COLLEGE OF MARIN

eLUMEN CURRICULUM GUIDE

Curriculum Committee

College of Marin Curriculum Committee
Subcommittee of the Academic Senate

Draft of 8/14/19

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I. ELUMEN AND CURRICULUM DEVELOPMENT

eLumen is a comprehensive software package that allows colleges to manage and track curriculum development, learning outcomes and program review. The College of Marin adopted eLumen in the Fall 2018 semester. Among other things, eLumen has replaced COM's in-house curriculum software as the primary tool for course development and for the creation, revision and maintenance of all course outlines of records ("CORs"). All CORs have been imported from COM's legacy software into eLumen, where they may be viewed and modified. CORs in the legacy system may be viewed and copied from, but are no longer available for modification in the legacy system.

To view CORs in the legacy system:
- Go to the COM homepage.
- Under the Faculty/Staff tab, click Curriculum Committee.
- Find For Reference Only under Course Outlines, on the right side of the page.
- Click the desired category of CORs (Credit, Noncredit, Degree and Certificate). The login screen for the legacy curriculum system will appear.

Note that you can still print out the legacy CORs, if you want to compare them to the imported versions in eLumen.

The introduction of eLumen has necessitated curriculum development workflow changes that affect both faculty and administrators (such as department chairs). New workflow procedures are currently under development. This Guide is designed to acquaint faculty with eLumen and with current procedures for curriculum development.

Please note: The data entered into eLumen relates to curriculum and not directly to registration. eLumen curriculum data is stored separately from the registration data contained in Banner, though data from eLumen will be manually exported into Banner as needed.

II. OVERVIEW OF CURRICULUM DEVELOPMENT WITH ELUMEN

A. Curriculum Development Process

[To come]

B. Curriculum Development Stages in eLumen

As new course proposals, deactivations and course revisions go through eLumen, they pass through a series of sequential stages in the eLumen process. There are currently 6 stage in the eLumen curriculum development process. eLumen uses the term "Workflow" to refer to the overall movement of a course proposal, deactivation or revision through these 6 stages. eLumen further divides workflows into three main categories: Revision Course Workflows, Proposal Course Workflows and Deactivation Workflows.

| Stage	Responsible Party	Workflow Status	Action
1	Faculty	Faculty initiates course proposal, revision or deactivation	Click "Submit" when ready to move to next stage
2	Department chair	Department chair	Opt to Review, Request Change, or Submit to move to next stage
3	Curriculum Committee	Curriculum Committee/SLOAC	Approve or Request Change
3	SLOAC*	Curriculum Committee/SLOAC	Review, then Submit
4	UDWC**	UDWC	Review, then Submit
6	Curriculum Committee chair	Curriculum Committee chair approval	Review, Request Change or Submit
*SLOAC = Student Learning Outcomes Assessment Council **UDWC = Union District Workload Committee			

III.   GETTING STARTED IN ELUMEN

A. Logging In and Basic Information

To log into eLumen:
1. Open up a web browser, and go to marin.elumenapp.com (NOTE: The eLumen web URL ends in .*com*, not .*edu*)

2. The MyCOM login screen will appear.

3. Sign in with your MyCOM username and password

Important: Wherever possible, please use eLumen's links and arrows to navigate between pages and sections of eLumen, rather than your browser's arrow.

It is very important to log out of eLumen when you are finished. To log out, click the Log Out button at the top of the page.
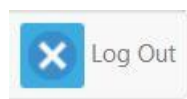
To get help in eLumen at any time, click the Support button at the top of the page.
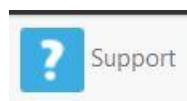
B. Roles

When you login to eLumen, the first page you see will show your name, and next to your name a drop-down list indicating your role. For many faculty, the only item in this list will be Faculty, and it will be pre-chosen for you.

However, some faculty will have more than one role (e.g., Faculty, and Curriculum Committee Members). In this case, select the role appropriate for intended your work in eLumen.

C. Areas of eLumen

eLumen contains areas for SLO & Assessments, Curriculum and Results Explorer. You will see buttons for each of these areas each time you log in to eLumen.


When you first log into eLumen, an Assessment page will open, which may list courses for which you need to assess SLOs. To work in Curriculum development, click the Curriculum button. In the Courses dropdown list, to the left of the Curriculum button, select the semester/year/type of course combination upon which you want to work.
On the Curriculum page, you will see two tabs: Curriculum Dashboard and Curriculum Library.

When either of these tabs are displayed, you will also see subtabs allowing you to choose your desired focus of work: courses or programs
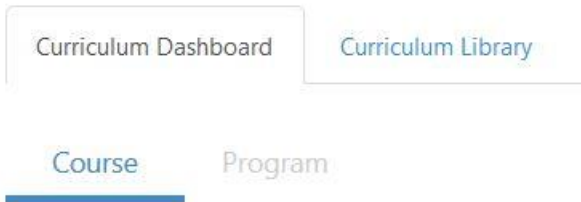

The Course tab under the Curriculum Dashboard shows CORs for which your attention and work is needed. These include CORs for new courses you have proposed, existing CORs which you are revising, and any other CORs needing actions by you. Select this tab when you want to work on these CORs.

In the Course tab under Curriculum Dashboard, eLumen groups courses in active development into three major categories: Revision Course Workflows, Proposal Course Workflows and Deactivation Workflows.

The Course tab under the Curriculum Library shows CORs that have been recently approved, plus a historic listing of all other CORs. Select this tab to see a list of CORs for all courses in your discipline.

The Inbox provides a shorter way to access a list of all the eLumen items requiring your attention. To get to your Inbox, log into eLumen, then click the Inbox button on the opening page.
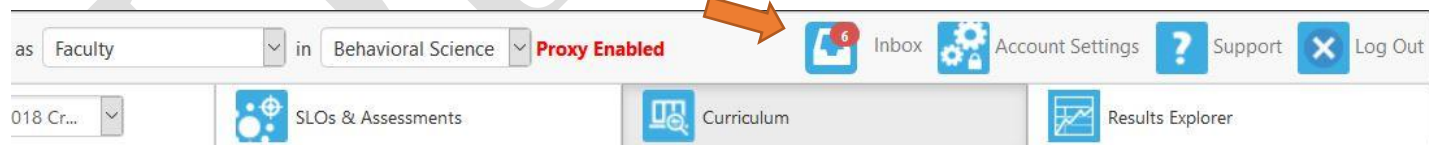
The Inbox

[More To come]

Workflows for courses, programs, and SLOs that you have initiated, and/or that require your action or review, will appear in your Inbox under Workflows and in your Curriculum section under the Workflows tab.

Note: If you have submitted the workflow for a course, and that workflow has been returned to you for further work, you MUST access that workflow through your Inbox to make the required changes. You will not be able to re-enter the workflow from the Curriculum Dashboard area.

To continue working on an Active Workflow in your Inbox, click the Continue Workflow button to the right of the desired course:
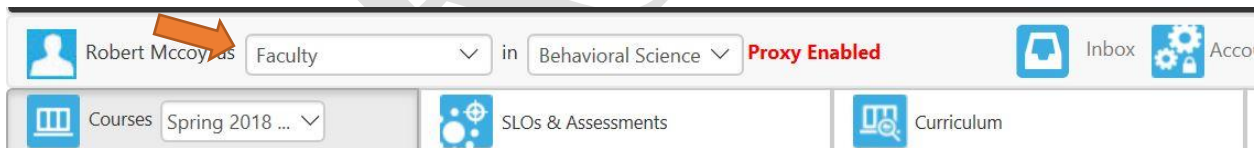
Active

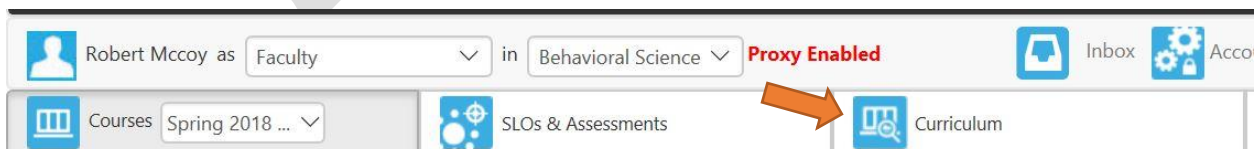|	
Course Revision - Faculty Course Revision **Course**: PSY110 Intro to Psychology	Continue Workflow ▾
Course Creation - Curriculum Comm. Chair **Course**: PSY220 Positive Psychology	Feedback ▾
Course Creation - Faculty Initiate NEW Course **Course**: PSY999 Dummy course outline for practice & documentation	Continue Workflow ▾

Then select Step View to view each section of the COR in its own screen, or Outline View to view the entire COR On a single page.

D. How to Find an Existing Course in eLumen

1. Login to eLumen

2. At the top left of the page, you should see your name and your department. If "Faculty" doesn't appear in the dropdown box next to your name, scroll down to find and select "Faculty."

