Revising a Course in eLumen

Login
dvc.elumenapp.com  Login using your portal login. You must have your role set to “Faculty” in order to adopt the course. If you are a department chair, you will need to switch to “Faculty.”

- Click on the Curriculum tab at the top of the page.
- Click on the Curriculum Library
- Type in the course you would like to revise in the Subject Code and Number box (no dashes)
- Click the box next to your course name and select “New Revision”

There will be a pop up for you to select an option – Click “Course Revision for All Courses”
There are nine tabs (steps) for revising a course. You will automatically be put in the “Step View” with tabs. If you would like your entire outline on one page, click back to your Inbox, click “Continue Workflow” on your course and choose Outline View.

Cover Info

General Information
Subject Code/Number, Course Title, TOP/CIP/SAM, your department, course family, and course description will all be prefilled. Update your course description here. Most other areas should not be edited.

Faculty Requirements (previously Courses to Disciplines)
Drop down menus – at this time the drop down menus do not separate options into masters/non-masters.

Here is the most recent edition of Minimum Qualifications for Faculty (2020).

Proposal Details
Effective date – always choose the next catalog, fall. Currently, fall 2022.

Submission Rationale – Dropdown choices. For a T5 revision use “Mandatory Revision”

Notes for submission – Include what items you will be updating, formerly on the course revision form. Sample “Title 5 revision, updated description, SLOs/content, added updated assignments, and aligned exit/target skills” Please note that whatever is typed in this box will be on the public course outline of record.

Course Development Options

More Options
Most items will not be changed in this screen unless you are adding Credit by Exam.

Course Support Status (CB26) – Select either (S) Course is a support course or (N) Course is not a support course. Most courses outside of MATH/ENGL will be (N).

Section Size – Course Maximum – This is a new field in eLumen and will most likely be empty. If you do not know your course max, we can add it in eLumen.

Transferability & Gen. Ed Options
Course General Education Status (CB25) – select appropriate option.

Coding A = Course meets any of the following:

- CSU General Education Breadth Area A2: Written Communication
- CSU General Education Breadth Area A3: Critical Thinking
- UC IGETC Area 1A: English Composition
- UC IGETC Area 1B: Critical Thinking-English Composition OR
- Course has a general education certification or articulation agreement that ensures the course fulfills English composition requirements at an accredited four-year institution OR
- Course fulfills local general education requirements for English Composition as outlined in Title 5 Section 55063
Coding B = Course meets any of the following

- CSU General Education Breadth Area B4: Mathematics/Quantitative Reasoning
- UC IGETC Area 2: Mathematical Concepts and Quantitative Reasoning OR
- Course has a general education certification or articulation agreement that ensures the course fulfills mathematics or quantitative reasoning requirements at an accredited four-year institution OR
- Course fulfills local general education requirements for Analytic

Coding C = Local General Education Requirements for Analytical Thinking or Mathematics Competency

Coding Y = Not Applicable

Request for Transferability (CB05)
You may add requests for transferability or GE patterns in this area. Additionally, request for C-ID should be entered here.

Units and Hours
Credit/Non-Credit Options

Most courses are credit so the first box should be correct and no additional boxes should be checked. For non-credit courses, information in this box should pre-fill. Funding Agency Category (CB23) should always be “Not Applicable”

If the course has variable units, make sure that box is checked.

Hours and Units in eLumen are very different than they were in WCS. At this time, we ask that if you make changes, we make them at the tech review level. Hours are calculated by weekly hours (divide total hours by 18, not 16).

*NEW* Does your course have variable hours and units? We’ve added a part to eLumen to assist the Chancellor’s Office in reading our outlines with variable hours and units. This new part mimics what we had in WCS to summarize variable hours and units.

Insert this chart in the box below the yes/no question and fill out accordingly.

Please contact the Curriculum Specialist for any assistance.

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<tr>
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<th>Minimum</th>
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<tr>
<td>Units:</td>
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Pre-requisites and Entrance Skills

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

Exit skills are SLOs from the prereq course and the target skills are SLOs from the current course. This is required. Variation is allowed for English prereqs where it is acceptable to use assignments from the current course as target skills.

If you need to add a pre/co req or advisory click “Add Group” and then “Add Requisite”

Choose your requisite type and chose your requisite course.

*NEW* In 2021 “eligibility for ENGL-122” was changed to “College-level reading and writing are expected” type that information in the text box above the alignment chart. We will confirm everything in tech review.

Copy/paste this alignment chart into the Content Review

<table>
<thead>
<tr>
<th>Exit Skills</th>
<th>Target Skills</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students will be able to:</td>
<td>Students will be able to:</td>
</tr>
</tbody>
</table>

If you need to align your exit and target skills, unfortunately eLumen does not allow you to have more than one application open at a time to view the SLOs (exit skills) from another course. You can save your draft and go into the Curriculum Library to view/print the course you need.

Click “Save as Draft” at bottom of page.

Click “Curriculum” and “Curriculum Library” and search for your course by Subject Code and Number (no dashes).

Click on the check box and select “View COR Report” – Click Go to Report and the COR will populate, scroll down to the Course-Objectives-Student Learning Outcomes. Copy/paste them into a Word document so you can easily have them for all your alignment of exits/targets.
To go back to your course, click on the Inbox and “Continue Workflow” and “Step View” or “Outline View” and click or scroll back the Pre-req box.

