COURSE WORKFLOW GUIDE

A few notes before getting started:

- If you are having any issues with an award or with saving a workflow, review the blue "Workflow Tools" bar at the top of any step for potential reasons.
- You cannot save or submit any workflow until a Proposal Start Term has been selected on the Cover Step (in the Proposal Details part).
- After initiating any kind of workflow, you have a handful of options to save out/move forward:
    1. **Save and Continue:** Saves all work on a step and then moves you to the next step. If the session times out for some reason, the work you did on the step will be saved.
    2. **Save as Draft:** Saves all work on a workflow and takes you back to the dashboard.

    Note: You do not have to save each step as you go when working on a workflow, however, eLumen will time out after so many minutes, so to ensure you never lose work, consider using "Save and Continue" as you go and then "Save as Draft" when you are done working on a workflow for the time being.

    3. **Submit:** Clicking submit moves the workflow from your DRAFTS to the next stage of the workflow. Once it is out of your drafts, you can no longer edit, so make sure you are ready to submit before clicking this button.
    4. **Delete Workflow:** (if still in drafts): Clicking this button will eliminate the workflow entirely. If you've already submitted a workflow into the review stream but want to delete, contact the Curriculum Analyst.
- If you make any saving/submission errors, contact the Curriculum Analyst.
- Check out all course/award reference materials by clicking on the "*i*" at the top right of any step.

Workflows consist of the following STEPS, each with multiple parts. Please read about each in the following pages.

COVER STEP

GENERAL INFORMATION

Course Code   *(e.g. BIOL50)*

Course Title   *(e.g. Nutrition)*

TOP Code   *(e.g. 0401.00 Biology, General);* See TOP Code Manual

CIP Code   *(e.g. 26.0101 Biology/Biological Sciences, General)* Course CIP codes are automatically selected based on the TOP code selected. CIPs are used for tracking/reporting fields of study and program completion. If your CIP is inaccurate, revisit your TOP selection or contact the Curriculum Specialist. See the reference materials section in any eLumen workflow ("i") for a full definition of each CIP.

Department   *(e.g. Biology)* Select appropriate department from drop down. Department is usually, but not always, the same as the "Subject" in the Course Code field. Contact the Curriculum Analyst for questions or assistance.

Catalog Course Description: Info in this field will appear in the catalog exactly as it is here. (e.g. *This course offers an introductory study of energy and nutrient requirements of the body in relation to growth, maintenance, and reproduction; factors influencing normal metabolism, construction of the adequate diet. Emphasis is placed upon the chemical aspects of nutrition.)*

SAM Code   For Vocational* Courses Only. SAM Codes indicate the degree to which a course is occupational. See Reference Materials section above ("i") for SAM code descriptions or see SAM Code Definitions here. Contact Curriculum Analyst for questions, to update, or when submitting a new vocational course. OPTIONS (read definitions carefully):

Apprenticeship, Advanced Occupational, Clearly Occ., Possibly Occ.

Courses are vocational if they have an asterisk in the TOP Code Manual above.

MINIMUM QUALIFICATIONS

Min Quals   See Min Quals Handbook for all discipline minimum qualifications and then select the appropriate discipline in either the masters OR bachelors/associates fields. All new/modified MQs will be brought to Academic Senate for final approval.

PROPOSAL DETAILS

Author	Your name will automatically appear. If you want another faculty to help you edit/craft this proposal and they do not already have the discipline originator role in this discipline, click on the "Add Additional Contributors" button, select "discipline originator" and then select their name. Otherwise, other faculty in the discipline will be able to review the proposal, not edit.
Proposal Start	Always select Fall of the next year (e.g., if in SP25, select FA26, if in FA25, select FA26, if in SP26, select FA27). YOU CANNOT SAVE AS DRAFT OR SUBMIT UNTIL YOU HAVE THE PROPOSAL START TERM SELECTED.
Modification Type	Select most appropriate option (e.g., Five Year Review or New Course)
Rationale for this Proposal	Provide a BREIF statement explaining why you are submitting this proposal. The Rationale helps the Committee better understand your submission and will be included on the Board of Trustees Report (public document). ("Five Year Review" suffices if this is a Five Year Review.)

