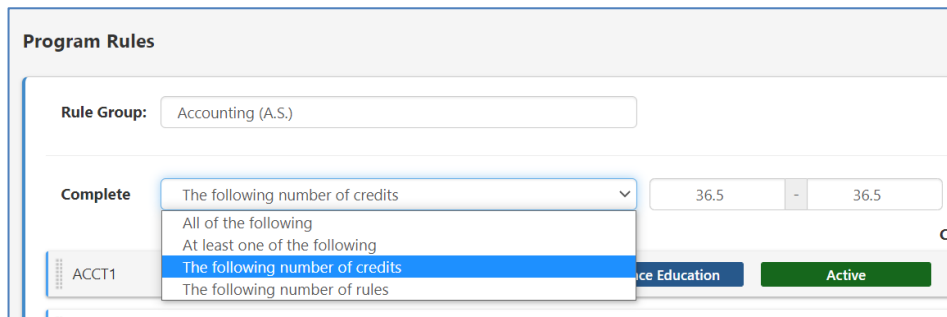
Step 1: Create the Main Rule Group

Begin to build your course blocks by creating an overarching Rule Group with the name of the program you are building. Enter the same title with award type in parentheses that appears on the top left of your workflow. Example: Accounting (A.S.)



The screenshot shows a form titled "Program Rules". Below the title is a text input field labeled "Rule Group:" containing the text "Accounting (A.S.)".

Use the dropdown menu underneath the Rule Group name to choose the condition for the Rule Group.



The screenshot shows the "Program Rules" form with the "Rule Group:" field set to "Accounting (A.S.)". Below it, the "Complete" dropdown menu is open, displaying four options: "The following number of credits", "All of the following", "At least one of the following", and "The following number of rules". The "The following number of credits" option is highlighted in blue. To the right of the dropdown, there is a range input field showing "36.5" and "36.5" with a minus sign between them. Below the dropdown, there is a list of courses, including "ACCT1" and "Business Education", and a green "Active" button.

The type of condition affects how the units are calculated for the program. You have four choices:

- **All of the following:** All the courses inside of the rule group must be taken. Units display as a range of the sum of all the minimum credits to the sum of all the maximum credits for all courses in the rule group
- **One or more of the following:** One or more of the courses inside of the rule group must be taken. Units display as a range from the lowest number of units for one class to the sum of all the maximum credits for all of courses in the rule group. **(This option is confusing for students; we do not recommend this option – try using “the following number of credits” condition instead)**
- **The following number of credits:** The student needs to take the number of credits identified in the condition. Units display as the range entered by the faculty originator. This condition works well for course blocks in which students need to choose one or several classes from a list. Enter the number of units the students need to take.

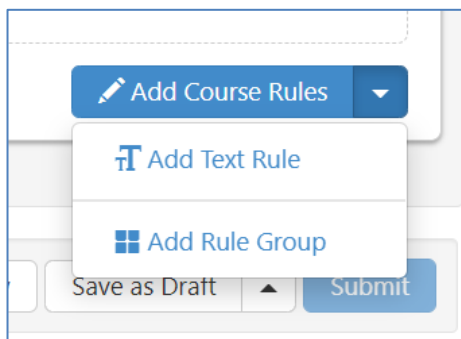
- **The following number of rules:** The student needs to take the specified number of conditional rules. Units display as a range from the sum of <specified number> of lowest credits to the sum of <specified number> of highest credits for all the conditional rules identified.

If your program has only one rule block, skip to Step 3.

Step 2: Create Additional Nested Rule Groups for Course Blocks

If your program has multiple course blocks, for example a required core list and then one or more lists for electives, you need to create additional rules nested within your overarching program rule. Create a new rule group for each course block, choosing the appropriate condition.

To create additional nested rule groups, look to the bottom right of the screen for the blue button that says “Add Course Rules.”



You can create additional rules as needed. You can choose between adding Rule Groups with conditions, or adding Text Rules, which allows the user to add more descriptive text or non-course requirements such as an additional license a student needs to acquire prior to starting the program.

Name each new group clearly (common examples are “Required Courses” and “Elective Courses”). Ignore the “Select DE Category” menu – YCCD does not currently use this feature.

As you add rule groups, look at the blue lines on the left of the rule groups to determine whether the rules are nested properly. There should be one long blue line for the whole program, with smaller boxes nested inside for each course block. If the rule groups or conditions are out of order then the user can reorder using drag and drop functionality.

Program Rules

Rule Group: 0 % DISTANCE EDUCATION ^

Complete: -

Rule Group: 0 % DISTANCE EDUCATION ^ x

Complete: -

No rules here. Create a course, a text rule or a group.

