Creating/Viewing Course Proposals in eLumen

1. Select department



2. Click on Curriculum tab

eLumen	SOLANO COMUNITY COLLEGE	UCTION SITE
Lisa Abbott as Faculty	• in Accounting •	Inbox Account Settings Support Support
Courses No Term avai 🔻	SLOs & Assessments	Curriculum Results Explorer
	No cours	ses found.

Curriculum Library

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

Course Program Course Code Course Title Workflow Template Workflow Status Chair Report Cl5020 Assembly Programming Course Modification - No Distance Stage 1: Level 1/16 - Originator None Actions 1 Total Show: 1 o 1 > Proposal Course Workflows 1 > Course Code Course Title Workflow Template Workflow Status Chair Report I Total Show: 1 o 1 > Course Code Course Title Workflow Template Workflow Status Chair Report 1 > Course Code Course Title Workflow Template Workflow Status Chair Report 1 > Course Code Course Title Workflow Template Workflow Status Chair Report 1 > Cl5104 Programming in Linux New Course Proposal with Distance Stage 1: Level 1/15 - Originator None Actions T
Revision Course Workflows < 1 > Course Code Course Title Workflow Template Workflow Status Chair Report ClS020 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 > < 1 > > Course Code Course Title Workflow Template Workflow Status Chair Report Course Code Course Title Workflow Template Workflow Status Chair Report Cisto4 Programming in Linux New Course Proposal with Distance Stage 1: Level 1/15 - Originator Nano Actions •
Course Code Course Title Workflow Template Workflow Status Chair Report Cl5020 Assembly Programming Course Modification - No Distance Education Addition/Mod Stage 1: Level 1/16 - Originator None Actions • 1 Total Show: 10 entries < 1 > Course Code Course Workflows Course Code Course Title Workflow Template Workflow Status Chair Report Course Code Course Title Workflow Template Workflow Status Chair Report Cl5104 Programming in Linux New Course Proposal with Distance Stage 1: Level 1/15 - Originator Nace Nace
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 Course Code Course Title Workflow Template Workflow Status Chair Report Cisto4 Programming in Linux New Course Proposal with Distance Stage 1: Level 1/15 - Originator Nace Nace
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 Stage 1: Level 1/15 - Originator Naco ▼
Course Code Course Title Workflow Template Workflow Status Chair Report CIS104 Programming in Linux New Course Proposal with Distance Stage 1: Level 1/15 - Originator Maco Articogr =
Course Code Course Title Workflow Template Workflow Status Chair Report CI5104 Programming in Linux New Course Proposal with Distance Stage 1: Level 1/15 - Originator Name
CIS104 Programming in Linux New Course Proposal with Distance Stage 1: Level 1/15 - Originator
Education Reduction
1 Total Show: 10 entries
Deactivation Workflows
Course Code 🔺 Course Title 🔶 Workflow Template Workflow Status

Click on "Actions" to:

Actions 🕶	
View Worl	cflow
View Statu	15
View COR	
View Char	nge Report
View Impa	act Report
Delete Wo	orkflow

a. View Workflow: here you can view the entire COR in a workflow view.

