

### Getting started

**Step 1:** Go to your inside BC page. Only use CHROME, FIREFOX or SAFARI- do NOT use internet explorer. From your inside BC page, go to tools, from the drop down menu click eLumen. You can also click this link [eLumen home page](#).

*If you would like to practice, you can go to [eLumen test page](#).*

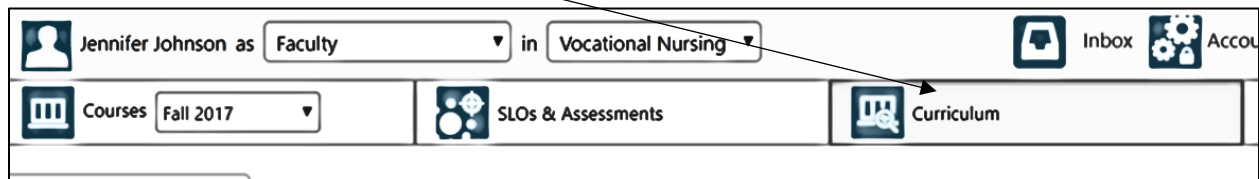
**Step 2:** Log in using your BC credentials: BC email address and password.

**Step 3:** From the home page, you will see your name. If you have multiple roles in eLumen, click the drop down and choose the correct role. Next, choose your Department from the drop down menu. No need to choose a semester.

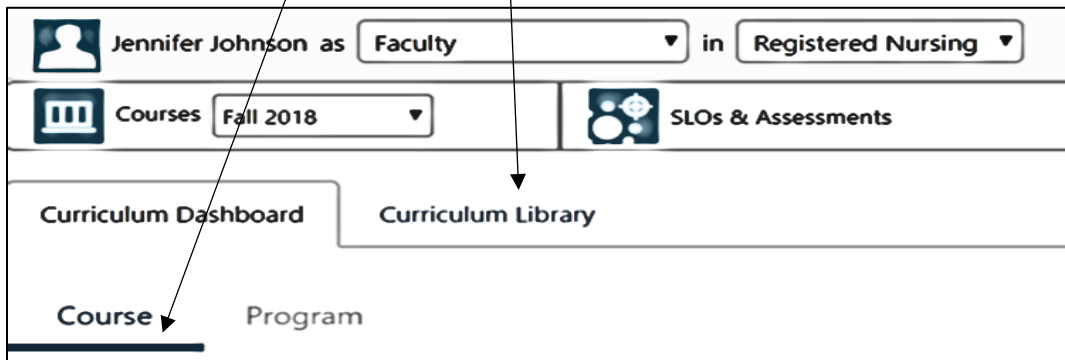


### Step 4: Navigating

- Click the curriculum button.



- Hover over the curriculum library tab. Click the tab once it turns grey. Ensure the course option has been selected (as indicated by the underline).

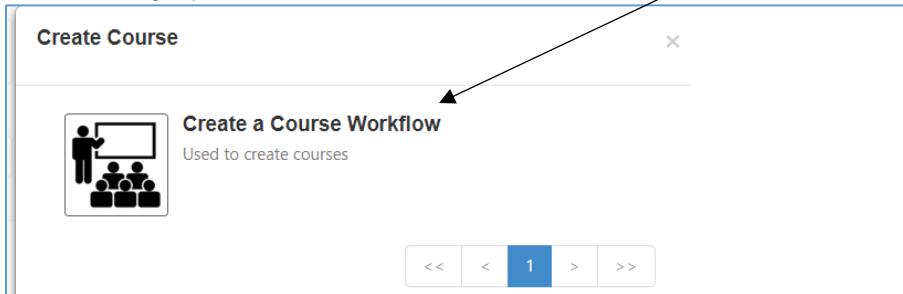


## Course Creation

- Scroll down the page until you see the option below. Click new course. If you are doing a courses revision STOP! These are not the instructions for revisions.