Rule Group Credits 0 [Add Course Rules](#)

Rule Group: 0 % DISTANCE EDUCATION ^ x

Complete: -

No rules here. Create a course, a text rule or a group.

Rule Group Credits 9 [Add Course Rules](#)

Rule Group Credits 18 [Add Course Rules](#)

Step 3. Add Courses to Rule Groups (Course Blocks)

Within the appropriate rule group(s) you have created, select “Add Course Rules” to add courses to your rule group (course block).

Click the dropdown arrow to select courses to add. You can use the search bar to quickly find courses, you can select as many courses as needed for the rule group. As you add courses, the Program Builder will have flags on courses to denote the course status.

Add Course Rules x

ACCT1A Principles of Accounting - Financial Lab, ACCT1L Principles of Accounting-Financial, ACCT9 Business Payroll Procedures ▾

acct x

- ACCT1 - Principles of Accounting-Financial (Active)
- ACCT1A - Principles of Accounting - Financial Lab (Active) ✓
- ACCT1L - Principles of Accounting-Financial (Inactive) ✓
- ACCT2 - Principles of Accounting-Managerial (Active)
- ACCT3 - Computerized Accounting (Active)
- ACCT6 - Individual Income Taxes-Federal/State (Active)
- ACCT9 - Business Payroll Procedures (Active) ✓
- ACCT50 - General Accounting (Active)

After you have selected the courses, click to the side (out of the dropdown menu) to lock your selections. You should now see them listed.

The screenshot shows the 'Add Course Rules' window. At the top, there is a search bar containing 'ACCT1A Principles of Accounting - Financial Lab, ACCT1L Principles of Accounting-Financial, ACCT9 Business Payroll Procedures'. Below this is a table with the following data:

Code	Course	Status	Credits
ACCT1A	Principles of Accounting - Financial Lab Distance Education	Active	0.5
ACCT1L	Principles of Accounting-Financial	Inactive	4.5
ACCT9	Business Payroll Procedures Distance Education	Active	3
Total Credits			8

At the bottom right of the table, there is a blue button labeled '+ Add Courses To Rule Group'.

Click the blue button that says “+ Add Courses to Rule Group.” Once the courses have been added you will be able to adjust the number of units (for credit courses) if needed for variable unit courses.

The screenshot shows the 'Complete' section of the configuration. It features a dropdown menu set to 'All of the following' and a credit adjustment field showing '0 - 0'. Below this is a table with the following data:

Code	Course	Status	Credits
ACCT1A	Principles of Accounting - Financial Lab > Principles ... Distance Education	Active	0.5
ACCT1L	Principles of Accounting-Financial > Principles of Accounting-Financial	Inactive	4.5
ACCT9	Business Payroll Procedures > Business Payroll Proce... Distance Education	Active	3

At the bottom left, it says 'Rule Group Credits 8'. At the bottom right, there is a blue button labeled 'Add Course Rules'.

Notice that program builder gives you additional information about the courses in your course blocks. You will see a tag for courses that are approved for Distance Education (DE). Course DE Approval is set by the Curriculum Specialist, and is the basis for eLumen’s calculation of the DE percentage for the program.

The screenshot shows the 'Program Rules' section. It features a dropdown menu for 'Rule Group' set to 'Sample Program (AA-T)'. To the right of this dropdown, there is a red-bordered box containing the text '100 % DISTANCE EDUCATION'.

You will also see a tag for the status of each course added to the rule group:

- **Inactive Courses** will show warnings and will prevent programs from being approved. Users must remove them then move forward with the program approval process.
- **Active Courses** are approved and in the Curriculum Library. You can view the COR Report for an active course by clicking on the caret (“v”) and on the View COR link that appears.
- **Course In Development** are actively in a workflow and will be flagged as Amended,

Revised, or Creation. You can view the Course Change Report for courses in development by clicking on the caret (“v”) for the report link. This report enables the user to see the proposed changes in the course so the program author can decide whether the proposed version of the course fits within the proposed program.

