



Curriculum Workflows

An Overview





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System Overview



Major Areas of Curriculum

Curriculum Library, Dashboard, and Inbox

- Curriculum Library
 - All approved curriculum past, present, and future.
- Curriculum Dashboard
 - All in-progress proposals.
- Inbox
 - All proposals in your to-do list.



Curriculum Library

- Use grey filter box to find specific course or program.
- Select a course or program to view more information or to launch into workflow.
- View COR will show most updated version.
- View Impact Report provides the courses and programs impacted if the course is revised.
- Select “Show History” for past, present, and future versions.
- View COR from Show History provides that specific version.

The screenshot displays the Curriculum Library interface. At the top, there are tabs for 'Course' and 'Program'. Below this is a filter box with four sections: 'Cohort' (Accounting, ... (Total: 133)), 'Course Code' (Code), 'Course Title' (Title), and 'Distance Education Approved' (Yes, ... (Total: 2)). There is also a 'Show/Hide' section with '(Total: 5)'. Below the filter box, it shows '943 Total' and 'Show: 15 entries'. A pagination bar shows pages 1, 2, 3, 4, 5, ..., 63. Below the pagination bar is a row of buttons: 'New Revision', 'Deactivate Course', 'Show History' (highlighted with a red box), 'View COR Report', and 'View Impact Report'. There is also a checkbox for 'Show inactive courses'. Below the buttons is a table with columns: 'Course Code', 'Course Title', 'First Term Offered', 'Distance Education Approved', and 'Due In'. The first row in the table is:

Course Code	Course Title	First Term Offered	Distance Education Approved	Due In
<input checked="" type="checkbox"/> ACTG04A	Financial Accounting	2020U	Yes	1164 days



Show History Option

- Provides version specific history of a course or program.
- Use Actions menu to view COR for specific versions.
- View COR will show most updated version.
- If a course has been amended, see in bullets beneath version.

The screenshot shows a 'Course History' dialog box with a close button (X) in the top right corner. It contains two entries for 'ACTG31 Computerized Accounting':

- ACTG31 Computerized Accounting** (Inactive)
Active between 2017F and 2020U • Published • Workflow Template: Course Migration without DE
Actions ▾
- ACTG31 Computerized Accounting** (Current)
Active from 2020U • Published • Workflow Template: Admin Amend Course
Actions ▾
 - ACTG31 Computerized Accounting • Workflow Template: CTE 2 Year • [View COR](#)
 - ACTG31 Computerized Accounting • Workflow Template: Admin Amend Course • [View COR](#)

A 'Close' button is located at the bottom right of the dialog box.



Curriculum Dashboard

- Curriculum visible depends on role permissions.
- See all in progress proposals for courses and programs.

Use Actions menu to:

- View Workflow
- View Status
- View COR/POR (w/edits)
- View Change Report
 - Course only
- View Impact Report
 - Course only
- Delete Workflow
 - Courses only.
 - Depends on stage and role