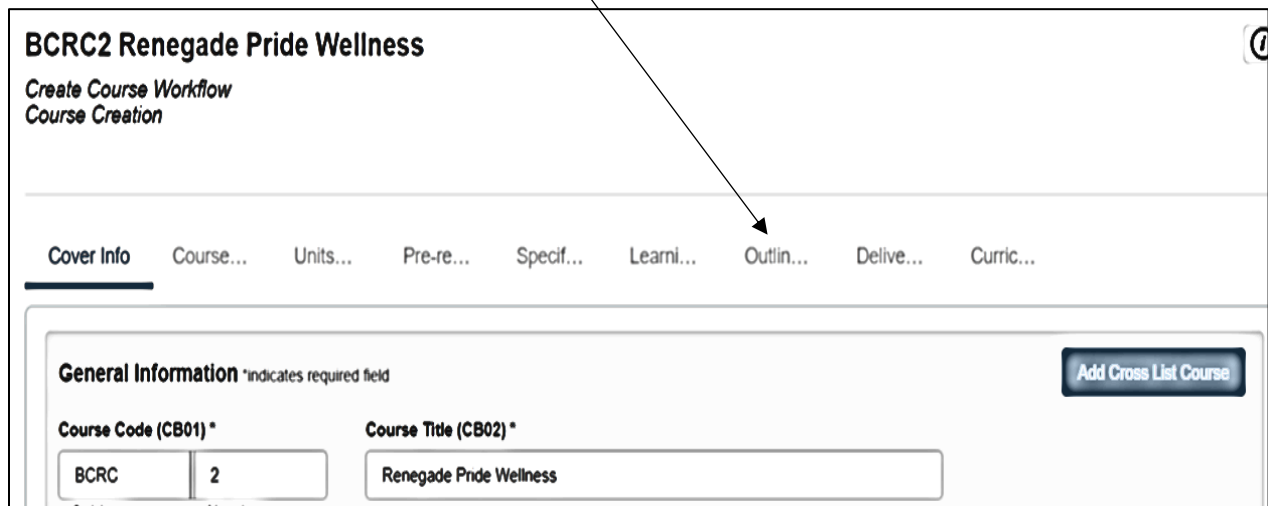


- When the window below pops up, hover over the phrase "create a course workflow", click in the greyed box



### **Items to note before you begin development.**

At the top of the page, Note the grey tabs. Clicking on any one is how you will navigate between pages.



Complete each page; click **save as draft** once all pages are complete. If you stop before all pages are complete, click save as draft. You can return to your draft until you submit. ONCE YOU CLICK SUBMIT, YOU CAN NO LONGER EDIT THE DOCUMENT.



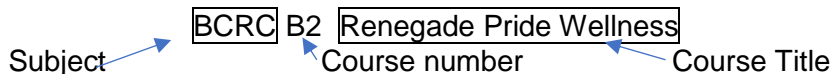
Now you can begin to create your course. Complete each requested area. Many areas are self explanatory and may not have additional instructions.

Cover Information

**GENERAL INFORMATION**

**Course Code :(subject and Number)**

**Course Title:**



**Do not use abbreviations in the course title**

**TOP Code:** The Taxonomy of Program (TOP) code manual) is a system of numerical codes used at the state level to collect and report information on programs and courses. **For new courses**, you will need to use the TOP code manual to identify the 6-digit TOP code for your discipline. Once you enter the TOP code, the SAM code box will auto generate the drop down.

*The TOP code manual can be found on the curriculum committee page.*

**CIP Code:** This field will auto populate once the TOP Code is entered. Please work with your department chair to ensure the correct TOP and CIP code are selected.

**Department**

**Course Description:** A course description should describe the course succinctly in about 3-4 sentences. For a **new course**, an initial search of course descriptions from other colleges may provide a starting point. Consider using the course description from C-ID, if available. This will be the catalog course description.