Robert Mccoy as Faculty ⌄ in Behavioral Science ⌄ **Proxy Enabled**　　Inbox　Acco

Courses Spring 2018 … ⌄　　SLOs & Assessments　　Curriculum

3. On the row beneath where your name and "Faculty" appear, click the tab named "Curriculum."

Robert Mccoy as Faculty ⌄ in Behavioral Science ⌄ **Proxy Enabled**　　Inbox　Acco

Courses Spring 2018 … ⌄　　SLOs & Assessments　　Curriculum

4. On the row beneath where the Curriculum tab appears, click the tab named "Curriculum Library."

5

5. In the Department box, click the down arrow.

6. Click on "x Select None"

7. Scroll down to the name of your Department, and click on it

8. Move your cursor anywhere outside the Department box dropdown and click.

9. You should now see a list of the courses you can revise.

NOTE: The following is a faster alternative to Steps 5-8 above:

1. In the Course Code textbox, type in the course prefix of your discipline (e.g., "psy" for Psychology, "span" for Spanish, etc.).

2. Then press the Enter key. You will see a list of all the courses that begin with your specified course prefix.

E. How to View a COR in the Curriculum Library

To view the COR of a course listed in the Curriculum Library:

1. Open the list of courses in the Curriculum Library

2. Check the box to the left of the desired course. This will change the menu appearing above the course list to:

3. Now you can either view the history of the COR, view the COR itself, or view a report of the impact the course has on other courses. To view the COR itself, select View COR Report. This will bring up a screen for COR Report options


4. Use the dropdown box to select which sections of the COR you wish to view in the report.

5. Choose the selected way to view SLO mappings in the COR – as a List or as a Grid.

6. Click Go to Report.

You can now save or print the COR. You can also copy the SLOs from the COR and paste them into your Syllabus.

To save or print:

• Click the print icon located to the upper right of the report to open the Print window.
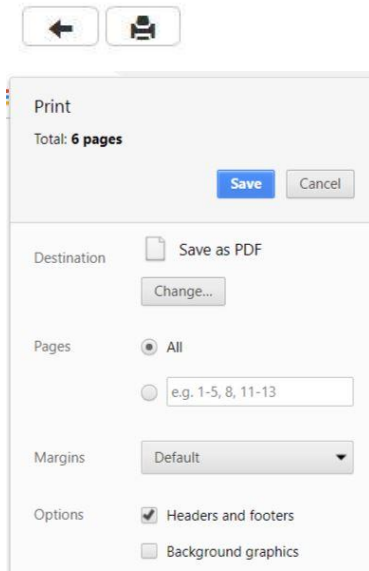
• You can now print the COR report or save it as a pdf file. Check the value for Destination. To change the destination, click Change to open the Select a Destination window. If you then select Save as PDF, you will be returned to the Print window, where you should click Save to save the report. If you instead select a printer as your destination, you will be returned to the Print window, where you should click Print to print the report.
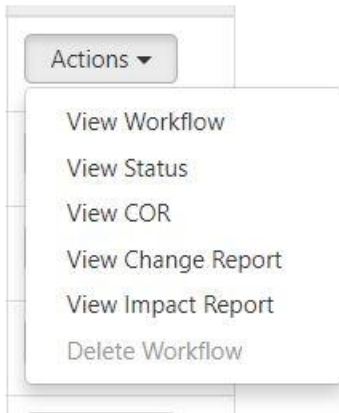
To copy the SLOs from the COR into your Syllabus:

BOB PICK UP FROM HERE***********************
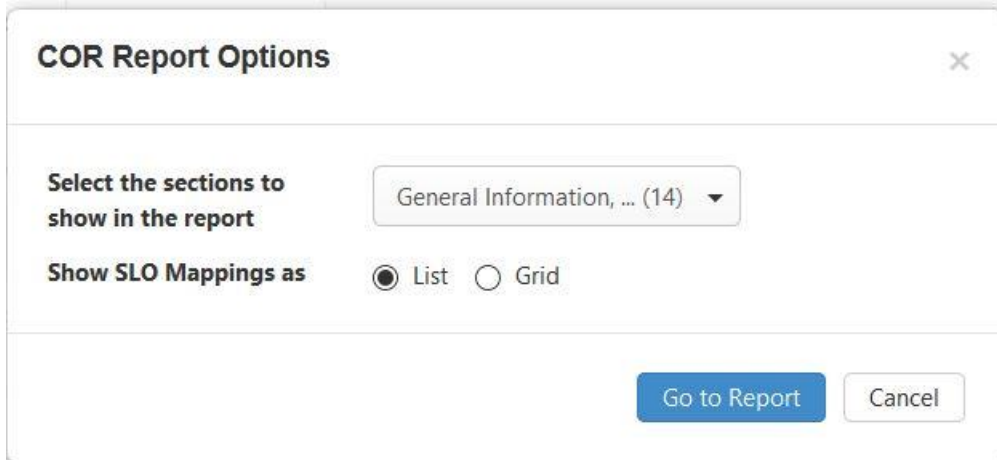
F. Printing a COR

eLumen lets you print reports from wherever you are logged in, whether you are on campus or off campus.

Printing rom the Curriculum Dashboard:
• Locate the course whose COR you want to print.
• Click the Actions button in the rightmost column of the course. This will open a drop-down list:

- Click View COR. This will open the COR Report Options window.

- In the drop-down for "Select the sections to show in the report," no change is necessary if you want to print the entire report. To print only selected sections of the report, use the drop-down list to select those sections.

- In "Show SLO Mappings as," leave the default option at Grid to show the SLOs as a grid, or click List to show them as a list.

- Click Go to Report.

- Click the print icon located to the upper right of the report to open the Print window.
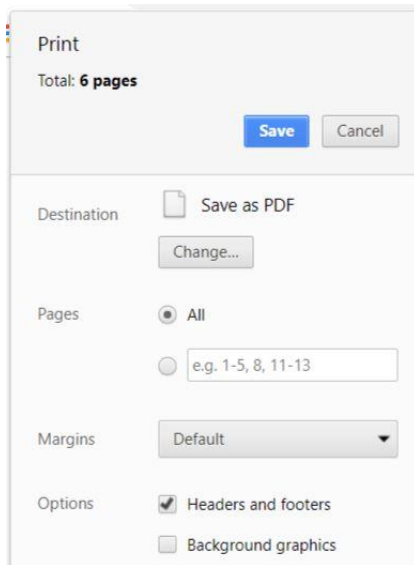
- You can now print the COR report or save it as a pdf file. Check the value for Destination. To change the destination, click Change to open the Select a Destination window. If you then select Save as PDF, you will be returned to the Print window, where you should click Save to save the report. If you instead select a printer as your destination, you will be returned to the Print window, where you should click Print to print the report.

IV. CLEANING UP CORS THAT WERE IMPORTED INTO ELUMEN

All the CORs that existed in COM's legacy curriculum development software have been imported into eLumen. However, because there was not a one-to-one match between the legacy data fields and the eLumen data fields, some legacy information didn't come over in the importation process. Other legacy information came over but needs to be reformatted for eLumen.

The tables below list known fields for which information is lacking or incorrect after import, and for which the information is present but needs to be reformatted. The first time a COR is reviewed after import from the COM legacy system, these fields should be examined carefully and any required corrections and reformatting made.

Fields With Missing Or Incorrect Information After Import

Field	eLumen Tab	Problem

Field	eLumen Tab	Problem
Lab Component in this Course	Outline	Field may be checked for courses that do not have lab component
Pre-requisites, Co-requisites, Anti-requisites and Advisories	Pre-requisites and Entrance Skills	Many did not import. All courses w/prerequisites should be checked and re-entered if necessary
Weekly Student Hours Weekly Specialty Hours Course Student Hours	Units and Hours	For other than a regular 3-hour lecture class, the AutoCalc feature incorrectly calculates the totals. In this case, uncheck the box called "Auto-calculate fields based on the parameters set…" and enter the amounts and totals manually
Critical Thinking		[To come]

Fields Needing Reformatting After Import

Field	eLumen Tab	Formatting Needed in eLumen
Methods of Instruction	Specifications	
Assignments	Specifications	Entered in paragraph form in legacy system; need to enter each assignment separately in eLumen
Methods of Evaluation	Specifications	
Textbooks	Specifications	
Course Objectives	Learning Outcomes	Entered in paragraph form in legacy system; need to enter each objective separately in eLumen
Course Outline	Outline	
Lab Outline	Outline	

V. TAB BY TAB INSTRUCTIONS

A. Cover Information Tab

General Information

Course Code Subject

Course Code Number

Course Title

Top Code

Department

Course Description

SAM Priority Code

Course Control Number

Faculty Requirements

Faculty Requirements

Master Discipline Preferred	None selected ▼
Alternate Master Discipline	None selected ▼
Bachelors or Associates Discipline Preferred	None selected ▼
Additional Bachelors or Associates Discipline	None selected ▼

Master Discipline Preferred

Alternate Master Discipline

Bachelors or Associates Discipline Preferred

Additional Bachelors or Associates Discipline

Proposal Details

Proposal Details

Author(s)
Robert McCoy
[Add Additional Contributors]

Proposal Start *
-- Choose Starting Term -- ▼

Submission Rationale
Submission Rationale

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

Author(s)

Proposal Start

Submission Rationale

Note for Submission

Attachments

B. Course Development Options Tab

More Options

Course Basic Skills Status (CB08)

Course Special Class Status (CB13)