Curriculum Dashboard Curriculum Library

Course Program

Download Workflows as CSV

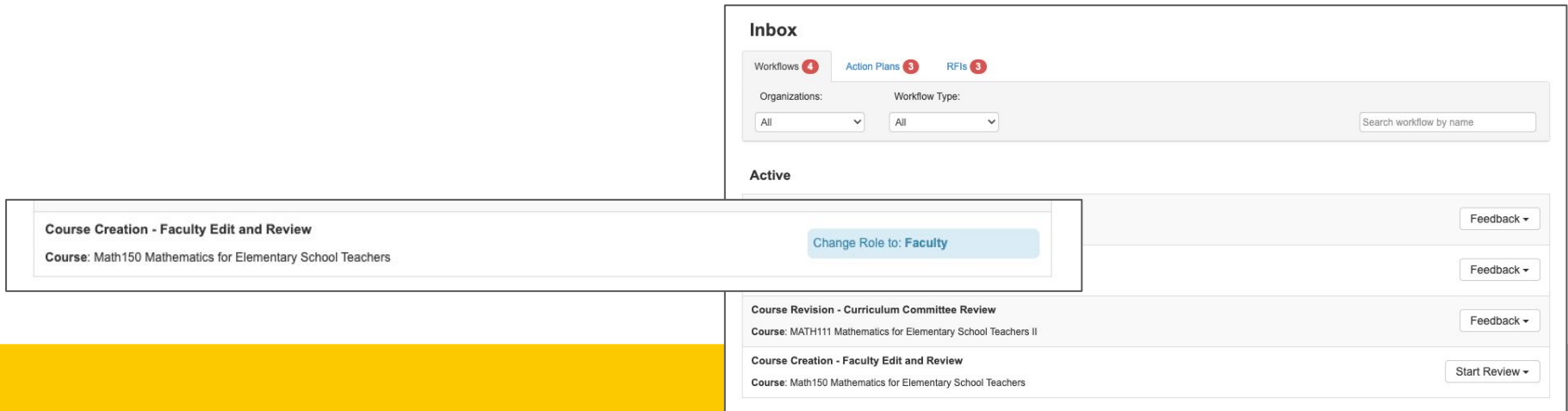
Revision Course Workflows

Course Code	Course Title	Workflow Template	Workflow Status	Chair Report	Actions
MATH101	Algebra I	Revise a course	Stage 3: Curriculum Committee Review	None	View Workflow View Status View COR View Change Report View Impact Report Delete Workflow
MATH110	Mathematics for Elementary School Teachers I	Revise DE Course	Stage 2: Curriculum Committee Review	None	
MATH111	Mathematics for Elementary School Teachers II	Revise DE Course	Stage 2: Curriculum Committee Review	None	
MATH254	Introduction to Linear Algebra	Admin Workflow	Stage 2: Review and Approve	None	



e Inbox

- Inbox permissions are role based, but shows all proposals for a user.
- Use “Feedback” to view inside workflow that you proposed, but is not in your stage.
- Use “Start Review” to complete a review of a proposal.
- Use “Continue Workflow” to finish work you started previously.



Inbox

Workflows **4** Action Plans **3** RFIs **3**

Organizations: All Workflow Type: All

Active

Course Creation - Faculty Edit and Review Course: Math150 Mathematics for Elementary School Teachers	Change Role to: Faculty	<input type="button" value="Feedback"/>
		<input type="button" value="Feedback"/>
Course Revision - Curriculum Committee Review Course: MATH111 Mathematics for Elementary School Teachers II		<input type="button" value="Feedback"/>
Course Creation - Faculty Edit and Review Course: Math150 Mathematics for Elementary School Teachers		<input type="button" value="Start Review"/>



Quick Note About Workflows

- Workflows allow different CONTENT and REVIEWERS.
- There can be times one workflow creates a set of content... and another workflow takes it away.
- Because of this, custom content has been added to ALL workflows to reduce any perceived “data loss”.

The screenshot shows a web interface for adding a workflow template. At the top, there are three tabs: 'Basic Information', 'Steps & Parts' (which is active), and 'Stages & Permissions'. Below the tabs is a blue instruction bar: 'Review each workflow step and the parts inside them. Add additional steps or parts where necessary. New steps and parts must be created before entering the workflow builder.' Below this, the title 'Course Revision' is followed by a breadcrumb 'Course Revision'. The main area is split into two columns. The left column is a list of parts: 'Cover Info' (3 Parts, highlighted in blue), 'Course Development Options' (2 Parts), 'Units and Hours' (6 Parts), 'Pre-requisites and Entrance Skills' (3 Parts), 'Specifications' (7 Parts), 'Learning Outcomes' (2 Parts), 'Curriculum Map (Hidden)' (1 Part), and 'Outline' (2 Parts). The right column is titled 'Steps 1: Cover Info' and contains three input fields: 'General Information', 'Faculty Requirements', and 'Proposal Details'. At the bottom of the main area are two dashed boxes, each containing a '+ Additional Step' and '+ Additional Part' button. At the very bottom are 'Previous', 'Cancel', and 'Next' buttons.



Workflow Progress – Notifications

- Notifications (like for assessment) go to the email address associated with your eLumen account.
- COURSE workflows provide an email notification to the individual(s) assigned the role(s) in the stage the proposal enters. It is a digest email sent twice per day.
- PROGRAM workflows do not provide any email notification. Recommend communicating with author and/or reviewers as needed to expedite review.