**SAM Code:** All courses need a SAM code listed. Using the definitions, assign a SAM code. If this course is a capstone course, the SAM code should be B. You can have multiple courses with capstone designations. *The SAM code definitions can be found on the curriculum committee page.*

**FACULTY REQUIREMENTS.**

In this section you will choose the minimum qualification for the discipline. There are four options. You must list a discipline in the first box, but it is not necessary to complete all options. *The link to the 2017 Minimum qualifications handbook can be found on the curriculum committee page.* If you have questions, please consult your Department Chair or Dean.

**Master Discipline Preferred:** List the preferred Master’s discipline. You can choose more than one. A discipline **MUST** be entered even if you have a discipline in which a Master’s is not usually available.

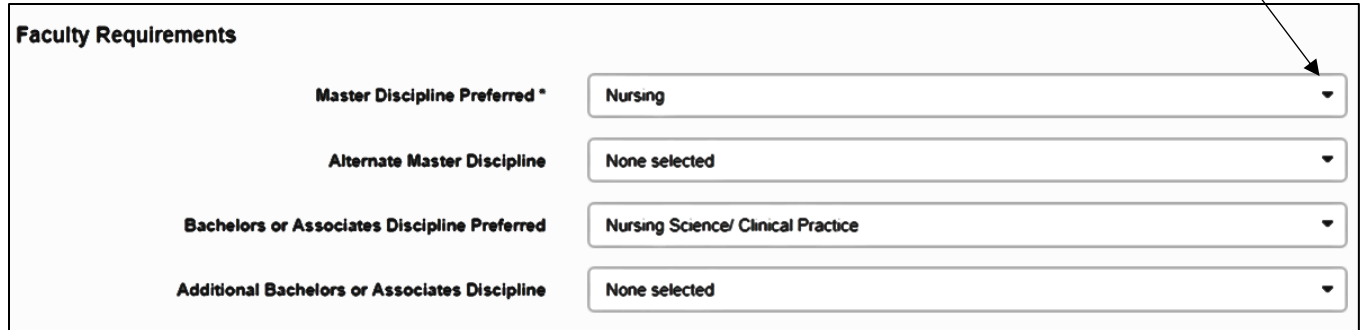
**Alternate Master Discipline:** This would be appropriate for listing the alternate Master’s Degrees listed in the minimum qualifications as “OR”.

**Bachelors or Associate’s Discipline Preferred:** List the minimum qualification for disciplines in which a Master’s degree is not usually available (see the section titled *Disciplines Requiring any Degree and Professional Experience* in the minimum qualifications handbook). This option usually applies to CTE programs,

## Course Creation

**Example:** Master's degree in chemistry OR bachelor's degree in chemistry or biochemistry **AND** master's degree in biochemistry, chemical engineering, chemical physics, physics, molecular biology, or geochemistry **OR** the equivalent

You can choose more than one Discipline by clicking your choices from the drop-down menu.

