

eLumen Workflows

| Course/Program | Workflow | Purpose |
|----------------|---|--|
| Course | Course Revision, without DE/CE | Update an existing course, without distance or correspondence education. |
| | Course Revision, with Distance Education | Update an existing course, with distance education. |
| | Course Revision, with Correspondence Education | Update an existing course, with correspondence education. |
| | Course Revision, with Correspondence & Distance Education | Update an existing course, with correspondence & distance education. |
| | Course Deactivation | Deactivate an existing course. |
| | Propose New Course | Propose or create a new course. |
| Program | Program Revision | Revise an existing program. |
| | Propose New Program | Propose or create a new program. |

Important Notes: Currently, eLumen does not offer a workflow to deactivate a program. If you wish to deactivate a program, notify the Curriculum Specialist who will initiate the process.

eLumen Workflow Stages: Courses

| Workflow Stage | User Roles | Brief Description | Deadline/Timeline |
|---|---|---|---|
| 1) Draft Course Outline of Record | Department Faculty | Faculty author(s) propose, revise or deactivate a course. Feedback from departmental colleagues should be sought & incorporated into the draft COR. Collaboration can be achieved by: 1) Adding colleagues as authors on the draft COR; 2) Asking colleagues to view the workflow from their eLumen Dashboard; or 3) Emailing or printing a PDF of the draft COR for distribution. Consultation with area Deans/Directors and/or the DE Coordinator may also occur at this stage. | At least 3-4 weeks prior to desired Curriculum Committee meeting date. |
| 2) Curriculum Launchpad | Curriculum Specialist | COR is reviewed & feedback may be provided. | Daily |
| 3) Campus Consultation | Department Faculty, Dean/Director, DE Coordinator, Articulation Officer, Counseling & Advising, Library & Campus Community* (*all Faculty have this role) | The campus community reviews the COR and may provide feedback for at least 7 days before the COR advances to the next stage. <i>NOTE to Reviewers: When leaving feedback by adding a comment to the COR, remember to "Save as Draft." DO NOT "Submit" after providing feedback in this stage.</i> | 7 days |
| 4) DE Coordinator Review (DE Workflow, only) | DE Coordinator | If the draft COR utilized the DE workflow, the addendum is reviewed & feedback may be provided. | N/A |
| 4/5) Dean/Director Review | Department Dean/Director | COR is reviewed & feedback may be provided. | N/A |
| 5/6) Pending Placement on Curriculum Agenda | Curriculum Specialist | COR is held in this stage until it is established as an agenda item at a Curriculum Committee meeting. It will remain in this stage until the review period for the meeting date begins. | 2 weeks prior to next Curriculum Committee meeting date (Friday) |
| 6/7) Curriculum Committee & Technical Review | Curriculum Committee Members & Technical Reviewers | COR is reviewed & feedback may be provided for the week prior to the Curriculum Committee meeting in which the COR is approved as an agenda item. | 1 week prior to next Curriculum Committee meeting date. 1 week review period beginning Monday & ending Friday at 1:00 pm. |
| 7/8) Faculty Edits/Revisions | Department Faculty Author(s) | Faculty author(s) review and incorporate feedback from Curriculum Committee Members & Technical Reviewers as necessary. Once all revisions/edits have been finalized, faculty "Submit" the COR to advance it to the next stage. | About 1 week revision period. Submit COR in eLumen on Wednesday, by the end of day, prior to the Friday meeting. |
| 8/9) Pending Curriculum Committee Approval | Curriculum Specialist & Curriculum Chair | Faculty propose COR to Curriculum Committee who then votes to approve curriculum. | N/A |
| 9/10) Pending Academic Senate & Board of Trustees Approval | Curriculum Specialist | Curriculum awaits approval from the Academic Senate (meets twice per month) & the Board of Trustees (meets once per month). | N/A |
| 10/11) Pending Chancellor's Office Approval | Curriculum Specialist | Curriculum awaits approval from the Chancellor's Office. All non-substantial course revisions are approved automatically; however, substantial course revisions and new course proposals take approximately 4-8 weeks for full approval. Once approved, curriculum is published in eLumen & available for viewing. | N/A |

Important Notes: The Curriculum Specialist, DE Coordinator and Deans/Directors can return the COR to the faculty author(s) at the "Draft" stage if revisions are requested. If the COR has been returned to the "Draft" stage, the curriculum specialist will advance it to the last stage it was at. Additionally, faculty author(s) can request that the COR is return to the "Draft" stage at any time during the workflow stages for further edits/revisions. **Programs follow similar workflow stages in eLumen. However, depending on the type of program, there may be additional external steps to follow. For guidance, please review all information on CR's [Curriculum Handbook](#) page.**