

# Entering and Revising Program in eLumen Guide

## PROGRAMS

This document discusses creating and revising programs within the eLumen system.

## CREATING A NEW PROGRAM

To begin, select the **Faculty** role from the drop down next to your user icon and select the department.

Navigate to Curriculum, then to click on Curriculum Library tab and select Program. Click on **New Program**.

The screenshot shows the eLumen interface for Palo Verde College. At the top, the user is identified as Elizabeth Cockrell, Faculty, in the Accounting department. The navigation menu includes Courses, SLOs & Assessments, Curriculum, and Results Explorer. The Curriculum Library tab is selected, and the 'Program' option is highlighted. A 'New Program' button is visible in the table below.

Department	Program Title	Award Type
Accounting, ... (Total: 54)	Title	A.A. Degree for Transfer, ... (Total: 7)
Show/Hide (Total: 2)		

Program Title	Program Description
3D Computer Animation Certificate of Career Preparation	To meet the needs of successful computer science or computational science, this degree program integrates the study of computer applications and computer sciences. This degree program prepares the student for immediate entry into a

After clicking on **New Program**, eLumen will launch a window to designate the appropriate workflow

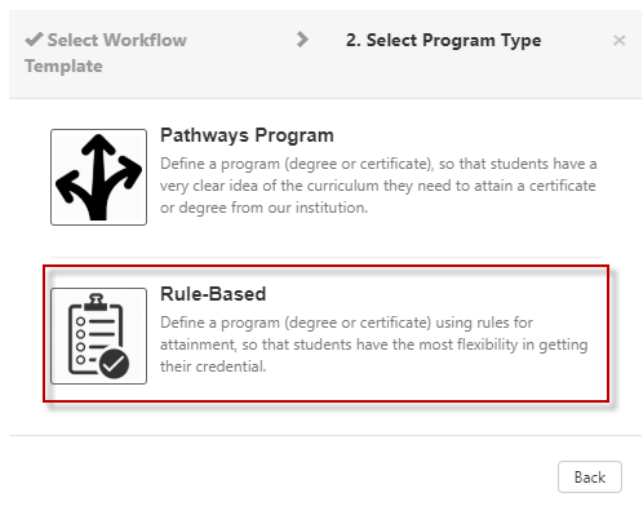
The screenshot shows the '1. Select Workflow Template' dialog box. It lists four options for creating a new program:

- New ADT Program (12.09.2019)**: This is for creating a new ADT Program (AA-T/AS-T)
- New CTE Program (12.09.2019)**: This is for creating a new CTE Program. (AA/AS/Certificate)
- New Local Program (12.09.2019)**: This is for creating a new Local Program. (AA/AS/Certificate)
- New Non-Credit Program (12.09.2019)**: This is for creating a new Non-credit Certificate Program

A 'Cancel' button is visible at the bottom of the dialog box.

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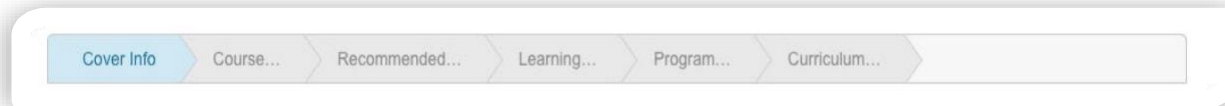
After you have selected the appropriate program workflow, an additional Program Type screen will pop-up. This screen helps determine the type of program you will design. **SELECT RULE-BASED.**



Pathways Program defines a program that students will have a clear idea of what the degree/certificate has in store for them to follow with a defined recommended sequence. You will not be able to skip creating a recommended sequence when choosing the Pathways Program type.

**Rule-Based** allows for more flexibility in that you can choose to create a recommended sequence for students or you can opt to not create one for students to follow.

Once you select the program type, you will be taken to the workflow to enter the program information on each of the corresponding tabs (see below).



(NOTE: Program workflows work different than a course workflow-- you must complete information on each tab and either Save and Continue or Save as Draft and Continue the workflow at a later time before you can move on to the next tab.)

