

COVER STEP

GENERAL INFORMATION

Course Code	(e.g. BIOL50)
Course Title	(e.g. Nutrition)
TOP Code	(e.g. 0401.00 Biology, General); See TOP Code Manual
CIP Code	(e.g. 26.0101 Biology/Biological Sciences, General) Course CIP codes are automatically selected based on the TOP code selected. CIPs are used for tracking/reporting fields of study and program completion. If your CIP is inaccurate, revisit your TOP selection or contact the Curriculum Specialist. See the reference materials section in any eLumen workflow ("i") for a full definition of each CIP.
Department	(e.g. Biology) Select appropriate department from drop down. Department is usually, but not always, the same as the "Subject" in the Course Code field. Contact the Curriculum Specialist for questions or assistance.
Catalog Course Description:	Info in this field will appear in the catalog exactly as it is here. (e.g. <i>This course offers an introductory study of energy and nutrient requirements of the body in relation to growth, maintenance, and reproduction; factors influencing normal metabolism, construction of the adequate diet. Emphasis is placed upon the chemical aspects of nutrition.</i>)
SAM Code	For Vocational* Courses Only. SAM Codes indicate the degree to which a course is occupational. See Reference Materials section above ("i") for SAM code descriptions or see SAM Code Definitions here . Contact Curriculum Specialist for questions, to update, or when submitting a new vocational course. OPTIONS (read definitions carefully): Apprenticeship, Advanced Occupational, Clearly Occ., Possibly Occ. <i>*Courses are vocational if they have an asterisk in the TOP Code Manual above.</i>

MINIMUM QUALIFICATIONS

Min Quals	See Min Quals Handbook for all discipline minimum qualifications and then select the appropriate discipline in either the masters OR bachelors/associates fields.
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PROPOSAL DETAILS

Author	Your name will automatically appear. If you want another faculty to help you edit/craft this proposal and they do not already have the discipline
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originator role in this discipline, click on the “Add Additional Contributors” button, select “discipline originator” and then select their name. Otherwise, other faculty in the discipline will be able to review the proposal, not edit.

Proposal Start	Always select Fall of the next year (if in SP23, select FA24, if in FA23, select FA24). YOU CANNOT SAVE AS DRAFT OR SUBMIT UNTIL YOU HAVE THE PROPOSAL START TERM SELECTED.
Modification Type	Select most appropriate option (e.g. Five Year Review or New Course)
Rationale for this Proposal	Provide a BREIF statement explaining why you are submitting this proposal. The Rationale helps the Committee better understand your submission and will be included on the Board Report. ("Five Year Review" suffices if this is a Five Year Review.)

STAND ALONE COURSE

Only complete this part IF course is a stand-alone course (a course not in any awards). If the course will likely be added to an award this year or next, provide future award information and year. If not, explain why you are proposing a course that will not be a part of a degree or certificate.

COURSE OPTIONS STEP

MORE OPTIONS

Basic Skills status (CB08)	BS courses provide foundational skills in ENGL, MATH, writing, ESL, Learning/ Study Skills necessary for college success. If a course is Basic Skills, Course Credit Status must be Credit - Not Degree Applicable or Noncredit.
Course Special Class Status (CB13)	CB13 is for courses for students with disabilities.
Grade Options	Choose only one: Grading Scale = A-F or P/NP. (SP grading is only for some noncredit courses - contact Curriculum Specialist).
Allowed Number of Retakes	Only applicable to noncredit and select credit courses. See the reference section ("i") in any eLumen course workflow or the Curriculum Committee Policy page for "Credit Course Repetition Guidelines" or contact Curriculum Specialist to see if a credit course is repeatable. Only a small handful of credit courses are repeatable.
Allow Students to Gain Credit by Exam/Challenge	SKIP
Retake Policy Description	Majority of courses are not repeatable so likely leave blank. If "Allowed Number of Retakes" field is greater than "0", copy/paste one option into "Retake Policy Description" field: Transfer Requirement; Athletic Competition; Academic or Vocational Competition; Work Experience; Noncredit course. See "Credit Course Repetition Guidelines" in the reference section ("i") or the Curriculum Committee Policy page or contact Curriculum Specialist.
Rationale For Credit By Exam/Challenge	SKIP
Course Support Course Status (CB26)	Indicates whether a course is associated with another degree-applicable course for the purpose of providing support necessary to complete the associated course. Contact the Curriculum Specialist if you are not sure if your course is a support course.
Class Capacity	Class Capacity is a negotiated item. For a new course or to change an established capacity, contact your immediate administrator ASAP to start the process (see YFA contract for details). Once process is finalized, the Curriculum Specialist will enter the capacity and will attach the form on the Cover step. Courses cannot be approved by the Curriculum Committee if the class capacity hasn't been formally established.

ASSOCIATED PROGRAMS

Awards associated with this course automatically appear in this area. To see associated courses, view the Impact Report in eLumen (contact Curriculum Specialist for assistance).

TRANSFERABILITY & GE OPTIONS

Course General Education Status (CB25)	Indicates whether a course fulfills GE requirements for math/quantitative reasoning or English composition. Contact the Curriculum Specialist to change or if submitting a new course.
Request for General Education Transferability	Select C-ID, CCGE, CSU-GE or IGETC in System/Institution drop-down. "Comparable Course" box may be left empty except for C-ID where you will see the approved C-ID or to request a new C-ID.

REPEATABILITY

Only complete this part IF your course is repeatable.