Grade Options

Allowed Number of Retakes

Allow Students to Gain Credit by Exam/Challenge

Allow Students to Audit Course

Retake Policy Description

Rationale For Credit By Exam/Challenge

Associated Programs

Course is part of a program (CB24)

Transferability & Gen. Ed. Options

Transferability

Transferability Status defaults to Pending, even if the course has already been approved for transfer. So ignore this field.
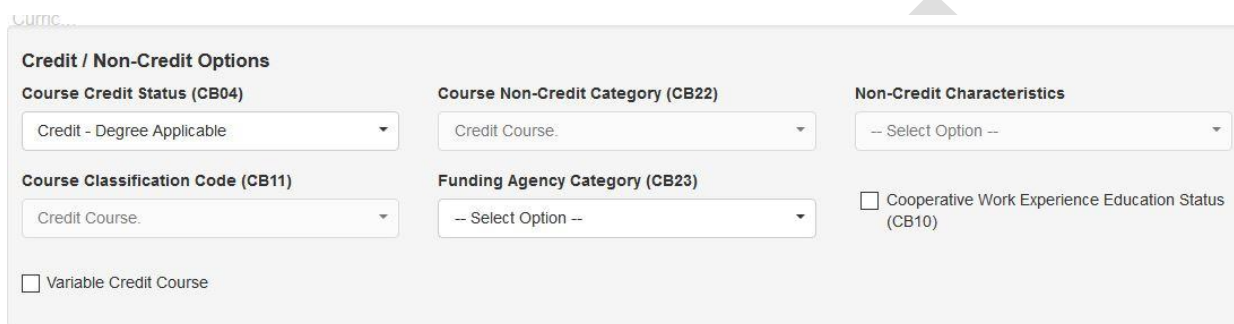
System/Institution

Categories

Comparable Couse

C. Units and Hours Tab

For other than a regular 3-hour lecture class, the AutoCalc feature incorrectly calculates the totals. In this case, uncheck the box called "Auto-calculate fields based on the parameters set…" and enter the amounts and totals manually

Curric...

Credit / Non-Credit Options

Course Credit Status (CB04)	Course Non-Credit Category (CB22)	Non-Credit Characteristics
Credit - Degree Applicable ▼	Credit Course. ▼	-- Select Option -- ▼

Course Classification Code (CB11)	Funding Agency Category (CB23)	
Credit Course. ▼	-- Select Option -- ▼	☐ Cooperative Work Experience Education Status (CB10)

☐ Variable Credit Course

Default Profile Area
Profile Name

Auto-calculate fields based on the parameters set in System & Settings > Curriculum > Units & Hours

Note: For other than a regular 3-hour lecture class, the AutoCalc feature incorrectly calculates the totals. In this case, uncheck the box called "Auto-calculate fields based on the parameters set…" and enter the amounts and totals manually.

If eLumen shows inaccurate hours or units because the AutoCalc feature has calculated incorrectly, then UDWC will correct them, provided that the instructor isn't changing the compensation rate (that is, as long as the student units information is correct).

Credit/Non-Credit Options

Course Credit Status (CB04)

Course Non-Credit Category (CB22)

Non-Credit Characteristics

Course Classification Code (CB11)

Funding Agency Category (CB23)

Cooperative Work Experience Education Status (CB10)

Variable Credit Course

Weekly Student Hours

	In Class	Out of Class	Default Ratio
Lecture Hours ❷	0 ⬍	0 ⬍	1:2
Lab Hours ❷	0 ⬍	0 ⬍	3:0
Activity ❷	0 ⬍	0 ⬍	2:1

Weekly Student Hours

Lecture Hours in Class
If the class is lecture-only

Lecture Hours Out of Class

Lab Hours in Class

Lab Hours Out of Class

Weekly Specialty Hours

Description	Type	In Class ❷	Out of Class ❷		
	Activity ▾	0 ⬍	0 ⬍	⊕Add	To make up the teaching unit difference if your lab teaching unit is the same default lab teaching unit is only 0.7. Then you need to add additional teaching unit in Extra Duty. For example, you need additional 0.39 teaching, then just add 0.39 in Extra Duty.

No speciality defined

Note: If, in the current COM catalog, a course shows a range of units, such as the following course, leave these fields blank in the COR. UDWC and the eLumen developer are still working on how to handle this exception.

KIN 127: Functional Training

1-2 Units. 3-6 activity hrs/wk. No prerequisite.

Weekly Specialty Hours
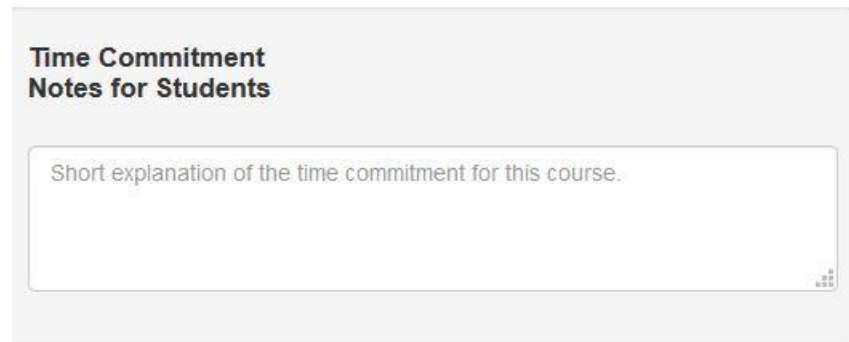
Description

Type

In Class

Out of Class

ADD BUTTON

Course Student Hours

Course Duration (Weeks)	17.5
Hours per unit divisor	54

Course In-Class (Contact) Hours

Lecture:	0.00
Lab:	0.00
Activity:	0.00
Total:	0.00

Course Out-of-Class Hours

Lecture:	0.00
Lab:	0.00
Activity:	0.00
Total:	0.00

Total Student Learning Hours:	**0.00**

Total Credit Units

Minimum Credit Units (CB07)	0
Maximum Credit Units (CB06)	0.00

Course Student Hours

Course Duration (Weeks)

19

The Course Duration field may show 17.5 weeks or 18 weeks. Ignore this field. The correct course duration will be input in Banner when the course information is imported to Banner.

Minimum Credit Units (CB07)

Time Commitment Notes for Students

Short explanation of the time commitment for this course.

Time Commitment Notes for Students

Time Commitment Notes for Students

Faculty Load ❷

Extra Duties   0   ⇕   **Faculty Load:**   0

Faculty Load

Extra Duties

If the course involves a practicum (as opposed to a lab), use the Extra Duties field to indicate how many hours are involved.

D. Pre-Requisites And Entrance Skills Tab

This is one area whose information is missing in the imported eLumen CORs, so be sure to check it and to re-add missing information as needed. If you are working on an existing course, be sure to check the current COM Catalog for the listed pre-requisites for the course, and make sure that information is entered in this tab of eLumen.

After pressing Add Rule, you will see the fields for Requisite Type, Course and Requisite. Select the type of requisite from the Requisite Type dropdown list:

Then select the associated course using the Course dropdown list:

After pressing Add Rule Group

Pre-Requisites, Co-Requisites, Anti-Requisites and Advisories

Requisite Type

Course

Requisite

Entrance Skills

Entrance Skills

First enter a skill description of a skill, then press Add New Skill to save it. For each skill, briefly explain how the requisites courses listed above equip the student with that particular skill.
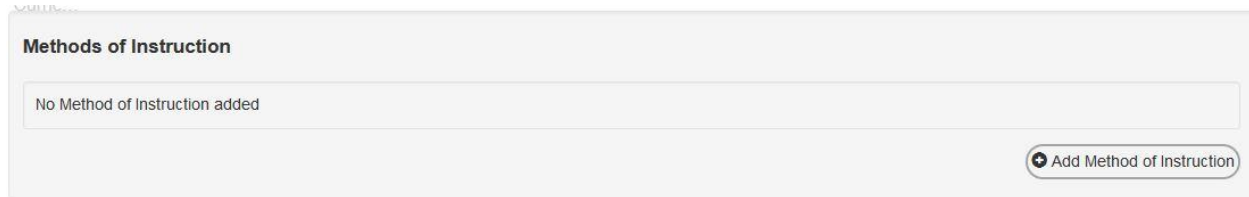
Limitations on Enrollment

Limitation description   ⊕ Add New Limitation

No limitations defined

Limitations on Enrollment

Limitations on Enrollment

First enter a limitation description, then press Add New Limitation to save it.