Course Workflows



Course Workflow Options

Choose based on the work you plan to do

- Creating a new course
 - New Course Development 202230

OR

- Course Revisions
 - Non Substantial Course Revision 202230
 - To update homework, MOE, MOI, and textbooks ONLY.
 - Substantial Course Revision 202230



YOU MUST CHOOSE...

BUT CHOOSE WISELY.



Once you pick, you
cannot adjust the
workflow type.



Creating a New Course

- Log in
- Check role and department
- Navigate to Curriculum Library
- Select “New Course” button
- Select workflow

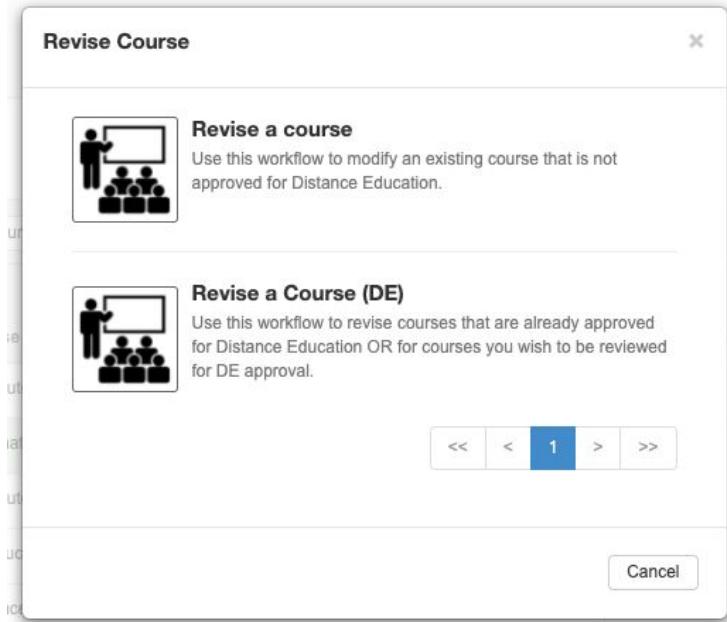
The screenshot displays the Curriculum Library interface. At the top, there are tabs for 'Curriculum Dashboard' and 'Curriculum Library'. Below this, there are tabs for 'Course' and 'Program'. The 'Course' tab is active, showing a form with fields for 'Cohort' (set to 'Accounting, ... (Total: 133)'), 'Course Code' (with a question mark icon), 'Course Title' (with a question mark icon), 'Distance Education Approved' (set to 'Yes, ... (Total: 2)'), and 'Show/Hide' (set to '(Total: 6)'). Below the form, there is a summary '945 Total' and a 'Show: 15 entries' dropdown. A pagination bar shows page 1 of 63. At the bottom, there are buttons for 'New Course' and 'Merge Courses as Cross-Listed', and a checkbox for 'Show inactive courses'.

The 'Create Course' modal window is open, showing a 'New Course' icon (a person at a whiteboard) and the text 'New Course Use this template when proposing a new course. (June 2020)'. The modal has a 'Cancel' button at the bottom right.



Course Revision – Non-Substantial

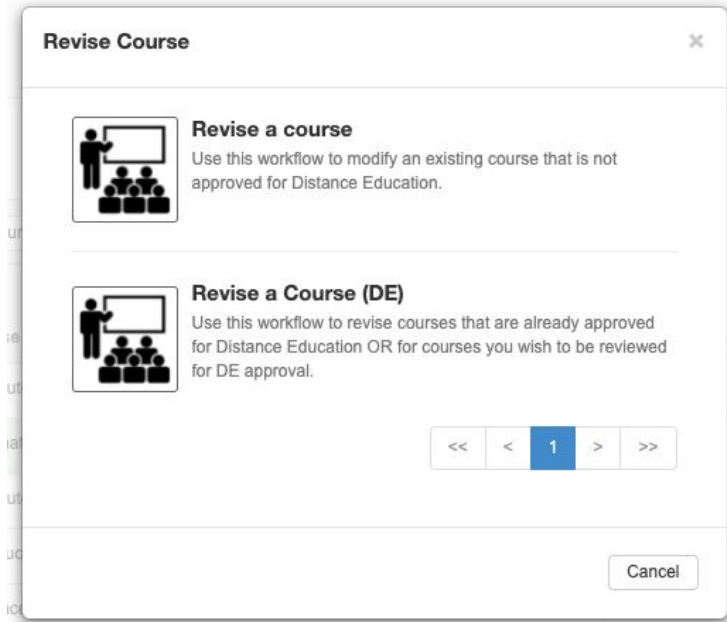
- Content is the same as substantial, but the stages of the workflow differ.
- To Do:
 - Log in
 - Check role, department
 - Find course in Library, select it, then select “New Revision”
 - Select appropriate option
 - Non-Substantial Course Revision 202230