	o Term avai 🔻	SLOs & Assessments	Curriculum	Results Explorer
urriculum Dashbo	oard Curriculum L	library		
5020 Asse	mbly Progra	mming		ſ
rse Modificati rse Revision	ion - No Distance I	Education Addition/Mod		
Attention Ree	quired			
over Info	Course Uni	its Pre-re Specif	Learni Outlin	Resour Distan Curric
General Info	rmation tindicates re	mirad field		Add Cross List Cours
General Info	rmation "indicates re	quired field		Add Cross List Course
General Info Course Code (C	rmation findicates re	quired field Course Title (CB02) *		Add Cross List Course TOP Code (CB03)
General Info Course Code (C CIS Subject	rmation *indicates re 2001) * 020 Number	quired field Course Title (CB02) * Assembly Programming		Add Cross List Cours TOP Code (CB03) (0707 00) Computer Software
General Info Course Code (C CIS Subject CIP Code	rmation *indicates re B01) * 020 Number	quired field Course Title (CB02)* Assembly Programming Department*	Course Description	Add Cross List Cours TOP Code (CB03) (0707.00) Computer Software
General Info Course Code (C CIS Subject CIP Code (11.0201) Con	rmation findicates re (B01) * 020 Number nputer Program •	quired field Course Title (CB02) * Assembly Programming Department * Computer & Info Science	Course Description A hardware-oriented pro at the assembler langua commutant	Add Cross List Course TOP Code (CB03) (0707 00) Computer Software gramming course dealing with programming a compute ge level. Emphasis will be on the assembly language of
General Info Course Code (C CIS Subject CIP Code (11.0201) Con	rmation "indicates re (B01) * 020 Number Number	quired field Course Title (CB02) * Assembly Programming Department * Computer & Info Science	Course Description A hardware-oriented pro at the assembler langua computers.	Add Cross List Course TOP Code (CB03) (0707.00) Computer Software orgamming course dealing with programming a compute ge level. Emphasis will be on the assembly language of
General Info Course Code (C CIS Subject CIP Code (11.0201) Con SAM Code (CB(rmation "indicates re (B01)* 020 Number nputer Program • 19)	quired field Course Title (CB02) * Assembly Programming Department * Computer & Info Science Course Control Number (CB00)	Course Description A hardware-oriented pro at the assembler langua computers.	Add Cross List Course TOP Code (CB03) (0707 00) Computer Software gramming course dealing with programming a computer ge level. Emphasis will be on the assembly language of
General Info Course Code (C CIS Subject CIP Code (11.0201) Con SAM Code (CBC Advanced Occ	rmation "indicates re (B01)* 020 Number nputer Program • 19) 29) 20)	quired field Course Title (CB02) * Assembly Programming Department * Computer & Info Science Course Control Number (CB00) CCC000579115	Course Description A hardware-oriented pro at the assembler langua computers.	Add Cross List Course TOP Code (CB03) (0707 00) Computer Software gramming course dealing with programming a compute ge level. Emphasis will be on the assembly language of
General Info Course Code (C CIS Subject CIP Code (11.0201) Con SAM Code (CBC Advanced Occ	rmation "Indicates re EB01)* 020 Number Number 199 299	quired field Course Title (CB02) * Assembly Programming Department * Computer & Info Science Course Control Number (CB00) CCCC000579115	Course Description A hardware-oriented pro at the assembler langua computers.	Add Cross List Course TOP Code (CB03) (0707.00) Computer Software gramming course dealing with programming a compute ge level. Emphasis will be on the assembly language of
General Info Course Code (C CIS Subject CIP Code (11.0201) Con (11.0201) Con SAM Code (CBI Advanced Occ	rmation "Indicates re EB01)* 020 Number Number 09) Suppational	quired field Course Title (CB02) * Assembly Programming Department * Computer & Info Science Course Control Number (CB00) CCC000579115	Course Description A hardware-oriented pro at the assembler langua computers.	Add Cross List Course TOP Code (CB03) (0707.00) Computer Software gramming course dealing with programming a compute ge level. Emphasis will be on the assembly language of
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General Info Course Code (C CIS Subject CIP Code (11 0201) Con SAM Code (CBC Advanced Occ Proposal De Mark Berrett	rmation "indicates re RB01) * 020 Number nputer Program	quired field Course Title (CB02) * Assembly Programming Department * Computer & Info Science Course Control Number (CB00) CCCC000579115 Proposal Start * - Choose Starti	Course Description A hardware-oriented pro al the assembler langua computers.	Add Cross List Course TOP Code (CB03) (0707.00) Computer Software gramming course dealing with programming a computer ge level. Emphasis will be on the assembly language of Submission Rationate None selected

b. View Status: Here you can view where a proposal is within a workflow within the approval process.