E. Specifications Tab

Methods of Instruction

No Method of Instruction added
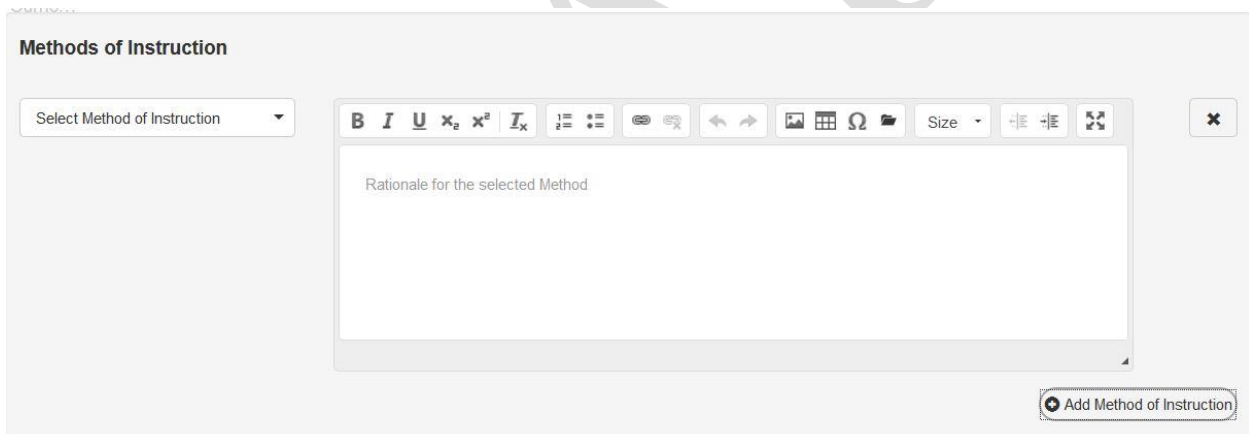
⊕ Add Method of Instruction

Methods of Instruction

Methods of Instruction

Please describe several possible methods of instruction that may be used by instructors of this course. Click the Add Method of Instruction tab to open the fields for entering information about a method of instruction. The information you enter for each Method of Instruction will be saved when you click the Save as Draft button at the bottom of the page.

Note: The methods of instruction represent samples of the types of instruction that may be used in the course. Instructors are not required to use all of the entered methods.

Methods of Instruction

Select Method of Instruction ▾

B I U x₂ x² I_x | ⋮≡ ⋮≡ | ⊕ ⊕ | ↞ ↠ | ▣ ⊞ Ω ▰ | Size ▾ | ▐≡ ▐≡ | ⤢ | ✖

Rationale for the selected Method

⊕ Add Method of Instruction

Select Method of Instruction
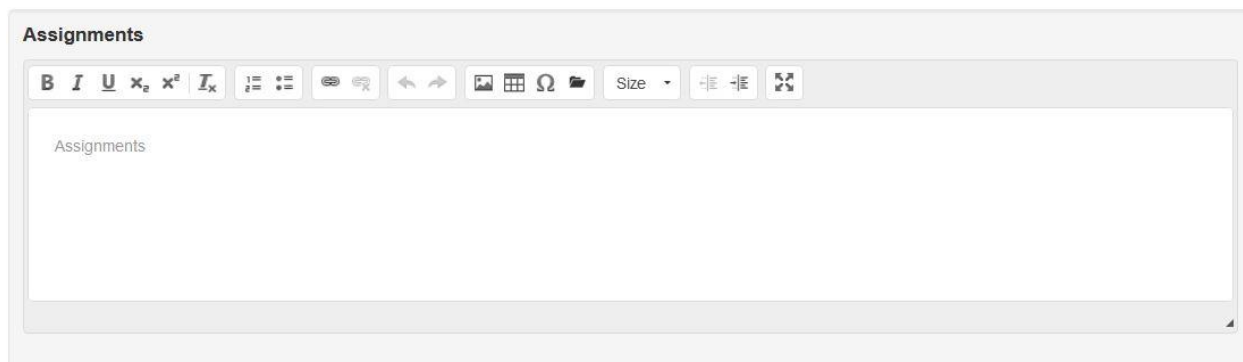
After clicking Add Method of Instruction, choose a method of instruction from the Select Method of Instruction dropdown list.

Rationale for selected Method

For the selected method of instruction, enter a brief explanation of the rationale for including that selected method; that is, how will this method help students to achieve the objectives and student learning outcomes for this course.
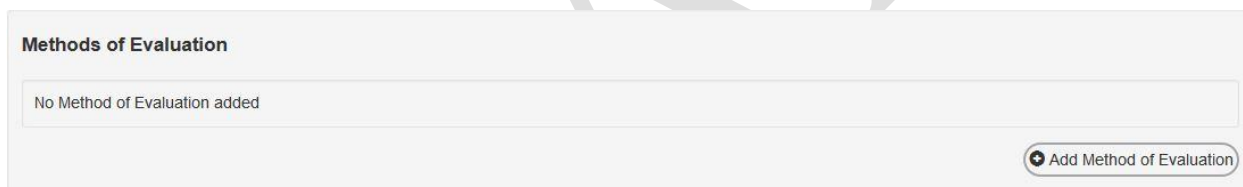
To add another method of instruction, click the Add Method of Instruction button again, and follow the above steps.

When finished entering the methods of instruction, be sure to click the Save as Draft button at the bottom of the page, to save your work.

Assignments

| B *I* U x₂ x² Iₓ | ≔ ≔ | 🔗 🔗 | ← → | 🖼 ▦ Ω 📁 | Size ▾ | ⇥ ⇤ | ⤢ |

Assignments

Assignments

In the Assignments field, describe a few assignments typical for the course. Also include a brief explanation of the rationale for including each assignment; that is, how will each assignment help students to achieve the objectives and student learning outcomes for this course.

Methods of Evaluation

No Method of Evaluation added

⊕ Add Method of Evaluation

Methods of Evaluation

Please describe several possible methods of evaluation that may be used by instructors of this course. Click the Add Method of Evaluation tab to open the fields for entering information about each method of evaluation. The information you enter for each Method of Evaluation will be saved when you click the Save as Draft button at the bottom of the page.

Note: The methods of evaluation represent samples of the types of evaluations that may be used in the course. Instructors are not required to use all of the entered methods.

Select Method of Evaluation

After clicking Add Method of Evaluation, choose a method of instruction from the Select Method of Instruction dropdown list.

Rationale for selected Method

For the selected method of evaluation, enter a brief explanation of the rationale for including that selected method; that is, how will this method help students to achieve the objectives and student learning outcomes for this course.

To add another method of evaluation, click the Add Method of Evaluation button again, and follow the above steps.

When finished entering the methods of evaluation, be sure to click the Save as Draft button at the bottom of the page, to save your work.

Equipment

[To come]

Description

Author

Citation

Textbooks

Author

New Author | No textbooks defined

Title

New Title

Publisher

New Publisher

Date

New Date

ISBN

New ISBN

⊕ Add New Textbook

Important tip: To enter information about an additional textbook, FIRST complete the Author, Title, etc. fields, THEN click Add New Textbook. Otherwise, the information you enter will not be saved when you Save to Draft.

Materials Fee

Materials Fee

Leave this field blank if the course does not require a materials fee. *If you are establishing a materials fee in the course for the first time, then simply enter the amount to of the fee in this*

field and then be sure to complete all fields on the Workflow Step for Special Materials tab. If you are changing the amount of an existing materials fee, describe the change in amounts here, then complete all fields on the Workflow Step for Special Materials (where you will justify the fee and any changes in the fee).

F. Learning Outcomes Tab

Course Objectives

Start writing the new Course Objective name to add it

⊕ Add New Course Objective

No Course Objectives defined

For each course objective you wish to add, first click the Add New Course Objective button. Then enter the information about the Course Objective in the textbox. Repeat for each new course objective you wish to add. All the entered course objectives will be saved when you press the Save as Draft button at the bottom of the page.

CSLOs
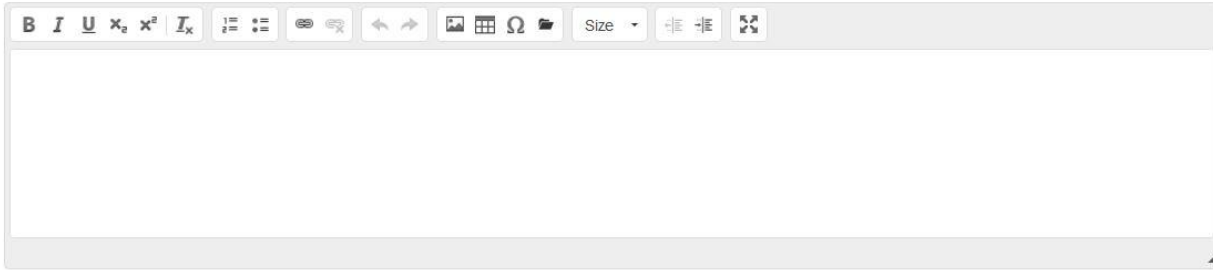
Start writing the new CSLOs name to add it

⊕ Add New CSLOs

No CSLOs defined

G. Outline Tab

Course Outline
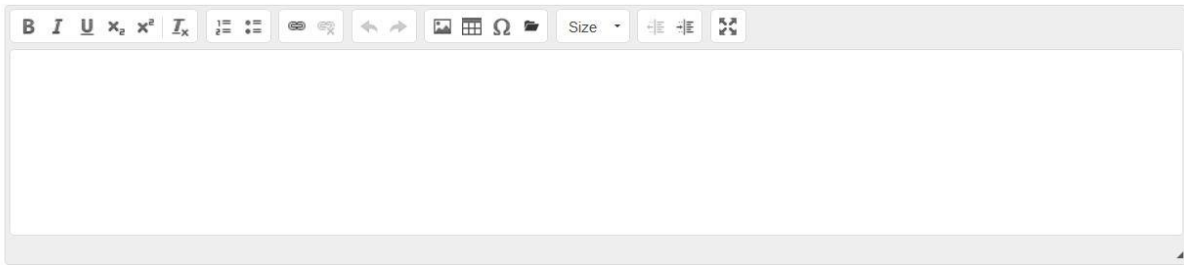
☐ Lab Component in this Course

Course Outline

Lab Component

Lab Outline

Lab Outline

H. Workflow Step For Additional Course Information/Goals Tab

Justification for the new/revised course

The Curriculum Committee is working on creating standardized language that should be entered in this field. For now, leave this field blank.