## Cover Info Tab

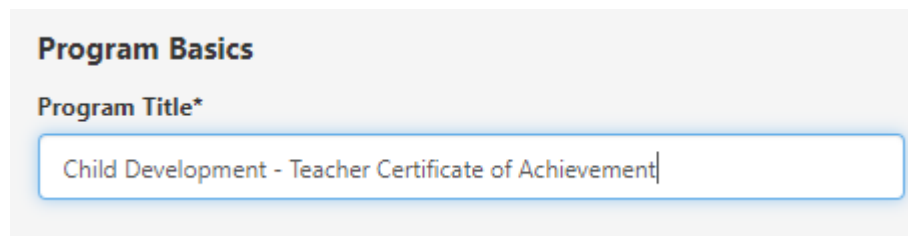
The Cover Info tab has two primary areas: [Program Basics](#) and [Proposal Details](#).

### Program Basics

Contains the following information:

- Program Title\*
  - Add the correct abbreviation title of the Degree after the program title.
    - Associate of Arts Degree
    - Associate of Science Degree
    - Associate of Arts Degree for Transfer
    - Associate of Science Degree for Transfer
    - Certificate of Achievement
    - Certificate of Career Preparation
    - Certificate of Completion

# Entering and Revising Program in eLumen Guide

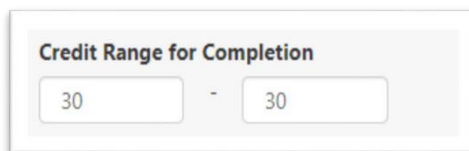


**Program Basics**

**Program Title\***

Child Development - Teacher Certificate of Achievement

- Department\*
  - What division is this degree falling under.
- Program TOP Code\*
- Award Type\*
  - Select from the drop-down the most appropriate description for your program.
- Student Program Award
  - Select from the drop-down the most appropriate description for your program.
- Credit Range for Completion
  - If single unit, repeat value in both fields. You have to enter the number of units in the box on the right first.
  - **NONCREDIT LEAVE BLANK (units/credits not awarded)**



**Credit Range for Completion**

30 - 30

- Program Description
- Transferability - **LEAVE AS 'SELECT' FOR ALL PROGRAMS UNTIL FURTHER NOTICE**

## Proposal Details

Contains the following information:

- Proposal Start\*
- Author
  - This is auto populated to the person's name who initiated the workflow.
- Additional Contributor - add contributors to course/program
  - You can add an additional contributor if you would like.
- Rationale for Non-Fall Start
- Program Justification
- Submission Rationale

**NOTE: Fields that indicate an (\*) must be completed before you Save and Continue or Save as Draft and Continue.**

# Entering and Revising Program in eLumen Guide

## Course Blocks Tab & Program Rules

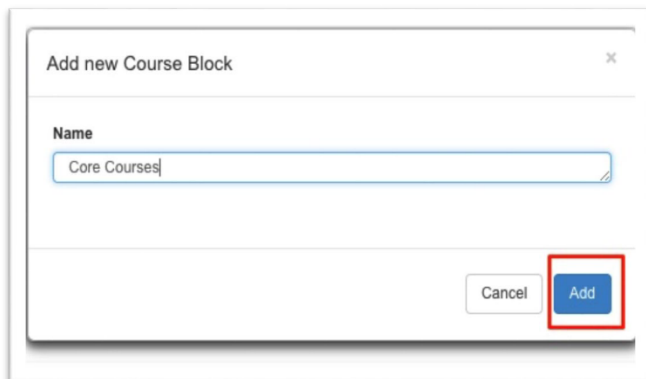
The second tab of the program workflow is for adding the course blocks and creating the program rules.

First, you must add the course to the *left side of the screen* that will be used *to create the rules* for the program on the *right side of the screen*.

*On the left side of the screen:*

## Entering and Revising Program in eLumen Guide

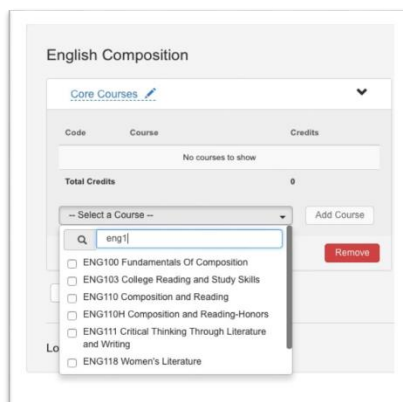
To add course blocks to a program, click on the Add Course Block. A window will appear and add a title for the course block. Enter the desired title and click ADD.



The screenshot shows a dialog box titled "Add new Course Block". It has a close button (X) in the top right corner. Below the title is a text input field labeled "Name" containing the text "Core Courses". At the bottom right of the dialog, there are two buttons: "Cancel" and "Add". The "Add" button is highlighted with a red rectangular box.