MJC EQUIVALENT COURSE

Contact the Articulation Officer to add or remove an MJC Equivalent Course. If you are making major modifications to a course, consider asking the Articulation Officer for assistance with re-evaluating the MJC equivalency

UNITS AND HOURS STEP

CREDIT/NOT-CREDIT OPTIONS

Course Credit Status (CB04)	See the Course Numbering page of the catalog (Courses section) to determine course credit status
Course Noncredit Category (CB22)	Noncredit courses only: This element classifies a noncredit course with its primary objective within nine noncredit categories. Contact Curriculum Specialist if proposing a new noncredit course.
Noncredit Characteristic	SKIP
Course Classification Code (CB11)	Classifies a course with its primary objective. Contact Curriculum Specialist for questions, to change, or if proposing a new noncredit course.
Course Classification Code (CB11)	Classifies a course with its primary objective. Contact Curriculum Specialist for questions, to change, or if proposing a new noncredit course.
Funding Agency Category (CB23)	This element describes whether a CCCC Economic Development Grant was used to develop a course. Unless a grant was used, this field should be "Not Applicable."
Work Experience Education Status (CB10)	Only check this box IF the course is numbered 97 – Work Experience
Variable Credit Course	Only check this box IF the course has variable units
Default Profile / Add New Profile	All units and hours will be added on the Default Profile. Only click "Add New Profile" if the course is variable unit and has multiple unit offerings.
Profile Name:	Leave "Default Profile" in place. If variable unit profile, put in the number of units that profile offers (e.g. 1 or 1.5)

Auto-calculate fields based on the parameters set In System & Settings > Curriculum > Units & Hours.*

****This box should ALWAYS be checked.*

WEEKLY STUDENT HOURS

Add in weekly lecture and weekly laboratory hours (no activity hours yet). The out-of-class hours will auto-populate. Once you've added your hours, scroll to the Course Student Hours part at the bottom of the page and the course's in-class and out-of-class totals AND Minimum Units (CB06) and Maximum Units (CB07) will have automatically populated.

WEEKLY SPECIALITY HOURS

SKIP

TIME COMMITMENT NOTES FOR STUDENTS

SKIP

REQUISITES STEP

COURSE REQUISITES

Watch the Course Requisites Discipline Originator video on the [eLumen Training Materials webpage](#) to learn how to add requisites.

ADDL. NON-COURSE REQUISITES & ENTRANCE SKILLS

Enter any non-course requisites (certifications, high school levels, Committee-approved math/English equivalency statements, etc.).

Limitations on Enrollment

e.g. Auditions or tryouts. Most courses will leave this field empty.

Requisite Information

ONLY complete this if adding a new requisite.

SPECIFICATIONS STEP

METHODS OF INSTRUCTION Add as many as applicable from the drop down ONE by ONE (ONLY enter info in Optional Explanation field IF selecting "Other Method")

ASSIGNMENTS Representative Assignments: Enter under these four headings in this order: READING, WRITING, OUTSIDE OF CLASS, OTHER

METHODS OF EVALUATION Add as many as applicable from the drop down ONE by ONE (ONLY enter info in Optional Explanation field IF selecting "Other Method" AND/OR "Grading Scale" (in which case, you must include the grading scale)

EQUIPMENT Use this field only if students must provide specialized eqpt.

TEXTBOOKS If course is transferable, one text that meets the scope and rigor of the transfer institution less than 5 years old must be included. IMPORTANT: Click "Add New Textbook" or INFO WON'T SAVE. If no texts or if text is older than 5 years, complete the "No Textbook Explanation" part at the bottom of this step.

OTHER INSTRUCTIONAL MATERIALS
(manuals, periodicals, software, other) Include any required materials/supplies students need to be successful. IMPORTANT: Click "Add Material" or INFO WON'T SAVE.

MATERIALS FEE Enter "Required" OR LEAVE BLANK. Do not enter amount. Contact Curriculum Specialist to complete Materials Fee form if adding a fee/certification.

MATERIALS FEE & FIELD TRIP DESCRIP. If course has a materials fee or certification fee, describe what it will be used for. Field Trip descriptions are not necessary.

ARE FIELD TRIPS REQUIRED? Select an option from the dropdown.

NO TEXTBOOK EXPLANATION If there is no textbook, or none published within the past 5 years, please explain here.

LIBRARY RESOURCE Complete this part only if the course will require a library resource.

LEARNING OBJECTIVES STEP

COURSE OBJECTIVES

Watch the Course Objectives Discipline Originator video on the [eLumen Training Materials webpage](#) to learn how to add/edit/remove Objectives.

CSLOs

Watch the CSLO Discipline Originator video on the [eLumen Training Materials webpage](#) to learn how to add/edit/remove SLOs. IMPORTANT! All CSLOs must use [CSLO Starter Language](#).

CURRICULUM MAP STEP

Once you have added your SLOs on the Learning Objectives Step, you MUST save as draft and then re-enter the workflow to map your Course SLOs to ISLOs. The CSLO starter language will tell you what ISLO each CSLO maps to. (Ignore the “Mapping Destination” and “ISLO Classes” dropdowns).

OUTLINE STEP

COURSE OUTLINE

Enter lecture content here. If lab-only course, leave top section blank and click lab component button to add lab content. Use formatting tools to format as desired. Content should have some sort of organizational formatting (numbers, bullets, etc.)

DE ADDENDUM STEP

DE AND CE ADDENDUM

Complete all text fields as directed. Select appropriate choices in all drop-downs. Read definitions and questions carefully and make sure to answer each question for EACH modality selected (i.e. FO, FOMA, PO, OFI, and CE). If you have ANY questions about how to best answer these questions, contact the DE Coordinator. You may also look at other course’s DEAs on the [eLumen Public View](#) for ideas.

ADMIN ONLY STEP

You may view this step but not edit. If you have any questions about this step, contact the Curriculum Specialist.