Note: The justification is different from the Submission Rationale field (under the Proposal Details on the Cover Information tab).
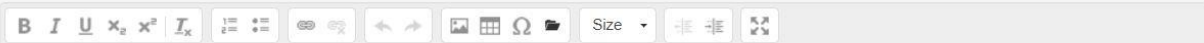
Primary Course Goal

Leave this field blank for now.
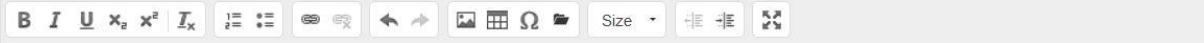
What is the justification for the Service Unit(s)? (e.g. lecture, lab, activity, etc.)

B I U x₂ x² Iₓ | :≡ :≡ | ⇔ ⇶ | ← → | ⌧ ⊞ Ω ▬ | Size ▾ | ⊣≣ ≣⊢ | ⤢

Justification for Service Units

The Curriculum Committee is working on creating standardized language that should be entered in this field. For now, leave this field blank.

Does this new or revised course represent Substantive Change? Answer YES or NO.

B I U x₂ x² Iₓ | :≡ :≡ | ⇔ ⇶ | ← → | ⌧ ⊞ Ω ▬ | Size ▾ | ⊣≣ ≣⊢ | ⤢
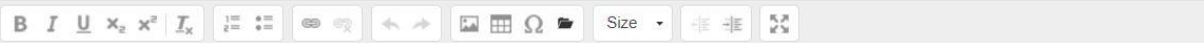
Substantive Changes

Answer No, unless you are making any of the subsantive changes in this list. If making any changes in this list, answer Yes and please name the substantive changes you are making.

[List of Substantive Changes to come]

What are the Critical Thinking expectations?

B I U x₂ x² Iₓ | :≡ :≡ | ⇔ ⇶ | ← → | ⌧ ⊞ Ω ▬ | Size ▾ | ⊣≣ ≣⊢ | ⤢
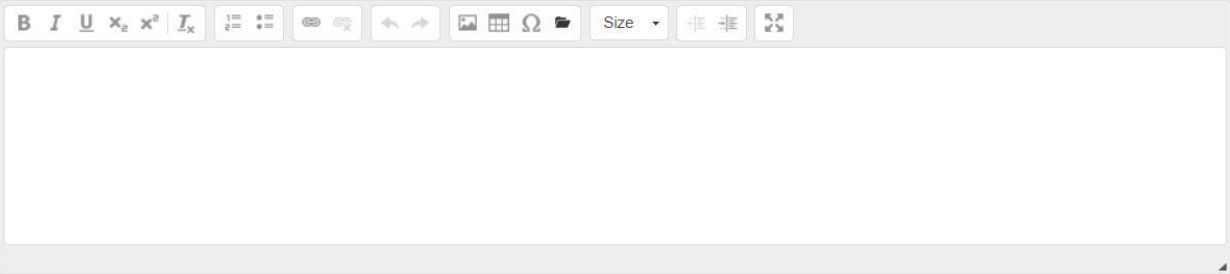
Critical Thinking Expectations

Note: The contents of this field did NOT come over when the old CORs were imported into eLumen. However, completion of this field is optional. Should you choose to complete this field, please use the following instructions. You can copy or re-type any pertinent text from the old COR:

Identify the way the course will promote and foster independence of thought. Give several examples using active verbs of how critical thinking processes or activities occur in this course in a bulleted or numbered format. These examples may be broad or specific, and they can be developed from other aspects of the course outline, such as the student learning outcomes, course objectives, example assignments, course content, and so on. Best practices suggest three to five examples of critical thinking.

See Appendix C: Bloom's Taxonomy, for examples of active verbs that promote critical thinking.
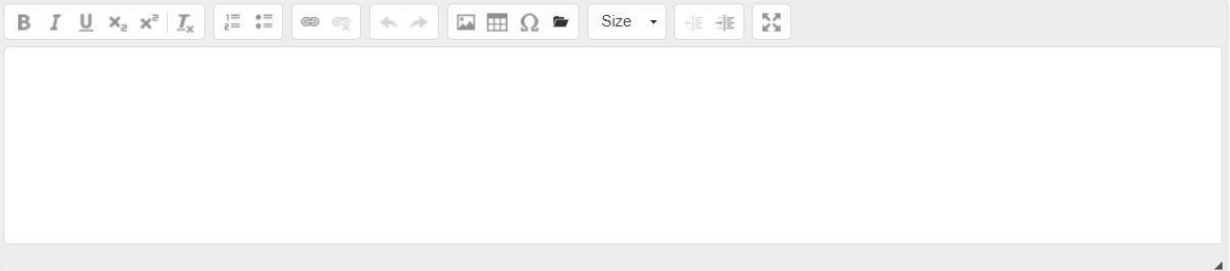
What is the level of Information Competency expected by this course?

Level of Information Competency

Leave this field blank for now.

Is this a Stand Alone Course?

Stand Alone Course

Enter Yes if it is a stand alone course, No if it isn't.

What is the course start date?

Course Start Date

Leave this field blank for now.

Accessibility: Are all course materials, including videos, webcasts, podcasts, audio, and visual, accessible to students (per The Americans with Disabilities Act of 1990, section 508 of the Rehabilitation Act of 1973, and California Government Code section 11135)? Answer YES or NO.

Accessibility
Enter Yes in this field.
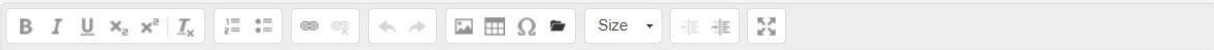
For Approvers ONLY: Do you certify that the following requirements have been met? Answer YES or NO to each. o Accessibility (Title 5, section 55200): Course content and delivery is accessible to all students. o Course Quality: The course meets a "3" on the OEI rubric (Accomplished). o Evidence of instructor contact: Regular and effective contact is demonstrated between the instructor and students and students with other students.

Approver Certification
Faculty should leave this field blank.

Maximum Enrollment:
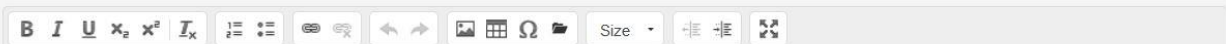
Maximum Enrollment
Enter the maximum size for this class.

I. Workflow Step for Library Resources and Textbooks Tab
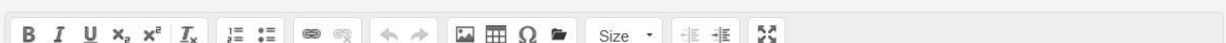
Does this course include online library resources? Y or N

| B | I | U | x₂ | x² | Iₓ | | Size ▾ | | ⤢ |

Online Library Resources
Enter Yes or No. If any online library resource is one that must be specially requested by the library, then also describe that online library resource and explain why it is needed.
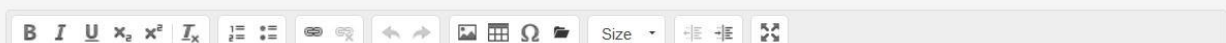
Does this course include periodicals as library resources? Y or N

| B | I | U | x₂ | x² | Iₓ | | Size ▾ | | ⤢ |

Periodicals as Library Resources
Enter Yes or No. If any online periodical is one that must be specially requested by the library, then also describe that periodical and explain why it is needed.

Does this course include reference books as library resources? Y or N

| B | I | U | x₂ | x² | Iₓ | | Size ▾ | | ⤢ |

Reference Books as Library Resources
Enter Yes or No. If any online reference book is one that must be specially requested by the library, then also describe that reference book and explain why it is needed.

Does this course include data base(s) as library resources? Y or N

| B | I | U | x₂ | x² | Iₓ | | Size ▾ | | ⤢ |

Databases as Library Resources
Enter Yes or No. If any database is one that must be specially requested by the library, then also describe that database and explain why it is needed.

Are there assigned textbooks for this course? (If so, list full reference.)

[toolbar: B I U x₂ x² I_x | list list | link link | undo redo | image table Ω folder | Size ▾ | indent indent | expand]

Assigned Textbooks
Leave this field blank. Information about textbooks should be entered in the Textbook area on the Specifications tab.

J. Workflow Step for Special Materials

Note: You should only complete the fields on this tab if you entered an amount in the Materials Fee area on the Specifications tab. Otherwise, skip this tab.

Are any Special Materials required?

[toolbar: B I U x₂ x² I_x | list list | link link | undo redo | image table Ω folder | Size ▾ | indent indent | expand]

Special Materials Required
In this field, you should answer Yes and describe the special materials required. ***Please note: Materials fees can only apply to things that the student can take with them and keep after the course.***

Materials Fee Effective Term?

