

NEW PROGRAM DEVELOPMENT

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, then the Program tab and lastly the “New Program” 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 active, and the 'Curriculum Library' sub-tab is selected. Under 'Curriculum Library', the 'Program' sub-tab is chosen. 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). A 'New Program' button is highlighted in a green box. Below the filters is a table of existing programs.

	Program Title	Program Description
<input 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
	AA Child & Family Education	The requirements for an associate degree in Child and Family Education may be

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


Program Title ? Award Type

(Total: 100) Title A.A. Degree for Tran

2) Program

1. Select Workflow ➤ 2. Select Program Type ✕

Template


 **New Program Development**


Cancel

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

✓ 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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& Family Education The requirements for an associate degree in Child and Fi satisfied by completing the respective certificate program

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

After complete of each page select the “Save and Continue” button.

Test (i)

New Program Development
Program Creation

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

Program Basics

Program Title*
Test

Department*
Administration of Justice

Program TOP Code (SP01)*
(2105.00)Administration of Justice

Award Type*
A.A. Degree for Transfer

Student Program Award (SP02)
Select a Student Program Award

Credit Range for Completion
0 - 0

Program Description
Program Description

Transferability
-Select-

Proposal Details

Proposal Start*
Spring 2020

Author
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[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.

****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.

test (i)
Program Quick Flow
Program Creation

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

Program Administration Codes

Program Control Number	<input type="text" value="Enter the Program Control Number"/>	Credential ID *	<input type="text" value="Enter the Credential ID"/>
Program Version Status:	In Development		
Curriculum Committee Approval Date:	<input type="text"/>		<input type="text"/>
Board of Trustees Approval Date:	<input type="text"/>		<input type="text"/>
External Review Approval Date:	<input type="text"/>		<input type="text"/>
Time to Next Review:	<input type="text" value="1"/>	<input type="text" value="years"/>	
Date for Next Review:	<input type="text"/>		

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.