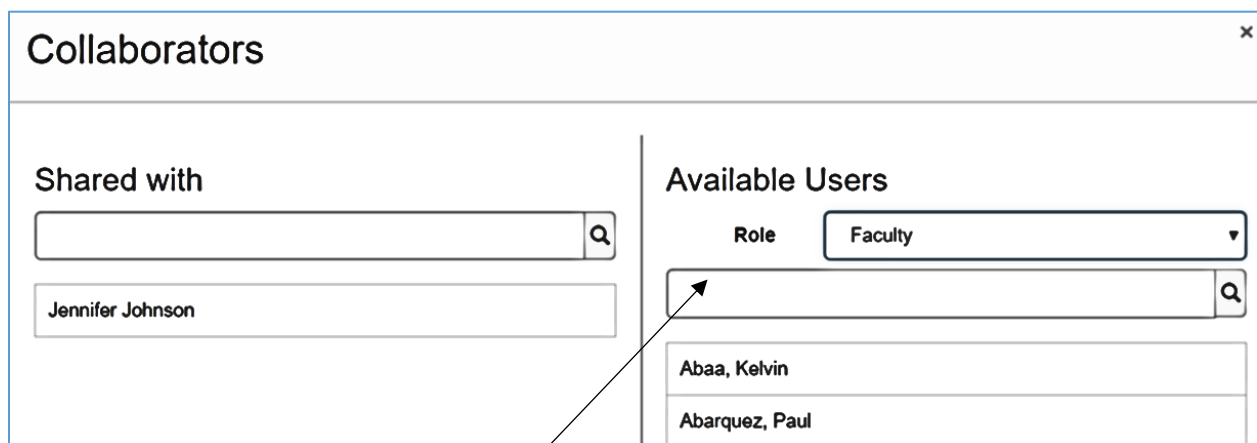


The screenshot shows a form titled "Faculty Requirements" with four rows of dropdown menus. An arrow points to the first dropdown menu.

Requirement	Selected Value
Master Discipline Preferred *	Nursing
Alternate Master Discipline	None selected
Bachelors or Associates Discipline Preferred	Nursing Science/ Clinical Practice
Additional Bachelors or Associates Discipline	None selected

## PROPOSAL DETAILS

**Authors:** To add contributors to the course, hover over the phrase 'add additional contributors'. Click the grey box and the following window will pop up.



The screenshot shows a pop-up window titled "Collaborators" with a close button (x) in the top right corner. It is divided into two main sections: "Shared with" and "Available Users".

- Shared with:** A search box with a magnifying glass icon. Below it, a list box contains the name "Jennifer Johnson".
- Available Users:** A "Role" dropdown menu set to "Faculty". Below it is a search box with a magnifying glass icon. Below the search box is a list of names: "Abaa, Kelvin" and "Abarquez, Paul". An arrow points to the search box.

On the right side labelled 'available users' choose the role for the collaborator (This will usually be **faculty** and should be anyone who would need to edit or assess the course). Type the person's name in the search box. From the list, click on the name and it will show up on the 'shared with' side of the page. To remove a collaborator on the 'shared with' side, just click on the name. Click the close button at the bottom of the window.

**Proposal start:** This date will be the summer after the year the course is developed.

**Submission Rationale:** Enter the rationale and justification for the creation of this new course.

**Attachments:** You will need to save the workflow before you will have the ability to upload attachments. This is where the **content worksheet** and the **critical thinking example** will be uploaded.

## Course Development Options

### MORE OPTIONS

**Course Basic Skill Status** – Choose from the drop down menu

**Course Special Class status** - Choose from the drop down menu

**Grade options**- Choose from the drop down menu

**Allowed number of Retakes**- Enter 0 in the text box. Review the criteria below and if appropriate, list the number of repeats.

Title 5 identifies the criteria for repeatability. Courses that can be marked as repeatable, meaning that any student can attempt and **successfully complete** the course for credit more than once, will fall into the following categories:(This is n NOT the same as retake.)

- 1) Courses that are required to be repeated in order to complete or gain entry into a bachelor's degree program at any CSU or UC campus in any discipline.
- 2) Courses designed specifically for participation in intercollegiate academic or vocational competitions.
- 3) Courses coded as athletics
- 4) Legally mandated retraining, employer mandated retraining, significant lapse of time (defined as not less than 36 months), and others. Courses for students with disabilities can be repeated as many times as necessary as long as Disabled Student Services verifies the need for the student to retake the course.

**Allow students to gain Credit by Exam Challenge**- If yes, check box

**Allow students to Audit Course** -yes, check the box. All our courses can be audited.

**Retake policy description/Rational for Credit by exam/challenge.** Place n/a in box.

### ASSOCIATED PROGRAMS

If the course is part of a program, check box. NOTE: since this will be a new course, you will not be able to check the box. This will be adjusted once the course is approved by the BOT.