Course Revision – Substantial

- Content is the same as non-substantial, but the stages of the workflow differ.
- To Do:
 - Log in
 - Check role, department
 - Find course in Library, select it, then select “New Revision”
 - Select appropriate option
 - Substantial Course Revision 202230





New Course Development Workflow Stages

- Faculty
- Division Coordinator, Articulation Officer, +Librarian (no send back)
- Tech Review Committee + AP&P Outcomes
- AP&P Committee
- Agenda & Approval
- VP Academic Affairs
- Senate, Board, Chancellor, +Banner

Almost all stages can “send back” a workflow to the author. Check the comments for what needs to be adjusted prior to re-submitting.



Substantial Course Revision Workflow Stages

- Faculty
- Division Coordinator, Articulation Officer, +Librarian (no send back)
- Tech Review Committee + AP&P Outcomes
- AP&P Committee
- Agenda & Approval
- VP Academic Affairs
- Senate, Board, Chancellor, +Banner

Almost all stages can “send back” a workflow to the author. Check the comments for what needs to be adjusted prior to re-submitting.



Non Substantial Course Revision Workflow Stages

- Faculty
- Division Coordinator, Articulation Officer, +Curriculum Specialist
- Tech Review Committee
- AP&P Committee
- Agenda & Approval
- VP Academic Affairs
- Senate, Board, Chancellor, +Banner

Proposal can be sent back from all stages, check the comments before re-submitting.



The Send Back Experience



The Author's Agreement

- This box is present on the Cover Info tab of proposal.
- Indicate “I understand” on each item.
- New feature to help avoid a delayed approval timeline.

Workflow Agreement - Courses

When a workflow is sent back you must: 1. Review comments in the various sections for information on corrections needed. 2. Make corrections. Seek support from AP&P rep as necessary. 3. Resubmit workflow.

I understand

Be aware that all proposal corrections will lengthen the approval timeline.

I understand



Reviewer

- Mark “Request Change” on all areas you wish to be addressed.
- Leave constructive comments to help the author make the appropriate changes.
- Review the entire proposal, then send back at once.

Equivalency

[Approve](#) [Request Change](#)

Does this course have an equivalency? (?)

Yes, an equivalency exists.

No equivalency exists.

Indicate equivalent course (?)

No equivalent course.

Workflow Agreement - Courses

When a workflow is sent back you must: 1. Review comments in the various sections for information on corrections needed. 2. Make corrections. Seek support from AP&P rep as necessary. 3. Resubmit workflow.

I understand

Be aware that all proposal corrections will lengthen the approval timeline.

I understand

1 Comment [Hide](#)

Tech Support Custom | 17:29 01/19/2022

This course does have an equivalent course, it is BUS100, please adjust this space.

[Reply](#)

[Add comment](#)

[Cancel](#) [Approve all](#) [Save as Draft](#) [Quick Send Back](#) [Full Send Back](#)



- Enter workflow using “Continue Workflow”
- Review the areas in RED that have been sent back.
- Review comments for adjustments. If in doubt, ask your AP&P rep.
- Submit to send back to the reviewer’s stage that sent it to you.

Equivalency

Does this course have an equivalency? xxx

Yes, an equivalency exists.

No equivalency exists.

Indicate equivalent course xxx

No equivalent course.

Workflow Agreement - Courses

When a workflow is sent back you must: 1. Review comments in the various sections for information on corrections needed. 2. Make corrections. Seek support from AP&P rep as necessary. 3. Resubmit workflow.