Trouble Shooting Course Blocks:

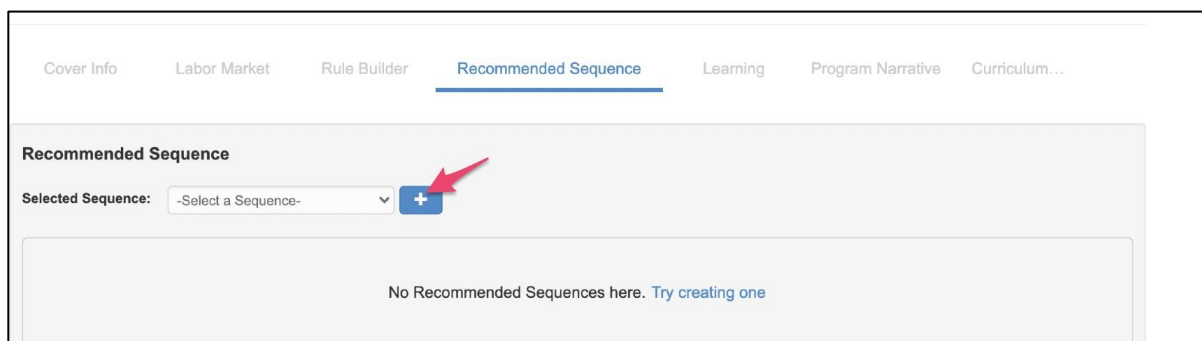
- If a new course workflow is deleted or no longer being proposed, then the user building the program will need to manually remove the course from the Program Builder list of courses. The program will not be approved until the user has removed the course from the Program Builder.
- If a course revision or amend workflow is deleted, then the Program Builder will revert the course to the previous version without any additional action by the user proposing the program.
- If the proposal start term is changed, the Program Builder will reflect the version of the courses chosen that is equal to the proposal start term of the program. If there’s no such version, then it’s going to look at the version of the course that started closest to the proposal start term of the course in the past.
- If a course is added and the start term for the program is changed to a previous date where a course didn’t exist yet, the program will let the user know with an “invalid” label. This course will need to be removed (or the proposal start changed) for the program to be approved.

Recommended Sequence

The Recommended Sequence tool is used at YCCD in the Program Narrative for the Chancellor’s Office, which requires that courses in the program are put in a two-year sequence. **This is distinct from the Guided Pathways program maps or self-service and will not be viewed by students.**

In the program workflow, the Course Blocks Rule Builder step created buckets that house the group of courses and text rules associated with the program. These groups are the foundation to building the recommended sequence for the program.

1. Click the blue “+” in the upper left-hand side to begin.



2. Add a Sequence Name. For example, the title could be “Full Time” or “Sample Sequence.” Below the Sequence Name you will see the Course Blocks created in the previous step.
3. Title the first term (examples: Term 1, Fall Year 1, etc.)
4. Drag and drop a rule group from the left into the white box on the right. This will bring over all courses and text rules in the rule group. (example rule group: Introduction to calculus and trigonometry)
5. Select the courses from the rule group that you dragged and dropped into the white space to denote which of the courses or text rule should be taken in the term. Select the courses by clicking the box next to the course name.

The user can pick three ways of determining what the student should do in each term:

- **Multi Select** - student will be required to take one of the selected courses or text rules
- **Pick Any** - Students will be required into taking one of the courses or text rules in the rule group
- **Single rule (either a course or text)** - the student will be required to take the specific course or text rule selected

The screenshot shows the 'Recommended Sequence' interface. At the top, there are tabs: 'Cover Info', 'Labor Market', 'Rule Builder', 'Recommended Sequence' (selected), 'Learning', 'Program Narrative', and 'Curriculum...'. Below the tabs, the 'Recommended Sequence' section is visible. It includes a 'Selected Sequence:' dropdown set to 'Full Time' with a '+' button. Below that is the 'Sequence Name:' field set to 'Full Time' with 'Clone' and 'Delete' buttons. The main area is divided into two panes. The left pane shows a 'Bachelor of Mathematics' rule group with sub-groups: 'Introduction to calculus and trigonometry' (containing MATH100, MATH103, MATH104, MATH130, MATH244), 'Algebra' (containing MATH254, MATH253), and 'Geometry introduction' (containing MATH250, MATH122). The right pane shows 'Term 1' with 'Credits: 3'. It contains a list of courses from the 'Introduction to calculus and trigonometry' group, each with a checkbox and a '3' in the credits column. The first course, 'MATH100 Mathematics for General Education', has its checkbox checked. A red arrow points to the 'Credits: 3' field with the text 'Summary of choices made'. Another red arrow points to the checkbox for 'MATH100 Mathematics for General Education' with the text 'Click the box next to course'. At the bottom right of the right pane is an '+ Add Term' button.

If the term requires multiple suggested courses from a rule group in one term, then drag and drop the rule group over for each course that should be included in a term. For example, if Math 100, Math 103, Math 104 should be included in Term 1 then the rule group will need to be dragged and dropped three times so each course can be selected from the rule group.

You can drag and drop rule groups into multiple terms. For example, a student may need to take Math 100 from the first rule group in Term 1. The student needs to take Math 103 from the first rule group in term 2. You can drag the first rule group over for Term 1 and again for Term 2.