Select the carrot (>) to the right of the Course Block name. This will open the field so that you can select the courses to include in your course block.

Use the drop down and the search field to go to the subject that holds the courses you are wishing to add to the course block. *You can select multiple course at one time.* Once you select the courses, select Add Course.



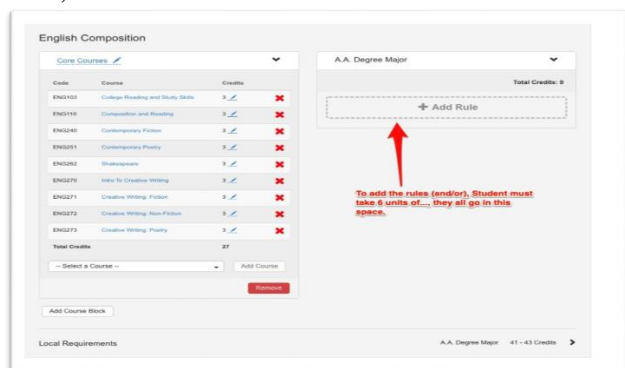
The screenshot shows a window titled "English Composition". At the top, there is a dropdown menu labeled "Core Courses" with a downward arrow. Below this is a table with columns "Code", "Course", and "Credits". The table is currently empty with the text "No courses to show". Below the table, there is a "Total Credits" field showing "0". There is a search field with "eng1" entered and a list of course options with checkboxes: ENG100 Fundamentals Of Composition, ENG103 College Reading and Study Skills, ENG110 Composition and Reading, ENG110H Composition and Reading-Honors, ENG111 Critical Thinking Through Literature and Writing, and ENG118 Women's Literature. There are "Add Course" and "Remove" buttons on the right side.

After all course blocks are created, you are ready to create the program rules.

*On the right side of the screen:*

Select the carrot (>) on the right side of the screen that contains the program type. This will open a drop down and click on + ADD RULE. Then, create the program rules that will define what courses the students have to take in order to complete the program. You will pull from the course on the left side of the screen (course block side).

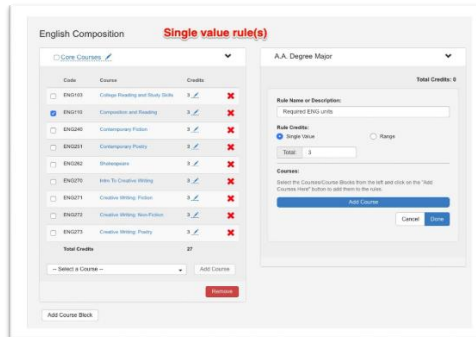
First, select Add Rule.



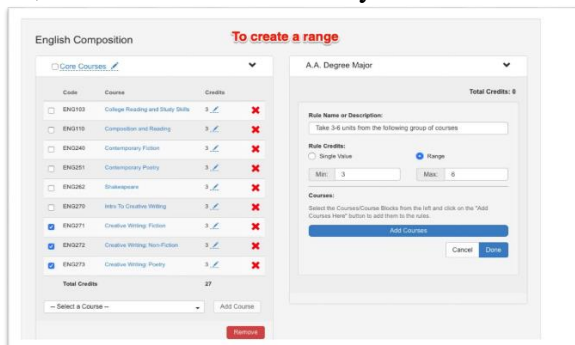
The screenshot shows a window titled "English Composition". On the left, there is a table of course blocks with columns "Code", "Course", and "Credits". The table contains several rows of course information. On the right, there is a dropdown menu labeled "A.A. Degree Major" with a downward arrow. Below this dropdown is a dashed box containing a "+ Add Rule" button. A red arrow points to the "+ Add Rule" button. Below the arrow, there is a red text box that says "To add the rules (and/or), Student must take 6 units of... they all go in this space."

# Entering and Revising Program in eLumen Guide

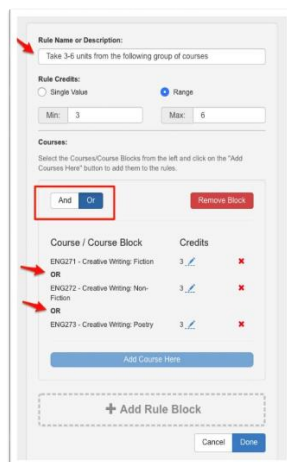
To create a **single-unit value** for a rule, you first select Add Rule. Then, define the rule description, select Single Value, and provide the single-unit value for the rule. On the left side of the screen, select the course(s) that make up the rule. Next, click on Add Course. If you are done with that specific rule then select Done.