I understand

Be aware that all proposal corrections will lengthen the approval timeline.

I understand

1 Comment Hide

Tech Support

Custom | 17:29 01/19/2022

This course does have an equivalent course, it is BUS100, please adjust this space.

Reply

Add comment

Delete Workflow Save as Draft **Submit**



Reviewer

- Enter workflow using “Start Review”
- Can use the Activity log to review items you requested to be changed

ECON100 Survey of Economics 🗨️ ⓘ
*Substantial Course Revision 202230
Course Revision*

Workflow Tools ^

[Workflow Guide](#) [Activity Log](#)

Date/Time	Activity Type	User	Role	Stage
All ▾	Requested for Change ▾	<input type="text" value="Search by User"/>	<input type="text" value="Search by Role"/>	<input type="text" value="Search by Stage"/>
01-20-2022 01:33:03	Part Requested for Change: Equivalency	Tech Support	Tech Review Committee	Tech Review Committee + AP&P Outcomes

1 Total Show: entries < 1 >



Impact Report



Know the Impact

- Curriculum Library and Dashboard hold Impact Report
- Provides the courses and programs impacted by a modification
 - Courses that use this course as a requisite
 - Courses that are requisites of this course
 - Programs
- CSV and PDF export

Impacts for: MATH04A - Calculus I

Courses that use MATH04A - Calculus I as a Requisite

	Course Name	Type of Requisite	Rationale
1	MATH04B - Calculus II	Prerequisite	Outcomes <ul style="list-style-type: none">• Apply the concept of limits.• Calculate the derivatives of algebraic and trigonometric functions.• Calculate the integral of algebraic and trigonometric functions.• Solve applied problems.
2	MATH07 - Discrete Structures	Prerequisite	N/A



Course Change Report



Side-by-Side Review of Changes

- Red exclamation point indicates all changed fields
- Red strike-through and green underline on SOME fields
- Available only while in dashboard.
- Use Print button to print or Save as PDF

General Information			
Changed	Field	Current Version	Proposed Version
!	Author	• Ibrahim Ganley (Coordinator)	• Tech Support
	Course Code (CB01)	ECON100	ECON100
	Course Control Number (CB00)	CCC000526855	CCC000526855
	Course Title (CB02)	Survey of Economics	Survey of Economics
	TOP Code (CB03)	2204.00	2204.00 Economics
	CIP Code	Economics, General.	45.0601 Economics, General.
	Discipline	Economics	Economics
!	Proposal Start	Summer 2021	Summer 2024 <u>2022</u>