### TRANSFERABILITY & GEN ED. OPTIONS

**Request for Transferability**- Choose from the drop-down menu

**System/Institution**- Use drop down menu. Select all that apply.

In this area, you are identifying additional considerations for the course. For each area, you will need to identify the category to be considered. The addition of the course to the BC GE pattern is a local decision by the BC curriculum committee. The rigor and standards are listed on the committee page titled "Bakersfield College General Education Pattern" After the course is approved, the Articulation Officer will seek transfer status to the areas as requested below. Completing this section will be your **request** for transfer consideration.

- BC General Education Pattern
- CSU transfer
- CSU GE breadth
- Intersegmental General Education Transfer Curriculum (IGETC)
- UC transfer

## Course Creation

**Categories:** Choose the category for which you are requesting consideration. You can choose multiple categories per system/Institution.

**Comparable Courses:** If you are requesting transfer, you must provide 3 comparable courses. Go to [assist.org](http://assist.org) to locate comparable courses at UC or CSU. Copy and paste into the text box. **CID** In this text box, list the C-ID course name and number when applicable.

Once you complete all the fields, click add request. You can make additional requests following the same process.

The screenshot shows a web form for course creation. It is divided into three main sections: 'System/Institution', 'Categories', and 'Comparable Course'.  
1. **System/Institution:** A dropdown menu is currently set to 'Bakersfield College General...'. Below it is a list of radio button options: 'No System/Institution selected', 'Bakersfield College General Education Pattern' (which is selected), 'CSU General Education Breadth', 'CSU Transfer', and 'Intersegmental General Education Transfer Curriculum (IGETC)'.  
2. **Categories:** A dropdown menu is currently set to 'None selected'.  
3. **Comparable Course:** A rich text editor with a toolbar containing icons for bold, italic, underline, strikethrough, link, unlink, bulleted list, numbered list, link, unlink, undo, redo, insert table, insert image, and help. Below the toolbar is a text area with the placeholder text 'Comparable course'.  
At the bottom left of the form is a button labeled 'Add request'.

## Units and Hours

### CREDIT/NON-CREDIT OPTIONS

**Course Credit Status-** Choose from the drop down menu

**Course non-credit category** This will allow for drop down choices only if the course has non-credit status

**Non-Credit Characteristics** This will allow for drop down choices only if the course has non-credit status

**Course Classification Code** This will allow for drop down choices only if the course has non-credit status

**Funding Agency Category** -Choose from the drop down menu

**Cooperative work Experience Status-** Mark this choice for Work Experience courses

**Variable Credit course- Use only** for Work Experience courses.

### Default Profile

*Make sure to check the box to auto-calculate fields*

## WEEKLY STUDENT HOURS

The **WEEKLY** hours need to be entered in the **in- class** box. Use the number of in-class hours with a decimal separator (1.0). The out of class hours will automatically calculate. In class hours should be listed for:

Lecture hours

Lab Hours

Activity

**Weekly Specialty hours** – Skip this section.

## Credit Units

Courses duration (weeks). This number should be 18. **DO NOT CHANGE THIS**. This section automatically calculates based on the weekly hours entered. Check to ensure the total course in class hours and the maximum credit units are correct.

Time Commitment Notes for Students\* and Faculty Load sections are to be left BLANK.

\*For Work Experience Courses, you must make a note in the time commitment box. Refer to the step sheet “how to create a work experience course”.

## Requisites and Entrance skills

### PRE-REQUISITES. CO-REQUISITES, ANTI-REQUISITES, AND ADVISORIES

If you have a requisite, start by clicking on the add rule group. Then click **Add rule.**

**Pre-requisites, Co-requisites, Anti-requisites and Advisories**

Each Rule Group contains requisites, there is an "AND" rule between them.  
Every time you add a Rule Group, an "OR" rule is created between the existing ones and the newest.

No rules defined

Add Rule Group Remove Add Rule

The next screen will open, complete the boxes.

**Requisite Type**

Prerequisite

**Course**

No course selected

**Requisite**

Content Review

**Requisite type** –Choose from the drop-down menu. Effective Fall 2018, we will no longer be using advisory requisites.

**Courses-** For each type of requisite, you will need to choose the pre-requisite course from the drop-down menu. If a series of courses are being created, they will not appear in the course drop down option until they are approved by the Chancellor’s office.

