



**Santiago
Canyon
College**

Create and Revise Programs

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

Create a Program

To begin, select the **Course Author** 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**.

Curriculum Dashboard **Curriculum Library**

Course **Program**

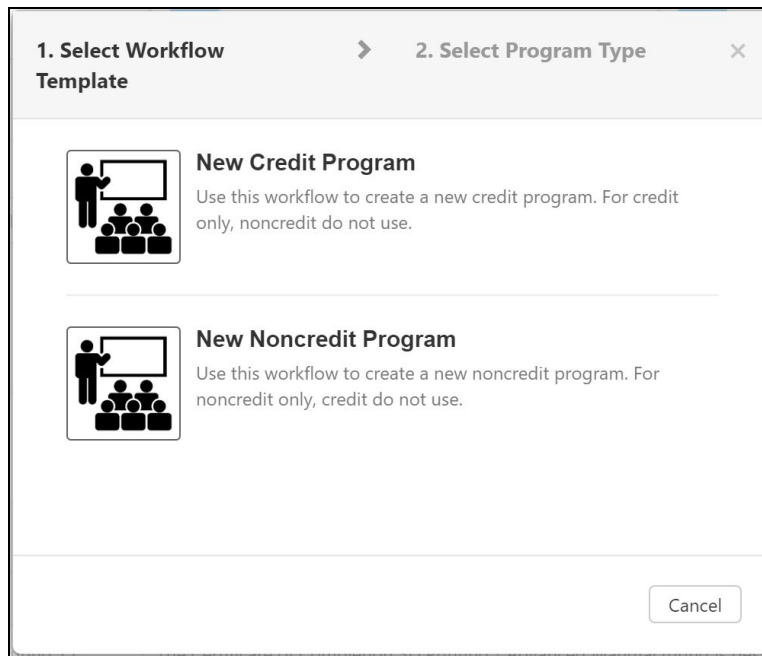
Department: Academic Administration, ... (Total: 190) | Program Title: Title | Award Type: A.A. Degree for Transfer, ... (Total: 10) | Show/Hide: (Total: 2)

10 Total Show: 15 entries

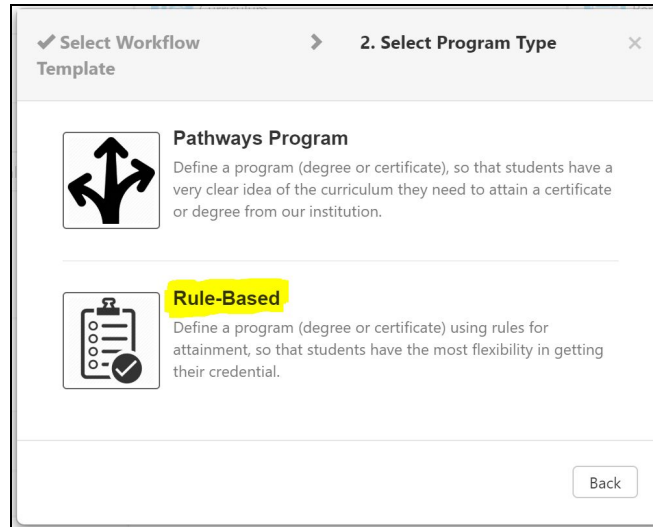
New Program

Program Title	Program Description
American Sign Language	The Certificate of Achievement in American Sign Language (ASL) is offered as preparation for developing linguistic competency in ASL and readiness for entering a formal interpreter training program. The certificate indicates skill in the use of ASL for personal communication and an introductory awareness of Sign Language interpreting and other professions working within the Deaf community.

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



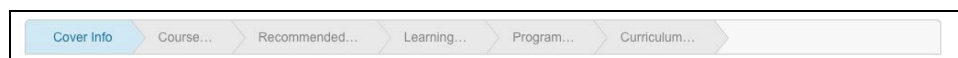
After you have selected the appropriate program workflow, an additional Program Type screen will pop-up. This screen helps determine the type of program you will design. **SELECT RULE-BASED.**



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.)

