

Revising a Course in eLumen

Login

dvc.elumenapp.com Login using your portal login

- 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”

Curriculum Dashboard Curriculum Library

Course Program

Department: None selected Subject Code and Number: drama295 Course Title: Title Distance Education Approval: Yes, ... (Total: 2) Show/Hide: (Total: 2)

1 Total Show: 15 entries

New Revision Show History View COR Report View Impact Report Show in

Subject Code and Number	Course Title
<input checked="" type="checkbox"/> DRAMA295	Occupational Work Experience Education in DRAMA

There will be a pop up for you to select an option – Select “Course Revision for All Courses”

Revise Course



Course Revision for All Courses

Any revision to a course including Title 5, add/remove Distance Education, and off-schedule revisions.

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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, 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 Qualifiers for Faculty

https://asccc.org/sites/default/files/Minimum_Qualifications2018.pdf

Proposal Details

Effective date – always choose the next catalog, fall. Currently, fall 2021 (02/10/2020)

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 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. Your course maximum can be found on the SharePoint drive [here](#) or in WCS.

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

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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 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).

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. If it is a non-course, “Elig for ENGL-122” 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

Exit Skills	Target Skills
<i>Students will be able to:</i>	<i>Students will be able to:</i>

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).

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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.

The screenshot shows the DVC Curriculum Library interface. At the top, there is a navigation bar with a user profile (Lesley Agostino as Faculty) and a dropdown menu (DVC Drama). Below this are several tabs: Courses, SLOs & Assessments, Curriculum (highlighted), and Resu. The main content area has two tabs: Curriculum Dashboard and Curriculum Library (highlighted). Under Curriculum Library, there are two sub-tabs: Course (highlighted) and Program. Below these are search filters for Department (DVC Administration of Justice, ... (Total: 114)), Subject Code and Number (Code), Course Title (Title), and Distance E. There is a Show/Hide button. Below the filters, it shows 1399 Total entries with a Show: 15 entries dropdown and a pagination control (1, 2, 3, 4). At the bottom, there are three buttons: Show History, View COR Report (highlighted), and View Impact Report. Below these buttons is a table with two columns: Subject Code and Number and Course Title. The first row is highlighted in green and contains a checked checkbox, ADJUS120, and Introduction to the Administration of Justice.

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 Eligibility for ENGL-122 – 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

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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 and ISBN are not required. Two textbooks are required.

Textbooks
Textbooks
Author: Shelley, Steven L. Title: A Practical Guide to Stage Lighting, Third Edition Publisher: Date: 2013 ISBN:
Author: Winchip, Susan M. Title: Fundamentals of Lighting (Classic) Publisher: Date: 2011 ISBN:

Other Instructional Materials

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

Other Instructional Materials
Description: The DaVinci Code Author: Brown, Dan Citation: 2012

Material Fee

If required, format as follows \$25

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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.

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).

Course Objectives-Student Learning Outcomes

Start writing the new Course Objectives-Student Learning Outcomes name to add it

Add New Course Objectives-Student Learning Outcomes

Course Objectives-Student Learning Outcomes	Status	Expected SLO Performance
<u>Evaluate technological requirements and production procedures for stage lighting for various types of productions.</u>	Unchanged	70
<u>Identify safety standards for working with electricity.</u>	Unchanged	70
<u>Prepare, mount, and run a stage lighting production project. (Laboratory)</u>	Modified [undo]	70

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.

Course Outline

Course Content

B I U x₂ x² I_x [Color] [List] [Link] [Image] [Table] [Omega] [Folder] Size [Align] [Justify] [Fullscreen]

1. Basic lighting equipment and technology
 1. Instrument recognition
 1. pieces
 2. functions
 3. accessories
 2. Dimmer systems
2. Safety standards
 1. Equipment
 2. Electricity
3. Methods and practice
 1. nature and meaning of stage light
 2. controllable properties of light
 3. function of stage lighting
 4. color
 5. light and costume
 6. light and the set

Laboratory Content

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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. 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 report on what you found and how it compares to what you have learned in the course.

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 by Exam

If your course is approved for Credit by Exam, complete both the Examination and Nature of Exam checkboxes. If your course is not approved for Credit by Exam, select “This course is not currently approved for Credit by Exam” in the Examination checkboxes.

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.

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Courses No Term avai... SLOs & Assessments Curriculum Results Explorer

Curriculum Dashboard Curriculum Library

Course Program

Download Workflows as CSV

Revision Course Workflows

< 1 >

Course Code	Course Title	Workflow Template	Workflow Status	Chair Report	
DRAMA111	Introduction to Lighting Design	Course Revision for All Courses	Stage 1: Initiator	None	Actions
DRAMA295	Occupational Work Experience Education in DRAMA	Course Revision for All Courses	Stage 2: Curriculum Committee Representative	None	Actions
DRAMA296	Internship in Occupational Work Experience Education in DRAMA	Course Revision for All Courses	Stage 1: Initiator	None	Actions