To create **unit range values** for a rule, select Add Rule. Then, define the rule description, and select Range, and provide the unit range value for the rule. Next, enter the min and max ranges for the credits (units) required for the rule. On left side of the screen, select the course(s) that make up the rule. Next, click on Add Course. If you are done with that specific rule then select Done.



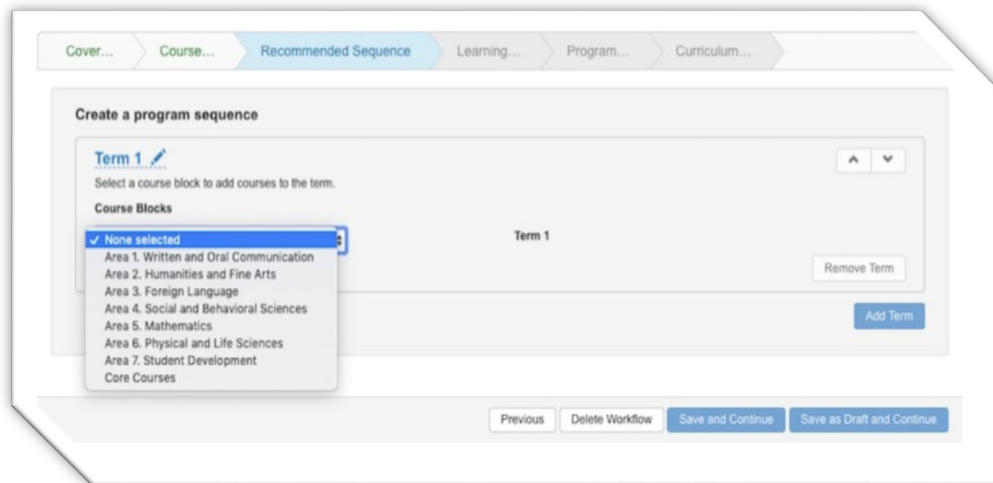
Once you add the rule, you are not done. You have the option to include ANDs or ORs in your rule block (right side of screen). In the example, the rule states that you must “Take 3-6 units from the following group of courses” so it is implied that you can take any of the courses from the rule block. Therefore, you probably would want to add an OR. Click on the OR button (see screenshot below). Continue to complete the rule block as needed.



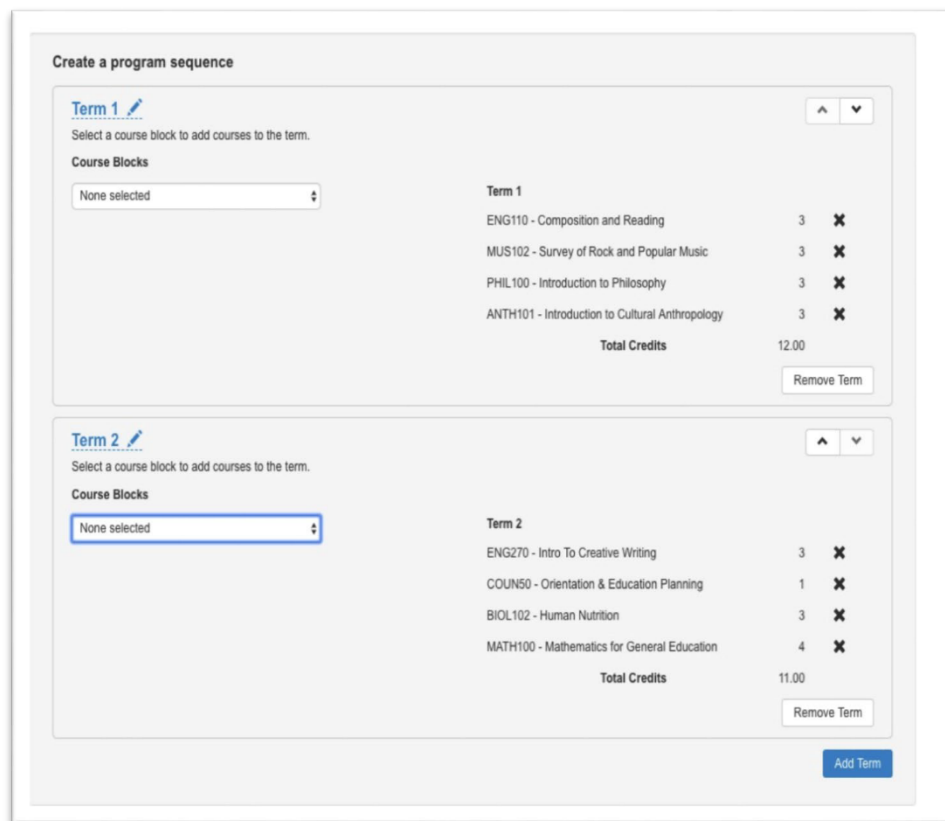
# Entering and Revising Program in eLumen Guide