The Tabs

Cover info

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 of your program type after the program title. See options below.
 - Associate of Arts Degree = AA
 - Associate of Science Degree = AS
 - Associate of Arts Degree for Transfer = AA-T
 - Associate of Science Degree for Transfer = AS-T
 - Certificate of Achievement = CA
 - Certificate of Proficiency = CERT
 - Certificate of Competency = COM
 - Certificate of Completion = CC

Program Basics

Program Title*

- **Department***
 - Departments are organized by department codes (e.g., 2ENGL, 2BIOL, 2MATH, 2IIOT, 2ICHS).
- **Program TOP Code***
- **Award Type***
- **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.
 - **NONCREDIT LEAVE BLANK (units/credits not awarded)**

Credit Range for Completion

-

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


Proposal Details- contains the following information:

- Proposal Start* - Credit and **Noncredit** have separate terms. Choose one.
- Author
- Additional Contributor - add contributors to course/program
- 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**.

Program Title ← Title will fill in as you complete it below

*Propose a Program
Program Creation*

**Resource
Materials
Info** → 

Cover Info
Course...
Recommended...
Learning...
Program...
Curriculum...

Program Basics

Program Title*

Department*

Program TOP Code (SP01)*

Award Type *

Student Program Award (SP02)

Credit Range for Completion

 -

Program Description

Program Description

Transferability

Proposal Details

Proposal Start*

Author

Dowd, Colin

[Add Additional Contributors](#)

Rationale for Non-Fall Start

Program Justification

Submission Rationale

New Program

Improvement to Program of Study

Change to Content

Additional Program Options

Add Transferability

Delete Workflow
Save and Continue
Save as Draft and Continue

Course Blocks & 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:

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**.

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**.

English Composition

Core Courses

Code	Course	Credits
No courses to show		
Total Credits		0

-- Select a Course --

Q eng

- 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
- ENG118 Women's Literature

Add Course

Remove

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**.

English Composition

Core Courses

Code	Course	Credits	
ENG103	College Reading and Study Skills	3	✖
ENG110	Composition and Reading	3	✖
ENG240	Contemporary Fiction	3	✖
ENG251	Contemporary Poetry	3	✖
ENG262	Shakespeare	3	✖
ENG270	Intro To Creative Writing	3	✖
ENG271	Creative Writing: Fiction	3	✖
ENG272	Creative Writing: Non-Fiction	3	✖
ENG273	Creative Writing: Poetry	3	✖
Total Credits		27	

-- Select a Course --

Add Course

Remove

Add Course Block

A.A. Degree Major

Total Credits: 0

+ Add Rule

To add the rules (and/or), Student must take 6 units of..., they all go in this space.

Local Requirements

A.A. Degree Major 41 - 43 Credits

To create a **single-unit value** 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**.

The screenshot shows the 'English Composition' interface for creating a 'Single value rule(s)'. On the left, a table lists courses with checkboxes and credit values. The course 'ENG110 Composition and Reading' is selected. On the right, a form for 'A.A. Degree Major' shows the rule name 'Required ENG units', the rule type 'Single Value', and the total credit value '3'. There are 'Add Course', 'Cancel', and 'Done' buttons.

Code	Course	Credits
<input type="checkbox"/>	ENG103 College Reading and Study Skills	3
<input checked="" type="checkbox"/>	ENG110 Composition and Reading	3
<input type="checkbox"/>	ENG240 Contemporary Fiction	3
<input type="checkbox"/>	ENG251 Contemporary Poetry	3
<input type="checkbox"/>	ENG262 Shakespeare	3
<input type="checkbox"/>	ENG270 Intro To Creative Writing	3
<input type="checkbox"/>	ENG271 Creative Writing: Fiction	3
<input type="checkbox"/>	ENG272 Creative Writing: Non-Fiction	3
<input type="checkbox"/>	ENG273 Creative Writing: Poetry	3
Total Credits		27

Form fields on the right:

- Rule Name or Description: Required ENG units
- Rule Credits: Single Value Range
- Total: 3
- Buttons: Add Course, Cancel, 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**.