If a course has a prereq of “College-level reading and writing are expected” – use the SLOs from ENGL-117

If a course has a prereq of Eligibility for ENGL-116/118 – use the SLOs from ENGL-097

**Entrance Skills (also Course Note)**
You can edit/add/remove a course note here.

**Limitations on Enrollment**
You can edit/add/remove a limitation here. Mainly used for auditions, tryouts, etc.

**Specifications**

**Methods of Instruction**
Choose from the drop down menu. At this time a rationale is not required.

**Assignments**
The textbox should be in the assignment box from the initial import. Please do not edit the first column, add/edit your assignments in the Description column.

Two college-level reading and writing assignments are required. If your course has laboratory, the “lab or field activity, product, and/or report” is required. If the course is 100% laboratory, no additional assignments are needed. If your course has HBA, the “specific example for Hours by Arrangement” is required. Referencing a SLO increases the flow and contiguity of the outline.

These assignments should read like actual in class assignments. Reading assignments should reference comprehension after reading a college-level material “Read the chapter on….and be prepared to discuss…” Writing assignments should include a page length and incorporate college-level writing skills “In a three-page paper...”

**Methods of Evaluation**
Provide representative assessments for measuring SLOs (typically example test, homework or laboratory questions or exercises). The evaluation of higher critical thinking skills should be emphasized therefore only one true/false or multiple-choice question will be accepted. You are required to give two examples.

Use Sample 1 and Sample 2 as the required elements. If you would like to add more, use “Other” or “Additional Requirements”

The DVC Frequency of Evaluation is **required** and **should not be edited**.

**Equipment**
Items such as calculators, graphing paper, swimsuit, yoga mat should be included in this box.

**Textbooks**
Follow formatting listed on page, textbooks should be college-level and published within the past five years. Classics accepted on a course-by-course basis. Indicate (Classic) after title. If the text has an edition, place after the title. Science courses that include a laboratory component must include a laboratory manual. Laboratory manuals should be clearly noted as such. Publisher is required to add a new book. We do not require an ISBN. Two textbooks are required.
Other Instructional Materials

Additional items suggested for the course, i.e. novels, readers, articles.

Material Fee

If required, format as follows $25

Learning Outcomes

Course Objectives – **DO NOT USE**

Course Objectives-Student Learning Outcomes

**NOTE: At DVC, the academic senate has determined that the course objectives and the student learning outcomes are the same.**

SLOs should finish the sentence “Students will be able to...” and begin with a Bloom’s Taxonomy verb. The standards to use when revising/evaluating SLOs is that if you gave the SLOs and content (next tab) to a new adjunct instructor, could they teach the course using the listed SLOs/content. Effective Spring 2021, please number your SLOs by clicking on the SLO and adding a number. Below, the first SLO would be revised as “1. Evaluate technological requirements...”

Each SLO will have their own box and the Expected SLO Performance should be 70. You can edit, delete, and add SLOs in this screen. If the course contains both lecture and laboratory you must designate the laboratory SLOs with (Laboratory).
Outline (Content)
eLumen does not have the capability to format an outline beyond numbers. You can select the number option to create levels. If your course has laboratory, click the laboratory content box and put your laboratory content in that box.

Distance Education Supplement
Every course will have the DE Supplement language.

If your course does NOT have distance education, select “This course is not currently approved for distance education” in the drop down/multiple choice and move on to the next step. If your course does have DE, in the Method(s) of Distance Education, choose the method approved for DE, either Online, Partially Online/Hybrid, or Both. Choose the option that reflects how the course is taught.

If the drop down is not there (eLumen glitch), type in the box either “100% Online, Hybrid, or This Course is Not Approved for Distance Education”
If your course does have distance education you are required to review the approved language and you are required to **provide two examples of how SLOs will be assessed using the distance education in the course.** This must reference interaction in the learning management system.

Since there is always the possibility of changing the learning management system use the generic term “learning management system.”

*Locate at least three web sites relating to the history of policing in the United States and England. Upload to the learning management system, a two-page draft report on what you found and how it compares to what you have learned in the course. Incorporate feedback from your instructor to your report and submit for final grading.*

*Read a chapter on search and seizure and explain how case laws affect an officer's authority to stop and investigate persons in the field. Post to the discussion board at least two cases by name and how they impact field interrogations. Comment on at least two of your classmates responses.*

Open Entry/Open Exit

Choose either Yes or No in the multiple-choice dropdown.

Credit for Prior Learning/Credit by Exam *Updated Spring 2021*

There are five types of Credit for Prior Learning options available. If your course does not have any of these options, choose the “Not Approved” option in all five of the dropdowns. If you would like to add an option to Standardized Examinations, Credit by Exam, Industry-Recognized Credentials, choose your options and then provide the type of credential or exam you will require. Military Service and Student-Created Portfolio are approved/not approved options only.

Submitting Your Course

You can click Save as Draft if you are not ready to submit the course. You can always access it in your Inbox. If you would like to review your entire outline again, click Continue Workflow and “Outline View” – this will allow you to see the entire outline on one page.

When you are ready, click Submit and a pop up will ask you to confirm and will tell you where the course outline is going next.

*elumen will email the next person in the approval process at the end of the day.*

You can check on the status of your course by click on the Curriculum Button and Curriculum Dashboard. The Workflow Status will tell you who is the current reviewer/approver.
Once submitted you cannot make any additional changes to your revision. Your Curriculum Committee Representative and Department Chair do have access to edit the course if you need to make an edit.