

## eLumen Workflow Stages: Courses

Workflow Stage	User Roles	Brief Description	Deadline/Timeline
1) Faculty Draft COR	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 the DE Coordinator and/or Division Coordinator may also occur at this stage.	At least 3-4 weeks prior to desired Curriculum Committee meeting date.
2) Curriculum Specialist Review	Curriculum Specialist	COR is reviewed & feedback may be provided.	Daily
3) Campus Consultation	Campus Community	The campus community reviews the COR and may provide feedback for at least 7 days before the COR advances to the next stage.	7 days
4) DE Coordinator Review	Distance Education Coordinator	If the draft COR utilized the DE workflow, the addendum is reviewed & feedback may be provided.	N/A
5) Dean/Director Review	Dean/Director	COR is reviewed & feedback may be provided.	N/A
6) Technical & Curriculum Committee Review	Curriculum Committee Reviewer, Technical Reviewer, Curriculum Chair & Curriculum Specialist	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.	2 weeks prior to next Curriculum Committee meeting date. 1 week review period beginning Monday & ending Friday at 1:00 pm.
7) Faculty Edits/Revisions	Faculty	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) Pending CC/AS/BOT Approval	Curriculum Committee Reviewer, Curriculum Chair & Curriculum Specialist	Faculty propose COR to Curriculum Committee who then votes to approve curriculum. If passed by the Curriculum Committee, curriculum awaits approval from the Academic Senate (meets twice per month) & the Board of Trustees (meets once per month).	N/A
9) 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. 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.**