Program Workflows



Program Workflow Options

Choose based on the work you plan to do

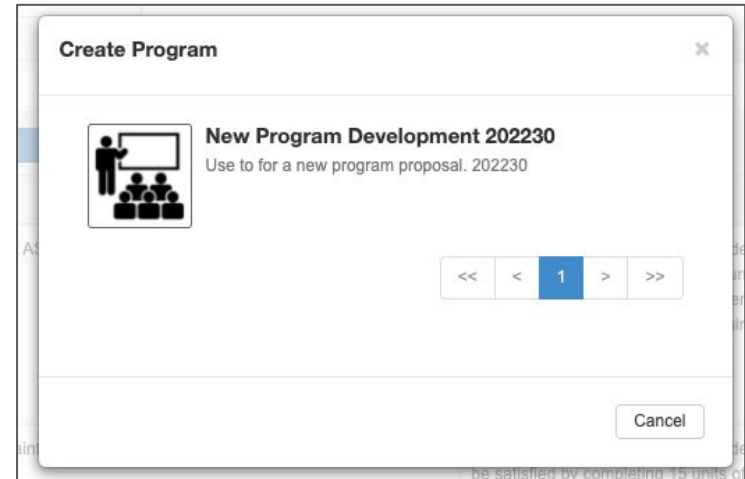
- Creation
or
- Revision





Program Creation Workflow

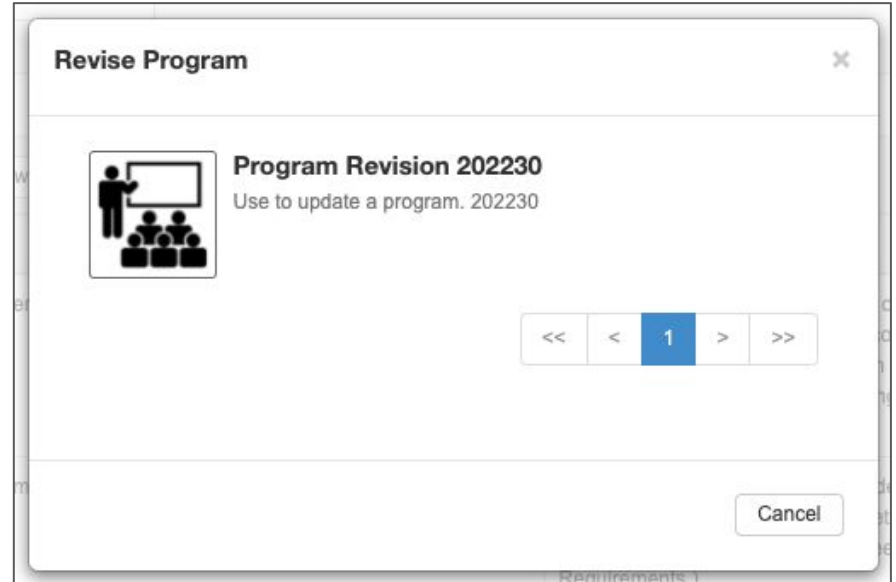
- Log in
- Check role and department
- Navigate to Curriculum Library > Program
- Select “New Program” button
- Select workflow
 - New Program Development 202230





Program Modification Workflow

- Log in
- Check role and department
- Navigate to Curriculum Library > Program
- Use filter menu to find program
- Select program
- Select “Program Revision”
- Select workflow
 - Program Revision 202230





Program Creation & Revision Workflow Stages

- Faculty
- Division Coordinator
- Counselor (rules and recommended sequence)
- Articulation Officer
- Tech Review Committee
- Tech Review Chair
- AP&P Outcomes Rep 1 (PSLOs)
- AP&P Outcomes Rep 2 (PSLOs)
- AP&P Committee
- Agenda & Approval
- VP Academic Affairs
- Senate, Board, Chancellor, + Board

All stages can “send back” a workflow to the author. Check the comments for what needs to be adjusted prior to re-submitting.



The Send Back Experience



The Author's Agreement

- This box is present on the Cover Info tab of proposal.
- Indicate “I understand” on each item.
- New feature to help avoid a delayed approval timeline.

Workflow Agreement- Programs

When a workflow is sent back you must: 1. Review comments in the various sections for information on corrections needed. 2. Make corrections. Seek support from AP&P rep as necessary. 3. Resubmit workflow.

I understand

Be aware that all proposal corrections will lengthen the approval timeline.

I understand

Due to the notification restrictions of eLumen, it is the responsibility of the faculty to monitor the progress of their program workflow.

I understand



Reviewer Requests Changes

- Mark “Request Change” on all areas you wish to be addressed.
- Leave constructive comments to help the author make the appropriate changes.
- Review the entire proposal, then send back at once.

The screenshot shows a review interface for a section titled "Program Goals and Objectives". At the top right of the section, there are two buttons: a red button with a white 'x' icon labeled "Request Change" and a grey button with a white checkmark icon labeled "Approve". Below the title, there is a bullet point: "• Program Goals and Objectives – must address a valid workforce preparation purpose and may address transfer preparation." followed by a small grey icon. Below the bullet point, the text "No Value" is displayed.

The screenshot shows a comment box with a light blue header labeled "Comments". Below the header is a rich text editor toolbar with various icons for bold, italic, underline, strikethrough, subscript, superscript, link, unlink, undo, redo, insert image, insert table, insert link, and font size. Below the toolbar is a large text area containing the text "Please provide program goals and objectives." At the bottom right of the comment box, there are two buttons: a blue button labeled "Table Workflow" and a blue button labeled "Send Back", which is highlighted with a blue border.