English Composition **To create a range**

Core Courses ▼

Code	Course	Credits	
<input type="checkbox"/> ENG103	College Reading and Study Skills	3	✗
<input type="checkbox"/> ENG110	Composition and Reading	3	✗
<input type="checkbox"/> ENG240	Contemporary Fiction	3	✗
<input type="checkbox"/> ENG251	Contemporary Poetry	3	✗
<input type="checkbox"/> ENG262	Shakespeare	3	✗
<input type="checkbox"/> ENG270	Intro To Creative Writing	3	✗
<input checked="" type="checkbox"/> ENG271	Creative Writing: Fiction	3	✗
<input checked="" type="checkbox"/> ENG272	Creative Writing: Non-Fiction	3	✗
<input checked="" type="checkbox"/> ENG273	Creative Writing: Poetry	3	✗
Total Credits		27	

-- Select a Course -- Add Course

Remove

A.A. Degree Major ▼

Total Credits: 0

Rule Name or Description:
Take 3-6 units from the following group of courses

Rule Credits:
 Single Value Range
 Min: Max:

Courses:
Select the Courses/Course Blocks from the left and click on the "Add Courses Here" button to add them to the rules.

Add Courses

Cancel 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.

Noncredit Programs

Noncredit programs are different from credit programs because their totals are in *hours* not units. Therefore, if you are creating a noncredit program, follow the structure and language below to accommodate for *hours*. Click on the pencil icon on the left to enter the course hours and then select the course(s) to add to the rule block (right side).

Code	Course	Credits
VBUS101	Introduction to 3D Modeling using Blender	60
VBUS105	Introduction to 3D Animation using Blender	60
VBUS130	Introduction to 3D Printing	60
Total Credits		180

Course / Course Block	Credits
VBUS101 - Introduction to 3D Modeling using Blender	60
AND	
VBUS105 - Introduction to 3D Animation using Blender	60
AND	
VBUS130 - Introduction to 3D Printing	60
Total Credits: 180	

Recommended Sequence

DO NOT TOUCH, LEAVE AS IS. MOVE ON TO THE NEXT 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.

Term	Course	Credits	Action
Term 1	ENG110 - Composition and Reading	3	✕
	MUS102 - Survey of Rock and Popular Music	3	✕
	PHIL100 - Introduction to Philosophy	3	✕
	ANTH101 - Introduction to Cultural Anthropology	3	✕
Total Credits		12.00	Remove Term
Term 2	ENG270 - Intro To Creative Writing	3	✕
	COUN50 - Orientation & Education Planning	1	✕
	BIOL102 - Human Nutrition	3	✕
	MATH100 - Mathematics for General Education	4	✕
Total Credits		11.00	Remove Term

Learning Outcomes

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.

The screenshot shows the 'Program Outcomes' interface. At the top, there are sections for 'Third Party Standards' (set to 'None selected'), 'Additional PSLO Classes' (with a note 'No PSLO Classes included. Select PSLO Classes'), and a 'Class Name' field containing 'English Composition, AA'. Below the class name field is a checkbox for 'Use category'. At the bottom right, there are three buttons: 'Align PSLOs', 'Add PSLO Class' (highlighted with a red box and a '1' label), and 'Add new Program Outcome' (highlighted with a red box and a '3' label).