STAND ALONE COURSE

Only complete this part IF course is a stand-alone course (a course not in any awards). If the course will likely be added to an award this year or next, provide future award information and year. If not, explain why you are proposing a course that will not be a part of a degree or certificate.

COURSE OPTIONS STEP

MORE OPTIONS

Basic Skills status (CB08) writing,	Basic Skills courses provide foundational skills in ENGL, MATH, ESL, Learning/ Study Skills necessary for college success. If a course is Basic Skills, Course Credit Status must be Credit - Not Degree Applicable or Noncredit.
Course Special Class Status (CB13)	CB13 is for courses designed for students with disabilities.
Grade Options	Choose only **one**: Grading Scale = A-F or P/NP. (SP grading is only for some noncredit courses - contact Curriculum Analyst). If grading scale is chosen, the grading scale must be provided as an MOI on the Specifications Step.

Allowed Number of Retakes	Only applicable to noncredit and *select* credit courses. See the reference section ("i") in any eLumen course workflow or the Curriculum Committee Policy page for "Credit Course Repetition Guidelines" or contact the Curriculum Chair or Curriculum Analyst to see if a credit course is repeatable. Only a small handful of credit courses are repeatable.
Retake Policy Description	The majority of courses are not repeatable so likely leave blank. The allowable categories for retakes are: Transfer Requirement; Athletic Competition; Academic or Vocational Competition; Work Experience; Noncredit course. See "Credit Course Repetition Guidelines" in the reference section ("i") or the Curriculum Committee Policy page or contact Curriculum Analyst/Chair.
Course Support Course Status (CB26)	Indicates whether a course is associated with another degree-applicable course for the purpose of providing support necessary to complete the associated course. Contact the Curriculum Analyst if you are not sure if your course is a support course.
Class Capacity	Class Capacity is a YFA negotiated item. For a new course o to change an established capacity, contact your immediate administrator ASAP to start the process (see YFA contract for details). Once process is finalized, the Curriculum Analyst will enter the capacity and will attach the form on the Cover step. Courses cannot be approved by the Curriculum Committee if the class capacity for a course hasn't been formally established.

ASSOCIATED PROGRAMS

Awards associated with this course automatically appear in this area and cannot be edited except by updating an award. Courses associated with other courses (prereqs, coreqs) can be identified by viewing the Impact Report in eLumen (contact Curriculum Analyst for assistance).

TRANSFERABILITY & GE OPTIONS

Course General Education Status (CB25)	Indicates whether a course fulfills GE requirements for math/quantitative reasoning or English composition. Contact the Curriculum Analyst to change or if submitting a new course.
Request for General Education Transferability	Select C-ID, CC-GE, or Cal-GETC in System/Institution" drop-down. You may select multiple (CC-GE and Cal-GETC) Comparable Course" box may be left empty except for C-ID where you will see the approved C-ID or

input the C-ID you are requesting. You should also reach out to the Articulation Officer.

MJC EQUIVALENT COURSE

Contact the Articulation Officer to add or remove an MJC Equivalent Course. If you are making major modifications to a course, consider asking the Articulation Officer for assistance with re-evaluating the MJC equivalency. To note: there is currently a pause on creating new course equivalencies.

UNITS AND HOURS STEP

CREDIT/NOT-CREDIT OPTIONS

Course Credit Status (CB04)
See the Course Numbering page of the catalog (Courses section) to determine course credit status

Course Noncredit Category (CB22)
Noncredit courses only: This element classifies a noncredit course with its primary objective within nine noncredit categories. Contact Curriculum Analyst if proposing a new noncredit course.

Course Classification Code (CB11)
Classifies a course with its primary objective. Contact Curriculum Analyst for questions, to change, or if proposing a new noncredit course.

Funding Agency Category (CB23)
This element describes whether a CCCCO Economic Development Grant was used to develop a course. Unless a grant was used, this field should be "Not Applicable."

Work Experience Education Status (CB10)
Only check this box IF the course is numbered 97 – (Work Experience)

Variable Credit Course
Only check this box IF the course has variable units

Default Profile / Add New Profile
All units and hours will be added on the Default Profile. Only click "Add New Profile" if the course is variable unit and has multiple unit offerings. Use a separate profile for each variable unit offering.