## Recommended Sequence Tab

A recommended sequence outlines the courses which should be taken during a term to assist students in successful completion of their degree or goal.



Once you have selected the courses for the term sequence, you can then create another term by selecting "Add Term". There is no restriction to the number of terms that can be created.



# Entering and Revising Program in eLumen Guide

## Learning Outcomes Tab

eLumen integrates curriculum and assessment to facilitate updates to the Program and Student Learning Outcomes (PSLOs).

Groups or classifications of PSLOs in eLumen are known as PSLO Classes. A Program can use one or more classifications of PSLOs. Programs can also share PSLOs. This allows departments to share a core set of outcomes by the department and specialization outcomes that differentiate each degree or certificate.

When creating a new program, if there is a PSLO Class that is not being shared from another Program or a Core set of PSLO (the umbrella department PSLOs), faculty will want to create a PSLO Class by selecting the Add PSLO Class, then creating a Class Name and clicking on the Add New Program Outcome to create the new PSLOs one by one that will be associated with the PSLO Class.

Program Outcomes

Third Party Standards: None selected

Additional PSLO Classes: No PSLO Classes included. [Select PSLO Classes](#)

Class Name: AA-T in Sociology for Transfer  Use category

1 Add new Program Outcome

2 Add PSLO Class

3

## Align PSLOs

Now that the PSLOs and the course blocks for the program are added, the PSLOs can be aligned to the CSLOs.

Align SLOs

Courses	SLOs	Alignment
English Composition, AA	Student will engage in composition techniques and written skill concepts.	Students will identify key formal written analyses that demonstrate appropriate rigor and discourse.
English Composition, AA	ENG103 College Reading and Study Skills	
	ENG103 SLO 1: Read and interpret writings of nonfiction, fiction, poetry, biography and autobiography.	✓ Set Attainment Levels
	ENG103 SLO 2: Note-taking - Make an outline of lecture notes from each class and share with one student peer for review of organization, content and	✓ Set Attainment Levels
	*103 SLO 3: Time management - Create a daily, and monthly schedule of academic activities	✓ Set Attainment Levels

\*103 SLO 3: Time management - Create a daily, and monthly schedule of academic activities  
\*1 at least two different courses in which the

After aligning PSLOs, click the Close at the bottom of the box and go back to the workflow. There will then be a question asking “Why this SLO needs to be created?”. This is where you will give the purpose of establishing the PSLOs for the program. Click Save when you are done and then Save and Continue or Save as Draft and Continue if you are not done with the program workflow and need to return to it at a later time.



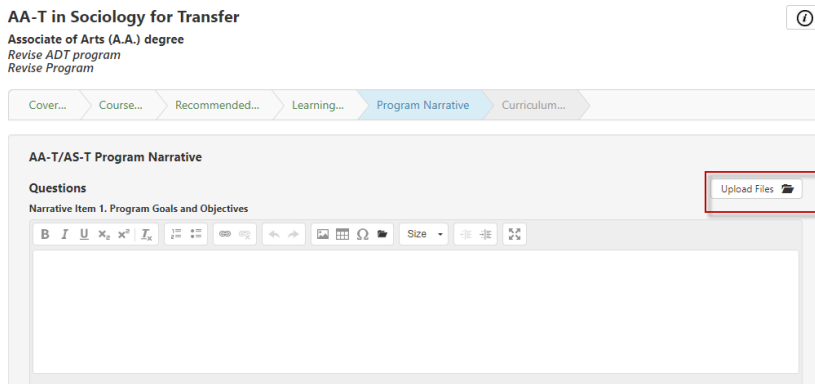
# Entering and Revising Program in eLumen Guide

## Program Narrative Tab

The Program Narrative is required for submission, review, and approval of a program.