Align PSLOs

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

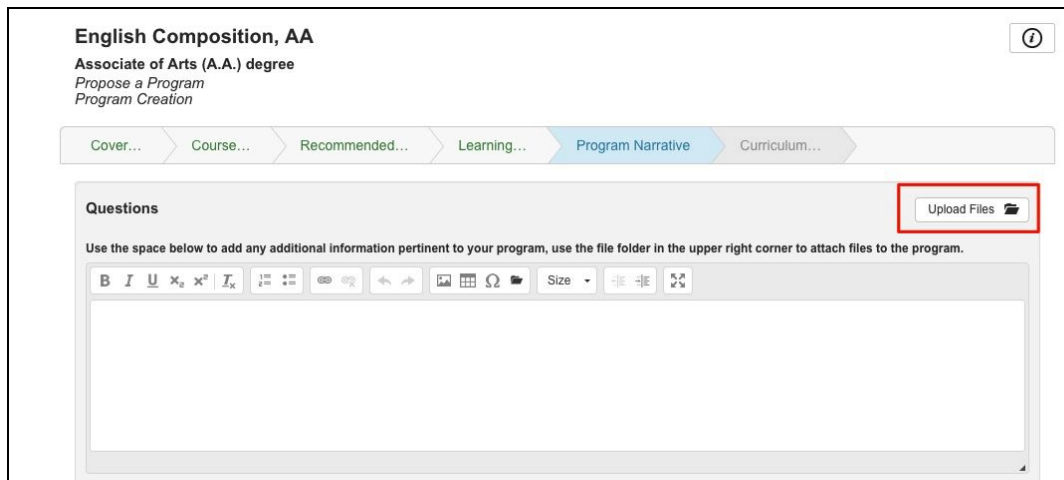
Align SLOs		
English Composition, AA Courses English Composition, AA <input type="checkbox"/> Include inactive Courses	Student will engage in composition techniques and written skill concepts.	Students will identify key formal written analyses that demonstrate appropriate academic rigor and discourse.
ENG103 College Reading and Study Skills		
ENG103 SLO 1: Read and interpret writings of nonfiction, fiction, poetry, biography and autobiography.	<input checked="" type="checkbox"/> 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	<input checked="" type="checkbox"/> Set Attainment Levels	
ENG103 SLO 3: Time management - Create a daily, weekly and monthly schedule of academic activities to include at least two different courses in which the	<input checked="" type="checkbox"/> Set Attainment Levels	

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.

Program Narrative

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.



Curriculum Technician

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 the 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.

The screenshot displays the Curriculum Dashboard interface. At the top, there is a navigation bar with user information (Colin Dowd as Faculty), language (English), and utility links (Inbox, Account Settings, Support, Log Out). Below this is a secondary navigation bar with tabs for Courses (Fall 2018), SLOs & Assessments, Curriculum, and Results Explorer. The main content area is titled 'Curriculum Dashboard' and 'Curriculum Library'. A 'Course' dropdown menu is set to 'Program'. A 'Download Workflows as CSV' button is visible. The dashboard is divided into two sections: 'Revision Program Workflows' and 'Proposal Program Workflows'. The 'Revision Program Workflows' section shows a table with columns for Name, Template name, and Stage, but it contains no data. The 'Proposal Program Workflows' section shows a table with one entry: 'English Composition, AA' with template name 'Propose a Program' and stage 'Discipline Review'. The 'Stage' column in this table is highlighted with a red box. Below the table, there is a '1 Total' summary and a 'Show: 10 entries' control. An 'Actions' dropdown menu is located to the right of the table entry.

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.

Revise a Program

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

First, select the **Course Author** 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' editor interface. At the top, there are dropdown menus for 'Department' (Accounting, ... (Total: 50)), 'Program Title' (eng), and 'Award Type' (A.A. Degree for Transfer, ... (Total: 15)). Below these is a 'Show/Hide' dropdown set to '(Total: 2)'. A summary bar indicates '3 Total' entries, with 'Show: 15' entries. Below this is a table with columns 'Program Title' and 'Program Description'. The table contains three rows: 'English AA', 'English AA-T', and 'English Composition, AA'. The 'English Composition, AA' row is highlighted in green and has a checkmark in a box to its left. Above the table, there are buttons for 'New Revision', 'Show History', and 'View POR Report'. The 'New Revision' button is highlighted with a red box.

A window will appear where you can select the appropriate **revision workflow** (credit or **noncredit**). 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.