Multiple Recommended Sequences can be created for a given program.

- Click the “+” button on the top left-hand side of the Recommended Sequence Builder to title your new sequence then drag and drop the rule groups for the new sequence.
- If the new sequence is similar to the one originally built, use the “clone” button in the top right-hand side of the Recommended Sequence builder and begin.

Troubleshooting Course Sequences

- The course blocks you use to build the recommended sequences can only be changed by going back to the Course Builder on the Course Blocks tab. Anything added in the Course Builder will be immediately available in the Recommended Sequence step. If a rule group is deleted from the Program Builder step then it will be immediately removed from the Recommended Sequence step.
- Terms can be reordered by dragging and dropping.
- Click into the term title field to rename the term.
- Users can also expand/collapse rules to improve readability.

Requirements for Advancing the Workflow

In order to submit your program proposal, the following requirements need to be met:

- You must have at least one sample sequence. Note that eLumen will let you submit without any sequence added, but this is a requirement for program approval at the Chancellor’s Office (with the exception of ADTs).
- All recommended sequences must have a name
- Each recommended sequence must have at least 1 term
- All terms must have a name
- All recommended sequence terms must have at least one rule group inside them
- All rule groups must have a valid selection made

Learning Outcomes

eLumen integrates curriculum and assessment so updates made to the Program SLOs in Curriculum will be reflected in the Program SLOs for Curriculum Mapping and assessment.

Sets of PSLOs in eLumen are known as PSLO Classes. A Program can use one or more sets of PSLOs and Programs can share PSLOs. This allows departments to model situations such as a core set of outcomes shared by the department and specialization outcomes that differentiate each degree or certificate.

On the **Learning Outcomes** tab, select a set of Third Party Standards, or an existing PSLO Class, if appropriate. Typically at YCCD you will need to create the PSLO class for this program, which can be named for the department or program. Select **Add PSLO Class**.

Optional: If you would like to divide or group your PSLOs into Categories that can be re-used in multiple programs, select the checkbox to **Use category**. Add categories as needed.

Add the PSLOs by using the **Add new Program Outcome** button.

Align PSLOs

Once you have built the course blocks and added PSLOs, the PSLOs can be aligned to the CSLOs. The CSLO to PSLO mapping can also take place in the SLOs and Assessment module.

Align SLOs		
English Composition, AA	Student will engage in composition techniques and written skill concepts.	Students will identify key formal written analyses that demonstrate appropriate academic rigor and discourse.
Courses		
English Composition, AA		
<input type="checkbox"/> Include inactive Courses		
ENG103 College Reading and Study Skills		
ENG103 SLO 1: Read and interpret writings of nonfiction, fiction, poetry, biography and autobiography.	✓	
	Set Attainment Levels	
ENG103 SLO 2: Note-taking - Make an outline of lecture notes from each class and share with one student peer for review of organization, content and	✓	
	Set Attainment Levels	
ENG103 SLO 3: Time management - Create a daily, weekly and monthly schedule of academic activities to include at least two different courses in which the	✓	
	Set Attainment Levels	

Once PSLOs have been established for a program treat them as data. If you use the red X to remove the PSLO, it will make it inactive in the system. If you change the text, the outcome will be versioned. Removing and then replacing the outcome will create what looks like a duplicate outcome. One will be the inactive PSLO that was removed, and the other will be the exact same text of PSLO but will begin with the proposal start of the approved program. To maintain accuracy in your data, take care to only make the adjustments required for your program.

Program Narrative and Feasibility

The Program Narrative tab is a custom step template defined by the institution to gather information required for submission, review, and approval of the program outside of the information already gathered. See [YCCD Curriculum Development Guidelines](#) for a detailed explanation of the fields on this screen.

Curriculum Technician

The Curriculum Technician tab allows administrative users to maintain data on the program such as approval dates and identification numbers. The screen is only accessible to users with the Curriculum Specialist role.

Submitting a Program

Once a program is submitted it will go through your college's approval process workflow. To learn more about your college's specific approval process, contact your Curriculum Chair.

Workflows are broken into Stages with one or more Reviewers or Approvers. Workflow participants can have the permission to review, edit, or approve in the workflow.

- Reviewers will read over the Program Proposal and can leave comments on each section.
- Approvers will read over the Program Proposal, can leave comments, and additionally can send the Proposal back to the Originator.
- Editors can make changes to the areas for which they have editing permission.

You can track the progress of your proposal and enter the workflow to view and respond to comments from your Inbox or the Program Dashboard.