The rich text editor boxes allow proposers to adjust font, create tables, and add images to their responses. In addition, you can attach files (e.g., Word, PDF) by clicking on the folder icon on the top right side.

The program narrative questions that you will see depend on the type of program you are entering and workflow you have selected.



## Curriculum Technician Tab

The Curriculum Technician tab allows the Curriculum Specialist to maintain program specific content (ie. approval dates, identification numbers).

You do not have edit access to the Curriculum Technician tab but you can view information and monitor your state, board, and articulation approvals.

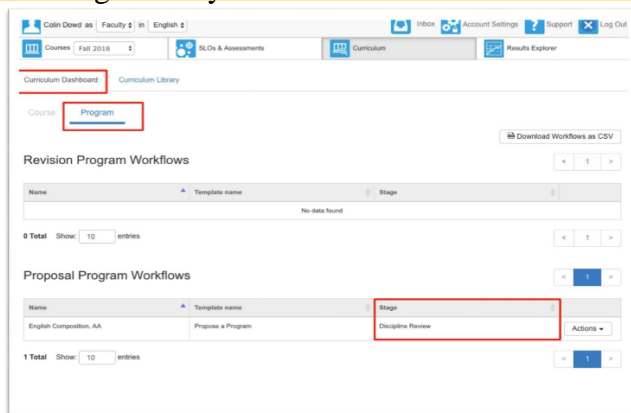
## Completing & Monitoring a Workflow

When you are done with the workflow, click on Submit at the bottom of the screen.

Your workflow will move to the next stage in the approval process.

You can monitor the status of your workflow as it goes through the approval process from the Curriculum Dashboard.

You will be able to keep track of the workflow and if for any reason the workflow comes back to you for changes then you will receive a workflow notification via e-mail.



# Entering and Revising Program in eLumen Guide

## Deleting a Workflow

The delete workflow option is available, for the user that launched the program workflow, when the workflow is in **Stage 1 only**. After the workflow is submitted, the workflow must be returned to Stage 1 (to the course author) so it can be deleted.

## REVISING A PROGRAM

All content that you have previously entered into the program will be in the program.

First, select the **Faculty** role from the top drop-down.

Next, go to the Curriculum Library and select the department or type the title of program you wish to revise. Then, click on the box to the left of the program to highlight your selection and click on New Revision at the top.

The screenshot shows the 'Program' management interface. At the top, there are search filters: 'Department' (Accounting, ... (Total: 50)), 'Program Title' (eng), 'Award Type' (A.A. Degree for Transfer, ... (Total: 15)), and 'Show/Hide' (Total: 2). Below the filters, it indicates '3 Total' entries. A table lists programs with checkboxes for selection. The 'New Revision' button is highlighted in red. The selected program is 'English Composition, AA'.

Program Title	Program Description
<input type="checkbox"/> English AA	The Associate in Arts in English offers a study of composition, language, and literature designed to develop skills in reading perceptively, writing effectively, and thinking critically. The program prepares students for diverse careers in advertising, business, communications media, public relations, law, government service, and teaching.
<input type="checkbox"/> English AA-T	The Associate of Arts Degree in English for Transfer (AA-T) is for those students who intend to transfer to a four year college and complete a bachelor's degree in English at a California State University campus.  Students will complete courses in English and related subjects required for the major. This program focuses on writing, critical thinking, reading, and research skills as they apply to the areas of composition, creative writing, and literature. Course work in literature explores primarily British and American authors through genre, survey, figure, and thematic courses.  Students who complete this degree will be guaranteed admission with a junior standing to the CSU System, though not to a particular campus or major. Students should consult with a counselor for more information on university admissions, deadline requirements and transfer rules.  Students receiving transfer degrees must meet the following requirements: 1. Completion of 60 semester units or 90 quarter units that are eligible for transfer to California State University, including both of the following requirements: A. The Intersegmental General Education Transfer Curriculum (IGETC) OR the California State University General Education-Breadth Requirements; B. A minimum of 18 semester units in a major area of emphasis, as determined by the community college district. 2. A minimum grade point average of 2.0.
<input checked="" type="checkbox"/> English Composition, AA	This is an English Composition major that will end at the 2 year level.

A window will appear where you can select the appropriate revision workflow (select the program type) Then, choose the type of program (Pathway or Rule Based). **Select Rule-Based.**

You are ready to make revisions to the program and submit when finished. All the information in the program will be auto populated. If there are missing components from the data transfer to eLumen, please enter that information.