## Course Creation

- For reading, writing, or math level **pre-requisite** use the following statements:  
(insert Course title/number) or its equivalent with a grade of C or better.  
The phrase 'one level below' is no longer appropriate.

When complete, click **add requisite**. The information will be listed as pictured below.

**Pre-requisites, Co-requisites, Anti-requisites and Advisories**

Each Rule Group contains requisites, there is an "AND" rule between them.  
Every time you add a Rule Group, an "OR" rule is created between the existing ones and the newest.

**Prerequisite**  
ACDVB195 Basic Computer Literacy


Content Review

- For multiple requisites where AND is required, click the **add rule** button. Complete the requisite type and course; click **add requisite**.
- For additional requisites where OR is required, click **Add Rule Group** (at the top of the screen)

ACDVB195 Basic Compute...

Content Review

Close Add Requisite  
Remove Add Rule

**Content review** is required for any pre-requisite. The forms are on the curriculum committee page. Click on the  and upload the content review forms.

If you have no requisites, leave all sections blank.

**Entrance Skills** – leave blank

**Limitations on Enrollment** – List limitations such as audition, tryout, athletic eligibility, or required program admittance.

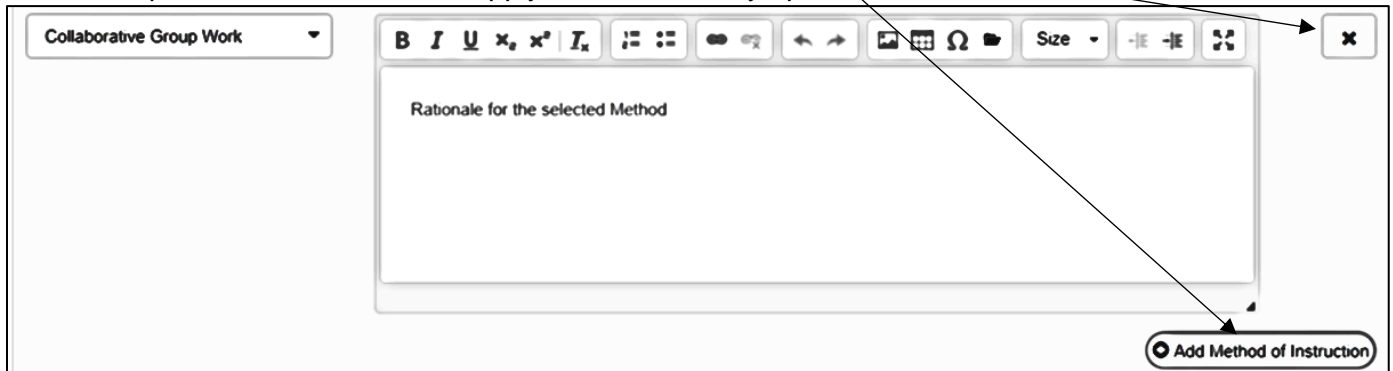
### Specifications

The course outline shall specify types or provide examples of required reading and writing assignments, other outside-of-class assignments, instructional methodology, and methods of evaluation for determining whether the stated objectives have been met by students. Title 5, §55002(a)3.



The items listed in this section are examples which may be included but are not limited only to the activities listed.

**Methods of Instruction** – Click the add method of instruction button to reach the drop-down menu for options. Click add method of instruction to record your option. Repeat the process to select all that apply. To remove any options, click the x.



**Assignments-** List assignments in text box. This is a sample list of assignment types and cannot be left blank.

**Methods of Evaluation** - Click the add method of evaluation button to reach the drop-down menu for options. Click add method of evaluation to record your option. Repeat the process to select all that apply. To remove any options, click the x.