Profile Name:
Leave "Default Profile" in place. If variable unit profile, put in the number of units that profile offers (e.g. 1 or 1.5)

WEEKLY STUDENT HOURS

Add in weekly lecture and weekly laboratory hours (no activity hours yet). The out-of-class hours will auto-populate. Once you've added your hours, scroll to the Course Student Hours part at the bottom of the page and the course's in-class and out-of-class totals AND Minimum Units (CB06) and Maximum Units (CB07) will have automatically populated.

Work Experience Education Units/Hours

Should only be completed if the course is a Work Experience Course. View a fellow 97 COR for an example.

REQUISITES STEP

COURSE REQUISITES

Watch the Course Requisites Discipline Originator video on the eLumen Training Materials webpage to learn how to add requisites.

ADDL. NON-COURSE REQUISITES & ENTRANCE SKILLS

Enter any non-course requisites (certifications, high school levels, Committee-approved math/English equivalency statements, etc.).

Limitations on Enrollment

e.g., Auditions or tryouts. Most courses will leave this field empty.

Requisite Information

ONLY complete this if adding a new requisite.

SPECIFICATIONS STEP

METHODS OF INSTRUCTION

Add as many as applicable from the drop down ONE by ONE (ONLY enter info in Optional Explanation field IF selecting "Other Method". "Field Experience/Internship" should only be used in specific cases when the course is actually a Field Exp/Internship course. If course is CCN, see special CCN instructions.

ASSIGNMENTS

Representative Assignments: Enter using these four headings in this order: READING, WRITING, OUTSIDE OF CLASS, OTHER.

METHODS OF EVALUATION

Add as many as applicable MOE from the drop down ONE by ONE Notes: ONLY enter info in Optional Explanation field IF selecting "Other Method" AND/OR "Grading Scale" (in which case, you must include the grading scale). Only those courses approved for "Field Trips Required" or "Field Trips May Be Required" may use this MOE.

EQUIPMENT

Use this field only if students must provide specialized eqpt.

TEXTBOOKS

If course is transferable, one text that meets the scope and rigor of the transfer institution less than 5 years old must be included. IMPORTANT: Click "Add New Textbook" or INFO WON'T SAVE. If no texts or if text is older than 5 years, complete the "No Textbook Explanation" part at the bottom of this step.

OTHER INSTRUCTIONAL MATERIALS

(manuals, periodicals, software, other) Include any required materials/supplies students need to be successful. IMPORTANT: Click "Add Material" or INFO WON'T SAVE.

MATERIALS FEE

Enter "Required" OR LEAVE BLANK. Do not enter amount. Materials fees are typically covered through division offices, so have a conversation with your dean if you enter anything. Contact Curriculum Analyst to complete Materials Fee form if certification fee required by an outside entity.

MATERIALS FEE & FIELD TRIP DESCRIP.

If course has a materials fee or certification fee, describe what it will be used for. Field Trip descriptions are not necessary.

ARE FIELD TRIPS REQUIRED?

Select an option from the dropdown.

NO TEXTBOOK EXPLANATION

If there is no textbook, or none published within the past 5 years, please explain here.

LIBRARY RESOURCE

Complete this part only if the course will require a library resource.

LEARNING OBJECTIVES STEP

COURSE OBJECTIVES   Watch the Course Objectives Discipline Originator video on the eLumen Training Materials webpage to learn how to add/edit/remove Objectives.

CSLOs   Watch the CSLO Discipline Originator video on the eLumen Training Materials webpage to learn how to add/edit/remove SLOs. IMPORTANT! All CSLOs must use CSLO Starter Language.

OUTLINE STEP

COURSE OUTLINE   Enter lecture content here. For lab portion, lab-only course, or Lab with Homework (Activity) course, click lab component button to add a new field to enter lab content. It is okay to leave the lecture portion blank the course is lab-only. Lecture Use formatting tools to format as desired. Content should have some sort or organizational formatting (numbers, bullets, etc.)

DE ADDENDUM STEP

DE AND CE ADDENDUM   Answer all questions and select appropriate choices in all drop-downs. You can only select Field Trip as an MOI if your course is approved for Field Trips on the Specifications step. Use the DE and CE Addendum Sample Responses Questions 8-11 for help completing this step. Ask the DE Coordinator for assistance and for all DEA questions.

ADMIN STEP

View only. If you have any questions about this step, contact the Curriculum Analyst.