Workflow Status	×
Course: CIS020 - Assembly Programming	
Workflow Type:	Department:
Course Revision	Advanced Manufacturing - Industrial Tech
Current Stage:	Last Review Activity:
Stage 1: Level 1/16 - Originator	Sep 17, 2019
Participating Roles	Pending Work
Faculty	26 parts pending
	Close

- 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 Show SLO Mappings as	General Information, (14) 🔹
	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

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, Lia Wesley, Andrew Pegg, Melisa Corbin, Jessica	• Mark Berrett
Course Code	CI5020	CI5020
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					4
Impacts for: CIS020 - Assembly Programming Courses that use CIS020 - Assembly Programming as a Requisite					
	Course Name	Type of Requisite	Rationale		
No C	burses				
	4 D	A			

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 Pr	ograms		

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

D	epartment	Course Code
	Computer & Info Science 🛛 👻	Code
	✓ Select All × Select None	∽ Reset
	com	×
	Communications	A
07	Computer & Info Science	v _

2. Enter in the Course Code to search for one subject area

Depart	ment Co	urse Code 😧	Course Title 🛛	
C	Computer & Info Science 👻 CI	s	Title	
38 Total	Show: 15 entries			
	New Course Merge Courses as Cr	oss-Listed		
	Course Code	Course Title		
	CIS001	Introduction to Computer Science		
	CIS015	Programming in Visual Basic.NET		
	CIS020	Assembly Programming		

New Course Proposal

1. Click on "New Course"

Curricul	um Dashboard	Curriculum Library	
Cours	e Progran	n	
Departr	nent	Co	urse Code 🛿
	None selected	• [c	ode
902 Total	Show: 15	entries	
	New Course	Merge Courses as Cro	oss-Listed
	Course Code		Course Title
_			

- 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.

Create Cours	e					:	×
	New Course Proposal New course proposal with Dis	with D tance Ed)istar	nce E	duca	ation	
	New Course Proposal Education Proposal to Modify course no	withou t adding	u t Di s Distar	stanc nce Edu	e ucatio	n	
		<<	<	1	>	>>	
						Cancel	

- 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*

ernmen	SOLANO COMMUNITY COLLEGE	CHUN	SIIE	
Lisa Abbott as Faculty	▼]in Computer & Info Science ▼	Inbox Account S		
🗓 Courses No Term avai 🔻	Reference Materials	х	Results Explorer	
urriculum Dashboard Curr				
urse Title	C-ID Descriptors			
v Course Proposal with D Irse Creation	Faculty Minimum Qualifications			
Attention Required				×
	TMC Information TMC Information			
Cover Info Course			Curric	
General Information find	Curriculum Committee Website		Add Cross List Course	
Course Code (CB01) *	Curriculum Handbook		code (CB03)	·
Subject Number	Curriculum Handbook ®		ect a TOP Code 👻	
CIP Code				
Select a CIP Code		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"

Ì				
	New Revision	Deactivate Course	Show History	Vie
	Course Code		Course Title	
	BUS005		Introduction to	Bus

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

Deactivate a Course		×
Are you sure you want to deactivate this course?		
	Cancel	Confirm

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

Delete Workflow	Save as Draft	Submit

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.

Inbox Workflows 5 Action Plans RFIs Workflow Type: Organizations: All ۳ AII ۳ Search workflow by name Active Course Creation - Level 1/15 - Originator Continue Workflow -Course: FOR070 Forensic Crime Scene Investigation - Basic Course Creation - Level 2/15 - Faculty Review 1 Start Review -Course: FOR071 Forensic Crime Scene Investigation - Advanced Course Deactivation - Level 2/10 - Faculty Review 1 Start Review -Course: IT130 Fundamentals of Wire and Cabling Course Deactivation - Level 2/10 - Faculty Review 1 Start Review -Course: IT132 Fundamentals of Fiber Optics Course Deactivation - Level 2/10 - Faculty Review 1 Start Review -Course: IT134 Fundamentals of Wireless Communication **Coming Soon** No upcoming entries found Processing No processing entries found **Recently Reviewed** No completed entries found

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.

Cover Info	Course	Units	Pre-re	Specif	Leami	Outlin	Resour	Curric	
General Int	formation *indi	cates required fie	ld						Review
Course Code	(CB01) *	C	ourse Title (CB0	2) *				TOP Code (CB03)	
EOP	071		Eoropeie Orimo	Scono Invoctigat	ion Advanced			(2105.00) Administra	tion of Lu 👻

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 Inform	nation *indicates re	quired field		Add Cross List Course
Course Code (CB	01) *	Course Title (CB02) *		TOP Code (CB03)
FOR	FOR 070 Forensic Crime Scene Investigation - Basic		(2105.00) Administration of Ju 👻	
Subject	Number			
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)