Reviewer Selects Stage for Proposal to Return

- Select your stage so the proposal will return to your stage once the author has finished their corrections.
- Dashboard will show it's been sent back.

Send back to Author

Please select a stage from which you want to continue after the modification. The program will be sent back to the author for approval before proceeding to the selected stage.

-- Select Stage --

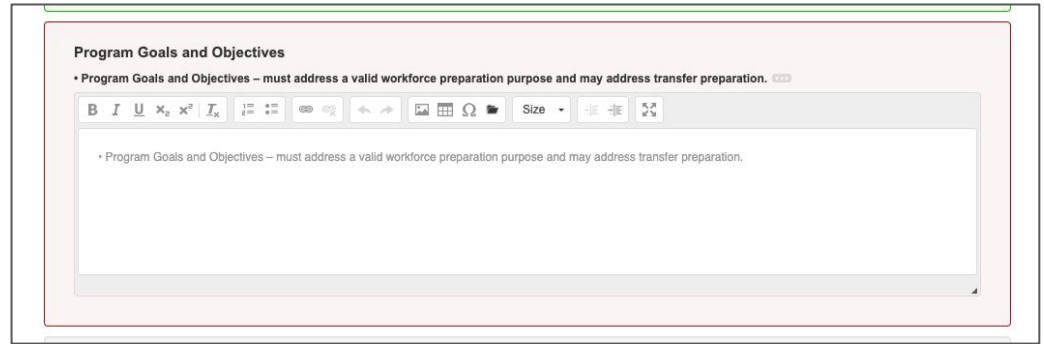
Cancel Send

Revision Program Workflows			
Program Title	Workflow Template	Workflow Status	
Business Computer Information Science AS	Substantial Program Revision	Curriculum Agenda & Approval	Actions
Business Computer Information Science, Certificate of Achievement	Substantial Program Revision	Curriculum Agenda & Approval	Actions
Computer Science AS-T	Program Revision 202230	Division Coordinator pending review by Support, Tech	Actions
Computer Software Dev Cert	Substantial Program Revision	Curriculum Agenda & Approval pending review by Support, Tech	Actions



Faculty Author Make Corrections

- Enter workflow using “Continue Workflow”
- Review the areas in RED that have been sent back.
- Review comments for adjustments. If in doubt, ask your AP&P rep.
- Submit to send back to the reviewer’s stage that was selected when they sent it back.





Reviewer

- Enter workflow using “Start Review”
- The items you previously marked “Request Change” will still be marked. You can then approve them.

The screenshot displays a review form with a light pink background. At the top left, the text "Program Goals and Objectives" is displayed. To the right of this text are two buttons: a red button with a white 'X' icon and the text "Request Change", and a white button with a black checkmark icon and the text "Approve". Below the title, there is a bullet point: "• Program Goals and Objectives – must address a valid workforce preparation purpose and may address transfer preparation. ...". Underneath this, there are two sub-bullets: "• Goal 1" and "• Goal 2". At the bottom of the form, the text "CTE" is partially visible on the left, and the same two buttons ("Request Change" and "Approve") are repeated on the right.



Deactivation Workflow



Only for Courses

- Freezes content.
- Provides ability to say why the course is being deactivated.
- Does not provide a proposal start date option, it will become inactive/deactivated as soon as it is approved – so you may see them sit after curriculum approval in the dashboard for awhile.

Questions?





Let's See it in Action!



Workshop Instructions

- Show how faculty can start a workflow
- Jump into ECON100 as reviewer to show how reviewers can see changes in the workflow using the “Show Changes” icon and hovering over fields.
- Show how reviewers can leave a comment
- Ask for questions

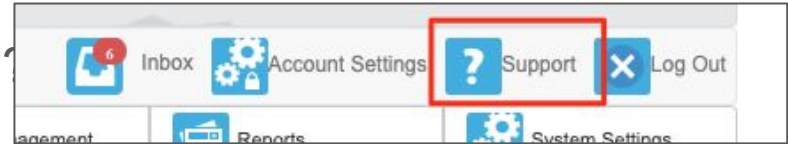


Resources



Help with Curriculum

- Help with eLumen technical tasks, Knowledge Base articles are behind the “?” when you are logged in.





Thank You!