[toolbar: B I U x₂ x² I_x | list list | link link | undo redo | image table Ω folder | Size ▾ | indent indent | expand]

Materials Fee Effective Term
Enter the term for which the materials fee did, or will become, effective.

What is the justification for the Materials Fee?

[toolbar: B I U x₂ x² I_x | list list | link link | undo redo | image table Ω folder | Size ▾ | indent indent | expand]

Justification for Materials Fee
In this field, provide the rationale for requiring the special materials fee. If you are changing the amount of an existing materials fee, you should also use this field to justify the change in amount. Please note: Your rationales should include a description of how students can take and keep the materials after the course ends.

K. Workflow Step for Distance Education Course (if applicable) Tab

How will course objectives and student learning outcomes be adapted to an online or hybrid format? Please describe activities, enhanced lecture materials, discussions, forums, etc.

Please provide a description of activities in this course that demonstrate instructor-to-student contact and student-to-student contact. Examples of activities: o Announcements o Course materials o Modules o Customized and personalized audio and video content o Online videos that are annotated and contextualized o Internet resources o Library and database resources o Webcasts o Web Conferencing o Podcasts o Discussion forms o Listserv o Other (please describe):

How will regular and effective instructor-to-student contact and student-to-student contact be demonstrated in this course? o Messages via the LMS o Telephone and office hours o Regular announcements in LMS o Chat rooms o Video messages o Timely feedback and return of student work in LMS o Discussion forums that are facilitated and engage students in regular dialogue o Roster management to ensure that every enrolled students is fully participating in course o E portfolios, blogs, etc. o Orientation and review sessions o Field trips o Library workshops o Webcasts o Podcasts o Other (please describe):

Hours for Content Delivery and Interaction: Please specify the hours anticipated for student activities that take place to fulfill the requirements of an in-class time as indicated in the course outline of record. For example, a three-hour lecture course requires 48 to 54 hours of in-class time. Activities may include reading modules, quizzes, exams, participation in discussion forums, etc. Activities do not include homework that may include reading the textbook and preparing and studying for exams. Activity Hours: Online Hours: Face-to-Face hours (hybrid only): TOTAL HOURS: TOTAL HOURS PER SEMESTER:

L. Curriculum Technician Tab

This tab will appear in COR workflows, and the information from this tab will appear in approved CORs, but faculty and administrators (other than the curriculum technician) will not be able to modify information directly in this tab.

VI.   PROPOSING A NEW COURSE

[To come]

Please note: Unlike our legacy curriculum software, eLumen does not allow users to make copies of (clone) existing courses.

VII. REVISING AN EXISTING COURSE

[More to come]

A. How to Begin Revising an Existing Course Outline in eLumen

1. Log into eLumen.

2. Find the course you want to revise. You might have to move through the list of courses using the page bar.

3. When you find the name of the course, click the checkbox to the left of the course name.

☑	PSY110	Intro to Psychology		Active	No

4. Scroll up to the top of the list of courses and click the New Revision button.

52 Total Show: [15] entries

	Course Code	Course Title
☐	BEHS130	Race and Ethnicity
☐	BEHS205	Intro to Research Methods

New Revision   Deactivate Course   Show History   View COR Report

5. On the Revise Course screen, click the picture or the words "Credit Course Revision"

Revise Course

Credit Course REVISION (includes DE Courses) 20180523

Credit Course REVISION (includes DE Courses)

| << | < | 1 | > | >> |

Cancel
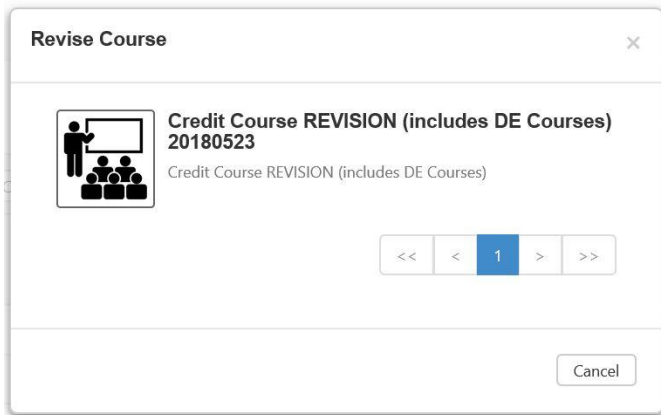
Gender and Society

6. The Course Outline of Record should now appear for editing.

7. To move through the different parts of the COR, use the buttons at the top.

Cover Info   Course…   Units…   Pre-re…   Specif…   Learni…   Outlin…   Workfl…   Workfl…   Workfl…

Workfl…   Curric…

8. After making your edits, be sure to click the Save as Draft button. Your edits will then be saved, and you can return to make further edits later.

Delete Workflow   Save as Draft   Submit
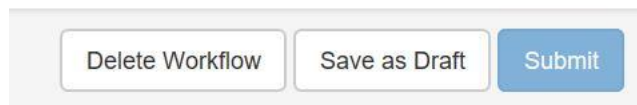
DO NOT CLICK SUBMIT until you are ready to send your COR to the Curriculum Committee!

9. IMPORTANT: DO NOT CLICK THE SUBMIT BUTTON UNTIL YOU WANT TO SEND THE COURSE TO THE CURRICULUM COMMITTEE FOR REVIEW!!!

B. How to Continue Revising an Existing Course Outline in eLumen

1. Login to eLumen

2. At the top left of the page, you should see your name and your department. If "Faculty" doesn't appear in the dropdown box next to your name, scroll down to find and select "Faculty."
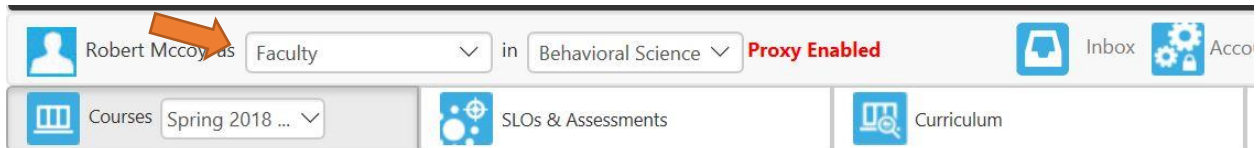
3. On the row beneath where your name and "Faculty" appear, click the tab named "Curriculum."
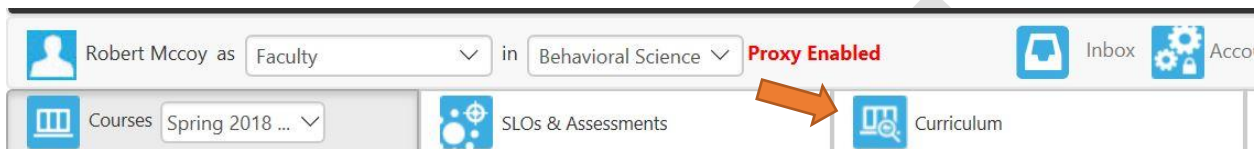
4. The Curriculum Dashboard tab will open and show you a list of current workflows in the disciplines to which you have been given access in eLumen. For faculty, this will generally be their own discipline. Administrators will see workflows for all disciplines for which they are responsible.

5. Find your course under Revision Course Workflows.

6. At the far right of your course listing, click the Actions dropdown box and select View Workflow.
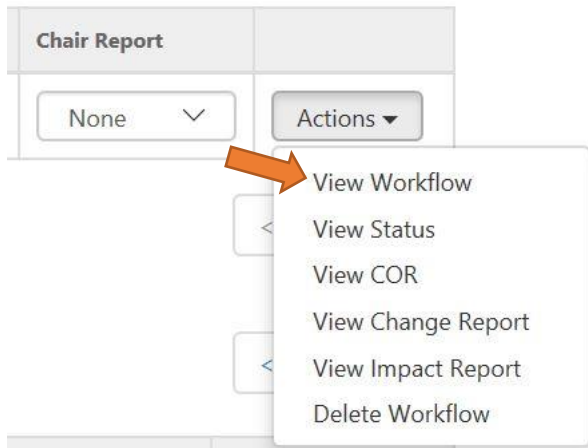
7. The Course Outline of Record should now appear for editing.

8. To move through the different parts of the COR, use the buttons at the top.
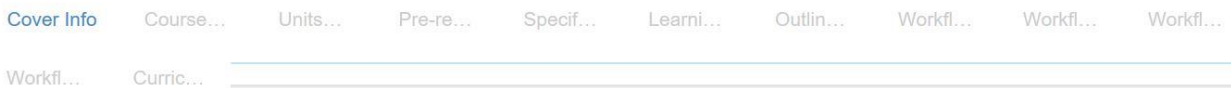
9. After making your edits, be sure to click the Save as Draft button. Your edits will then be saved, and you can return to make further edits later.
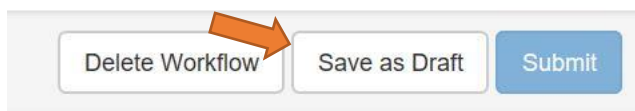
DO NOT CLICK SUBMIT until you are ready to send your COR to the Curriculum Committee!