**Equipment-** If new equipment will be needed, list here.

**Other Instructional Materials-**if appropriate, complete this section

**Textbooks-** Publish date must be within last 5 years. If not, you must provide an explanation. When all fields are completed, click Add New textbook button. Additional textbooks/materials can be entered.

**Materials Fee-** You can only list fees that are approved by the BOT- Consult your department chair to ensure the appropriate information is entered.

### Learning Outcomes

All courses need to include both Student Learning Outcomes and Course objectives to meet the requirements set forth by ACCJC and Title 5. Courses that are eligible for C-ID designation may use the Course Objectives listed on the appropriate C-ID descriptor. Student Learning Outcomes for the course (CSLO's) should specify the standards to be met when the course is completed. For details on developing outcomes and objectives, please refer to the Assessment Committee page resources.

### Course Objectives

In the text box, enter the course objectives. Click the **Add new course objectives** button. Add each objective individually.

Course Objectives	
1. The student will attend 3 yoga sessions.	X
2. The student will keep a journal of their daily food intake.	X

### CSLOS (Course Student Learning Outcomes)

In the text box, enter the CSLO's. Begin each CSLO with a number followed by the phrase 'Upon completion of the course, the student will'. Click **Add new CSLOs** button when finished, The CSLO should look like those listed below.

CSLOs	Expected SLO Performance
1. Upon completion of the course, the student will identify five new healthy behaviors.	<input type="text"/>
2. Upon completion of the course, the student will demonstrate stress reduction techniques.	<input type="text"/>

### Outline

**Lecture:** Enter a topical outline in the traditional format. The topics in the outline need to have either a % of time covered (totaling 100%), # of weeks spent on topic (totaling 15) or week by week inserted. See example below.

*Example*

- I. INTRODUCTION TO COURSE (2 % **OR** 1 week **OR** Week 1)
  - A. Review of program and course learning outcomes
  - B. Review of syllabus
  - C. Discuss policies, expectations, and requirements of course
- II. Composition of Vocal group (3% **OR** .5 Week **OR** Week 2)

**Lab:** If there is a lab component, check the box. This will open an additional text box. There should be a statement regarding lab activity. When appropriate, include a content outline for the lab part of the course.

*Example: This lab component requires \_\_\_ hours. (insert # of lab hours for your course- as listed in the catalog). Every effort is made to provide synchronous lab activities,*

Distance Education

**DELIVERY METHODS AND DISTANCE EDUCATION**

In the text boxes, list the information as requested.

**Delivery method: Write in all that apply**

- Face to face
- Online (purely online no face-to-face contact)
- Online with some required face-to-face meetings (“Hybrid”) Online course with on ground testing
- iTV – Interactive video = Face to face course via interactive TV with significant required activities in a distance modality

**Rigor assignments:**

Please provide a statement on how the course rigor of assignments will be the same as that of a face to face course. If labs, field trips or site visits are required in the face to face section of this course, how will these requirements be met with the same rigor in the Distance Education section?

**Effective and regular Instructor/Student Contact**

Good practice requires both asynchronous and synchronous contact for effective contact. List the methods expected of all instructors teaching the course. Discussion, Forums, Messaging, Chat/Instant Messaging, E-mail, Face-to-face meeting(s), Newsgroup/Discussion Board, Proctored Exam, Telephone iTV - Interactive Video, Other (specify)

**Software and equipment**

Answer the question. Avoid using product name. State “current course management system (CMS)”

**Accessibility**

Describe how you are compliant with Section 508 of the Rehabilitation Act by entering the following statement in the text box.

- 1) I am using the current Course Management System which is compliant with Section 508 of the Rehabilitation Act.

If you are using something in addition to the current CMS, please include an additional statement.

- 2) I am using \_\_\_\_\_ which is compliant with Section 508 of the Rehabilitation Act.

**Class Size**

Provide an answer to the question.

**FINAL STEP:** When all sections are complete, click the **Submit** button. The course will move to stage 2 for Department Chair and Dean review.