

SUBSTANTIAL PROGRAM REVISION

Step 1: Once you have logged in, select the faculty role from the drop down menu. This drop down menu will list all roles assigned to you.

You will then select the Discipline you will be working in. This drop down menu will only have the disciplines you are assigned to in this role.

Select the Curriculum tab, followed by the Curriculum Library tab. Select the program tab then select the program you want to revise and lastly the “New Revision” button.

The screenshot shows the eLumen user interface. At the top, the user is identified as Cheyenne Odenthal. The role is set to 'Faculty' and the discipline to 'Administration of Justice'. The navigation menu includes 'Courses', 'SLOs & Assessments', 'Curriculum', and 'Results Explorer'. The 'Curriculum' tab is selected, and the 'Curriculum Library' sub-tab is active. Under 'Curriculum Library', the 'Program' sub-tab is selected. Below this, there are filters for 'Department' (Accounting, ... (Total: 100)), 'Program Title' (Title), 'Award Type' (A.A. Degree for Transfer, ... (Total: 13)), and 'Show/Hide' (Total: 2). At the bottom, a table lists programs, with the 'AA Administration of Justice' program selected. A 'New Revision' button is highlighted in the table's header row.

	Program Title	Program Description
<input checked="" type="checkbox"/>	AA Administration of Justice	The requirements for an associate degree in Administration of Justice may be satisfied by completing 12 units of required courses, selecting an additional 6 units from the restricted list of program electives, 21 units of general education requirements and sufficient elective uni... Show More


Step 2: After selecting the “New Revision” button a window will appear. Select the workflow and Program Type.


Program Title Award Type

Total: 100) Title A.A. Degree for

1. Select Workflow > **2. Select Program Type** ✕

Template

 **Non Substantial Program Revision**
This workflow will allow access to every field. However, to ensure the program remains in a non substantial workflow, only edit the following fields: Proposal Details, Recommended Sequence and Program Criteria.

 **Substantial Program Revision**

Cancel

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The Associate in Arts in Commercial Music is des
careers to perform as instrumentalists and vocali
songwriter), record music (career as a producer/s

✓ **Select Workflow** > **2. Select Program Type** ✕

Template

 **Pathways Program**
Define a program (degree or certificate), so that students have a very clear idea of the curriculum they need to attain a certificate or degree from our institution.

 **Rule-Based**
Define a program (degree or certificate) using rules for attainment, so that students have the most flexibility in getting their credential.

Back

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Show

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The requirements for an associate degree in Child
satisfied by completing the respective certificate

Step 3: Here you will see multiple fields that require information. The other pages that have information appear at the top in faded text. Select these pages to find the information that can be changed or inputted.

AA Administration of Justice



Associate of Arts (A.A.) degree

Non Substantial Program Revision
Revise Program

Cover Info

Course...

Recommended...

Learning...

Program...

Curriculum...

Program Basics

Program Title*

AA Administration of Justice

Department*

Administration of Justice

Program TOP Code (SP01)*

(2105.00)Administration of Justice

Award Type*

A.A. Degree Major

Student Program Award (SP02)

Associate of Arts (A.A.) degree

Credit Range for Completion

60 - 60

Program Description

The requirements for an associate degree in Administration of Justice may be

Transferability

Not transferable

Proposal Details

Proposal Start*

Summer 2020

Author

Odenthal, Cheyenne

[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

Step 4: After completing all the fields on every page, you will reach the “Curriculum Technician” tab, you will not be able to change information on this page. This page will be completed by the Academic Affairs Specialist. Select the “Submit” button and a pop up will appear. Select the “Submit” button.

****NOTE**** After selecting the submit button it will officially start the workflow and you can no longer make changes. There will NOT be another window that pops up to verify you want to submit the workflow.

AA Administration of Justice



Associate of Arts (A.A.) degree
Non Substantial Program Revision
Revise Program

Cover... > Course... > Recommended... > Learning... > Program... > Curriculum Technician

Program Administration Codes

Program Control Number	2182	Credential ID *	ADMJ
Program Version Status:	In Development		
Curriculum Committee Approval Date:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Board of Trustees Approval Date:	<input type="text"/>	<input type="text"/>	<input type="text"/>
External Review Approval Date:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Time to Next Review:	3	years	
Date for Next Review:	<input type="text"/>		

Previous Delete Workflow **Submit**

After you select submit, the program will never come back to you. If a reviewer requested a change there will be a point in the work flow where the Curriculum specialist will have the ability to make the changes for you.

To view any feedback as your program goes through the workflow, view your inbox and select the program you want to view feedback on.