10. IMPORTANT: DO NOT CLICK THE SUBMIT BUTTON UNTIL YOU WANT TO SEND THE COURSE TO THE CURRICULUM COMMITTEE FOR REVIEW!!!

VIII.   DEACTIVATING AN EXISTING COURSE

[To come]

IX.   APPENDICES

Appendix A: Concordance Between Fields in Legacy System and Fields in eLumen

[More To Come]

SIGNATURE, PART 1 (COURSE INFORMATION), & PART 4 (COURSE CONTENT) PAGES

Field # on Old Form	Field Name on Old Form	Field Name in eLumen	eLumen Tab
1	Action		
2	Subject	Subject	Cover Information
2a	Course No.	Number	Cover Information
2b	Course Title	Course Title (CB02)	Cover Information
	Date last modified		
	Reason for revising, deleting, etc.		
	Initiated by	Author(s)	Cover Information
	Dep. Chair		
3	First semester/year takes effect	Proposal Start	Cover Information
4	Offered as Short Term only		
5	Open Entry/Exit		
6	Maximum Class Size	Maximum Enrollment	Workflow Step for Additional Course Information/Goals
	Previous Max	(No corresponding field)	
7	Times Taken for credit	Allowed Number of Retakes	Course Development Options
	Repetition Rationale for additional times	Retake Policy Description	Course Development Options
8	Grading Systems	Grade Options	Course Development Options
9	Primary Method of Instruction	Methods of Instruction	Specifications
	Distance Learning or % Hybrid	Delivery Mode	Workflow Step for Distance Education Course
10	Stand Alone Course	Stand Alone Course	Workflow Step for Additional Course Information/Goals
11	How many levels below transfer (basic skills course)	(No corresponding field) See Course Basic Skill Status (CB08)	Course Development Options
12	For College of Marin Degree		
	List of degrees		
13	Skills Certificate		
	Certificate of Achievement		
	Revised/new course		
14	COM General Education Requirements	System Institution Comparable Course	Course Development Options
15	CSU General Education Requirement	System Institution Comparable Course	Course Development Options
16	CSU Elective		

Field # on Old Form	Field Name on Old Form	Field Name in eLumen	eLumen Tab
	CSU Major		
	Previously submitted/please submit for CSU GE	Request for General Education Transferability	Course Development Options
17	IGETC UC/CSU GE Requirement		
18	UC Elective		
	UC Major		
	Previously submitted/please submit for UC IGETC		
19	Submit for Cross-Cultural Studies Requirement	(No corresponding field)	
20	Primary Goal	Primary Course Goal	Workflow Step for Additional Course Information/Goals
21	Cross Listed Course		
22	Interdepartmental Considerations		
23	Department Feasibility		
24	Required Learning Resources		
25	Library Resources and Information Literacy		
26	Course Description	Course Description	Cover Information
27	Course Content	Course Outline	Outline
	SLOs for Additional Repetitions	(No corresponding field)	
28	Student Learning Outcomes	CSLOs	Learning Outcomes
29	Course Objectives	Course Objectives	Learning Outcomes
30	Critical Thinking	Critical Thinking expectations	Workflow Step for Additional Course Information/Goals
31	Methods of Instruction	Methods of Instruction	Specifications
32	Assignments and Methods of Evaluation	Assignments Methods of Evaluation	Specifications
33	Out-of-Class Assignment example	Assignments	Specifications
34	Representative Assigned Texts, Lab Manuals, and/or Resource Materials	See fields in Equipment area See fields in Textbooks area See fields in Other Instructional Materials are	Specifications
35	Accessibility	Accessibility	Workflow Step for Additional Course Information/Goals

PART 2 (COURSE REVISION RECAP)

There is no tab in eLumen that corresponds to the Course Revision Recap in our legacy system.

Field # on Old Form	Field Name on Old Form
	Course Number
	Lecture Hours
	Lab Hours
	Practicum Hours
	Activity Hours
	Other Hours
	Weeks
	Student Units
	Teaching Units

Field # on Old Form	Field Name on Old Form
	Materials Fee
	Time Taken
	Grading System
	Other Changes
	Catalog Description
	Schedule Description
	Student Outcomes
	Methods of Instruction
	Course Content
	Critical Thinking
	Methods of Evaluation
	Text/Assigned Reading
	Course Title
	Prerequisite
	Corequisite
	Advisory
	Primary Method of Instruction
	Method of Attendance
	Other

PART 3 (TEACHING UNITS)

Field # on Old Form	Field Name on Old Form	Field Name in eLumen	eLumen Tab
1	Student Units	See fields in Weekly Student Hours See fields in Course Student Hours	Units
	Other Hours (describe listed above)	See fields in Weekly Specialty Hours	Units
2	Service Units		
	Other Hours		
	A. Other Hours		
	B. Justification for service value & total hours		

DISTANCE EDUCATION SUPPLEMENTAL PAGES
[To come]

Appendix B: Concordance Between Fields in eLumen and Fields in Legacy System

[More to come]

COVER INFORMATION TAB

General Information Area

eLumen Field	Page on Old COR Form	Field # on Old COR Form	Field Name on Old COR form
Course Code Subject		2	Subject
Course Code Number		3	Course No.
Course Title		4	Course Title
Top Code			
Department			
Course Description		28	Catalog Description
SAM Priority Code		NONE	NONE
Course Control Number		NONE	NONE

Faculty Requirements Area

Field	Page on Old COR Form	Field # on Old COR Form	Field Name on Old COR form
Master Discipline Preferred			
Alternate Master Discipline			
Bachelors or Associates Discipline Preferred			
Additional Bachelors or Associates Discipline			

Proposal Details Area

Field	Page on Old COR Form	Field # on Old COR Form	Field Name on Old COR form
Author(s)			
Proposal Start			
Submission Rationale			
Note for Submission			
Attachments			

COURSE DEVELOPMENT OPTIONS TAB

More Options Area

eLumen Field	Page on Old COR Form	Field # on Old COR Form	Field Name on Old COR form
Course Basic Skills Status (CB08)			
Course Special Class Status (CB13)			
Grade Options			
Allowed Number of Retakes			
Allow Students to Gain Credit by Exam/Challenge			
Allow Students to Audit Course			
Retake Policy Description			
Rationale for Credit by Exam/Challenge			

Associated Programs Area

eLumen Field	Page on Old COR Form	Field # on Old COR Form	Field Name on Old COR form
Course is Part of a Program (CB24)			

Transferability & Gen. Ed. Options Area

eLumen Field	Page on Old COR Form	Field # on Old COR Form	Field Name on Old COR form
Transferability			
Request for General Education Transferability			
System/Institution			
Categories			
Comparable Course			

UNITS AND HOURS TAB

Credit/Non-Credit Options Area

eLumen Field	Page on Old COR Form	Field # on Old COR Form	Field Name on Old COR form
Course Credit Status (CB04)			
Course Non-Credit Category (CB22)			
Non-Credit Characteristics			
Course Classification Code (CB11)			
Funding Agency Category (CB23)			
Cooperative Work Experience Education Status (CB10)			
Variable Credit Course			

Default Profile Area

eLumen Field	Page on Old COR Form	Field # on Old COR Form	Field Name on Old COR form
Profile name			
Auto-calculate fields based on the parameters set in System & Settings > Curriculum > Units & Hours			

Weekly Student Hours Area

eLumen Field	Page on Old COR Form	Field # on Old COR Form	Field Name on Old COR form
Lecture Hours in Class			
Lecture Hours Out of Class			
Lab Hours in Class			
Lab Hours Out of Class			
Activity in Class			
Activity Out of Class			

Weekly Specialty Hours Area

eLumen Field	Page on Old COR Form	Field # on Old COR Form	Field Name on Old COR form
Description			
Type			
In Class			
Out of Class			

Course Student Hours Area

eLumen Field	Page on Old COR Form	Field # on Old COR Form	Field Name on Old COR form
Course Duration (Weeks)			
Time Commitment Notes for Students			
Faculty Load – Extra Duties			

Time Commitment Notes for Students Area

eLumen Field	Page on Old COR Form	Field # on Old COR Form	Field Name on Old COR form
Time Commitment Notes for Students			

Faculty Load Area

eLumen Field	Page on Old COR Form	Field # on Old COR Form	Field Name on Old COR form
Extra Duties			

PRE-REQUISITES AND ENTRANCE SKILLS TAB

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

eLumen Field	Page on Old COR Form	Field # on Old COR Form	Field Name on Old COR form
Add Rule Group			N/A. Remaining fields in area appear when Add Rule Group button is clicked.
Requisite Type			
Course			
Requisite			

Entrance Skills Area

eLumen Field	Page on Old COR Form	Field # on Old COR Form	Field Name on Old COR form
Skill Description			
Add New Skill			

Limitations on Enrollment Area

eLumen Field	Page on Old COR Form	Field # on Old COR Form	Field Name on Old COR form
Limitation Description			
Add New Limitation			

SPECIFICATIONS TAB

Methods of Instruction Area

eLumen Field	Page on Old COR Form	Field # on Old COR Form	Field Name on Old COR form
Add Method of Instruction			N/A. Remaining fields in area appear when Add Method of Instruction button is clicked.
Select Method of Instruction			
Rationale for the Selected Method			

Assignments Area

eLumen Field	Page on Old COR Form	Field # on Old COR Form	Field Name on Old COR form
Assignments			

Methods of Evaluation Area

eLumen Field	Page on Old COR Form	Field # on Old COR Form	Field Name on Old COR form
Add Method of Evaluation			N/A. Remaining fields in area appear when Add Method of Evaluation button is clicked.
Select Method of Evaluation			
Rationale for the Selected Method			

Equipment Area

eLumen Field	Page on Old COR Form	Field # on Old COR Form	Field Name on Old COR form
Equipment			

Textbooks Area

eLumen Field	Page on Old COR Form	Field # on Old COR Form	Field Name on Old COR form
Author			
Title			
Publisher			
Date			
ISBN			
Add New Textbook			N/A. Other fields in area are SAVED when you click this button.

Other Instructional Materials Area

eLumen Field	Page on Old COR Form	Field # on Old COR Form	Field Name on Old COR form
Description			
Author			
Citation			
Add Material			N/A. Other fields in area are SAVED when you click this button.

Materials Fee Area

eLumen Field	Page on Old COR Form	Field # on Old COR Form	Field Name on Old COR form
Materials Fee			

LEARNING OUTCOMES TAB

Course Objectives Area

eLumen Field	Page on Old COR Form	Field # on Old COR Form	Field Name on Old COR form
Course Objectives			
Add New Course Objective			N/A. Other fields in area are SAVED when you click this button.

CSLOs Area

eLumen Field	Page on Old COR Form	Field # on Old COR Form	Field Name on Old COR form
CSLOs			
Add New CSLOs			N/A. Other fields in area are SAVED when you click this button.

OUTLINE TAB

eLumen Field	Page on Old COR Form	Field # on Old COR Form	Field Name on Old COR form
Course Outline			
Lab Component in This Course			

WORKFLOW STEP FOR ADDITIONAL COURSE INFORMATION/GOALS TAB

eLumen Field	Page on Old COR Form	Field # on Old COR Form	Field Name on Old COR form
What is the justification for the new/revised course?			
What is the primary course goal?			
What is the justification for the Service Unit(s)? (e.g. lecture, lab, activity, etc.)			
Does this new or revised course represent Substantive Change? Answer YES or NO.			
What are the Critical Thinking expectations?			
What is the level of Information Competency expected by this course?			
Is this a Stand Alone Course?			
What is the course start date?			
Accessibility: Are all course materials, including videos, webcasts, podcasts, audio, and visual, accessible to students (per The Americans with Disabilities Act of 1990, section 508 of the Rehabilitation Act of 1973, and California Government Code section 11135)? Answer YES or NO.			
For Approvers ONLY: Do you certify that the following requirements have been met? Answer YES or NO to each. o Accessibility (Title 5, section 55200): Course content and delivery is accessible to all students. o Course Quality: The course meets a "3" on the OEI rubric (Accomplished). o Evidence of instructor contact: Regular and effective contact is demonstrated between the instructor and students and students with other students.			
Maximum Enrollment			

WORKFLOW STEP FOR LIBRARY RESOURCES AND TEXTBOOKS TAB

eLumen Field	Page on Old COR Form	Field # on Old COR Form	Field Name on Old COR form
Does this course include online library resources? Y or N			
Does this course include periodicals as library resources? Y or N			
Does this course include reference books as library resources? Y or N			
Does this course include data base(s) as library resources? Y or N			
Are there assigned textbooks for this course? (If so, list full reference.)			

WORKFLOW STEP FOR SPECIAL MATERIALS TAB

eLumen Field	Page on Old COR Form	Field # on Old COR Form	Field Name on Old COR form
Are any Special Materials required?			
Materials Fee Effective Term?			
What is the justification for the Materials Fee?			

WORKFLOW STEP FOR DISTANCE EDUCATION COURSE TAB

eLumen Field	Page on Old COR Form	Field # on Old COR Form	Field Name on Old COR form
Have you reviewed the current policy on Distance Education courses? http://policies.marin.edu/sites/policies/files/AP4105-DistanceEducation.pdf Respond YES or NO			
Delivery Mode: Is this course is Hybrid (a minimum of one mandatory face-to-face meeting) OR Online (no face-to-face meetings required)? Choose either HYBRID or ONLINE.			
What type of HYBRID contact (if applicable) will be incorporated into this course? Examples include: o Orientation sessions o In-person group meetings o In-person review sessions o In-person exams o Other (please describe):			
How will course objectives and student learning outcomes be adapted to an online or hybrid format? Please describe activities, enhanced lecture materials, discussions, forums, etc.			
Please provide a description of activities in this course that demonstrate instructor-to-student contact and student-to-student contact. Examples of activities: o Announcements o Course materials o Modules o Customized and personalized audio and video content o Online videos that are annotated and contextualized o Internet resources o Library and database resources o Webcasts o Web Conferencing o Podcasts o Discussion forms o Listserv o Other (please describe):			
How will regular and effective instructor-to-student contact and student-to-student contact be demonstrated in this course? o Messages via the LMS o Telephone and office hours o Regular announcements in LMS o Chat rooms o Video messages o Timely feedback and return of student work in LMS o Discussion forums that are facilitated and engage students in regular dialogue o Roster management to ensure that every enrolled students is fully participating in course o E portfolios, blogs, etc. o Orientation and review sessions o Field trips o Library workshops o Webcasts o Podcasts o Other (please describe):			
Hours for Content Delivery and Interaction: Please specify the hours anticipated for student activities that take place to fulfill the requirements of an in-class time as indicated in the course outline of record. For example, a three-hour lecture course requires 48 to 54 hours of in-class time. Activities may include reading modules, quizzes, exams, participation in discussion forums, etc. Activities			

eLumen Field	Page on Old COR Form	Field # on Old COR Form	Field Name on Old COR form
do not include homework that may include reading the textbook and preparing and studying for exams. Activity Hours: Online Hours: Face-to-Face hours (hybrid only): TOTAL HOURS: TOTAL HOURS PER SEMESTER:			

CURRICULUM TECHNICIAN TAB

Course Administration Codes Area

eLumen Field	Page on Old COR Form	Field # on Old COR Form	Field Name on Old COR form
Course Control Number (CB00)			
Curriculum ID (internal use)			
Course Prior to College Level (CB21)			
Course Version Status			
Curriculum Committee Approval Date			
Board of Trustees Approval Date			
External Review Approval Date			
Time to Next Review			
Date for Next Review			

Articulation Area

eLumen Field	Page on Old COR Form	Field # on Old COR Form	Field Name on Old COR form
Course Crosswalk CRS-DEPT-NAME (CB19)			
Course Crosswalk CRS-NUMBER (CB20)			
Transferability			
Course Transfer Status (CB05)			

Appendix C: Bloom's Taxonomy

Knowledge

Objectives
Basic
Knowledge

Outcomes
More Sophisticated
Higher Level Thinking

Knowledge	Comprehension	Application	Analysis	Synthesis	Evaluation
Student remembers or Recognizes information or specifics as communicated with little personal assimilation.	Student grasps the meaning behind the information and interprets, translates, or comprehends the information.	Student uses information to relate and apply it to a new situation with minimal instructor input.	Student discriminates, organizes, and scrutinizes assumptions in an attempt to identify evidence for a conclusion.	Student creatively applies knowledge and analysis to integrate concepts or construct an overall theory.	Student judges or evaluates information based upon standards and criteria, values and opinions.
Cite Label List Enumerate Identify Imitate Match Name Quote Recall Reproduce State Write	Convert Define Describe Discuss Estimate Explain Generalize Identify Illustrate Locate Paraphrase Restate Summarize	Apply Chart Compute Demonstrate Determine Dramatize Establish Make Manipulate Prepare Project Solve Use	Analyze Compare Contrast Correlate Diagram Dissect Differentiate Distinguish Infer Investigate Limit Outline Separate	Assemble Create Construct Design Develop Formulate Generate Hypothesize Initiate Invent Modify Reframe Synthesize	Access Appraise Conclude Critique Decide Defend Diagnose Evaluate Judge Justify Rank Recommend Support

Skills and Abilities

Objectives

Basic   Knowledge

Basic Skills Level

Outcomes

More Sophisticated Skills

Higher Level Abilities

Critical Understanding of Performance

Observe	Model	Recognize Standards	Correct	Apply	Coach
Students translate sensory input into physical tasks or activities.	Students are able to replicate a fundamental skill or task.	Students recognize standards or criteria important to perform a skill or task correctly.	Students use standards to evaluate their own performances and make corrections.	Students apply this skill to real life situations.	Students are able to instruct or train others to perform this skill in other situations.
Hear Identify Observe See Smell Taste Touch Watch *Usually no outcomes or objectives written at this level.	Attempt Copy Follow Imitate Mimic Model Reenact Repeat Reproduce Show Try	Check Detect Discriminate Differentiate Distinguish Notice Perceive Recognize Select	Adapt Adjust Alter Change Correct Customize Develop Improve Manipulate Modify Practice Revise	Build Compose Construct Create Design Originate Produce	Demonstrate Exhibit Illustrate Instruct Teach Train

Verb Wheel Based on Bloom's Taxonomy

Domain
Appropriate verbs
Student products