

## How to Guide – Adding, Revising, and Removing SLOs

### Step 1

- Log into eLumen with your Cerritos log-in and password

### Step 2

- Change your role to “Department Coordinator”. Only department chairs can revise/update existing courses and are assigned a “Department Coordinator” role.
  - If a faculty is not the department chair for their area, they may:
    - Ask the department chair to launch the course and update/revise the course
    - Ask the department chair to launch the course, and be added as a “course contributor”, meaning the faculty will have access to update/revise the existing course.

### Step 3

- Click on the “Curriculum Tab”
- Click on the “Library Tab”

The screenshot shows the eLumen interface. At the top, the user is logged in as Phally Lay, a Department Coordinator in the A&P department. The navigation bar includes tabs for Strategic Planning, SLOs & Assessments, Curriculum (highlighted in yellow), Org Management, and Reports. Below the navigation bar, the 'Curriculum Dashboard' is visible, with the 'Curriculum Library' sub-tab highlighted in yellow. The main content area shows search filters for Department (A&P, ... (Total: 123)), Course Code (Code), Course Title (Title), Distance Education Approved (Yes, ... (Total: 2)), and Show/Hide (Total: 3).

### Step 4

- Type the course in the Course Code box
- For the example, we will search for ENGL20

The screenshot shows the eLumen interface with the 'Curriculum Library' sub-tab selected. The search filters are the same as in the previous screenshot, but the 'Course Code' field is now filled with 'ENGL20'.

Step 5

- Click on “New Revision

Step 6

On the Learning Outcomes tab. Course objectives and SLOs can be added and updated on this tab. To add a new SLO, type in the new SLO into the text box and click on “Add new CSLOs” button.

To remove an SLO, click the “X” button

Cover... Course... Units... Pre-re... Specif... **Learning Outcomes** Course... Curric...

Course Objectives

- Understand that culture informs and reflects the ideology of a society
- Write about cultural art forms
- Distinguish between personal views and scholarly research and analysis
- Analyze a given cultural artifact
- Demonstrate a greater awareness of art resources, such as galleries and museums
- Compare and contrast a variety of art styles and aesthetics, as related to course content
- Acknowledge and understand the historical differences between belief systems and attitudes towards black culture
- Explain the relationship between black images and society's ideology
- Articulate orally the analysis of cultural artifacts
- Interpret relationships between aesthetics, political views, and societal attitudes

CSLOs

Start writing the new CSLOs name to add it

CSLOs	Status	Expected SLO Performance	
Students develop an understanding of the historical and current impact that popular culture has on the perception and construction of images of the black American community.	Unchanged	100	^ v x
Students analyze cultural and artistic texts concerning the representation of blacks in American popular and artistic cultures.	Unchanged	100	^ v x
Students comprehend the philosophical and theoretical impact of black representation in American culture.	Unchanged	100	^ v x
Students articulate the response to the representation of Black Americans in popular and artistic texts.	Unchanged	100	^ v x

0 Comment

To edit an existing SLO, click on the SLO. The box will then display to edit. Click the check box to save the change.

CSLOs	Status	Expected SLO Performance
<input type="text" value="Start writing the new CSLOs name to add it"/>	<input type="button" value="Add New CSLOs"/>	
Students develop an understanding of the historical and current impact that popular culture has on the perception and construction of images of the black American community	<input checked="" type="checkbox"/> Unchanged	100
Students analyze cultural and artistic texts concerning the representation of blacks in American popular and artistic cultures.	Unchanged	100
Students comprehend the philosophical and theoretical impact of black representation in American culture.	Unchanged	100
Students articulate the response to the representation of Black Americans in popular and artistic texts.	Unchanged	100

### Step 7

- After the department chair (course contributor) has completed the updates/revisions, they may click the “submit” button

### Step 8

*After course has been submitted, the course will go through a series of workflows:*

- The revise course will be sent to the department chair for review.
  - Even though, the department chair initiated the course, this step is necessary for when faculty contributors has been added.
- After the department chair has reviewed and submitted the course, it will go to their area dean for review. The dean has one week to review, if they do not review, the curriculum specialist will move the course to the next stage for review.
- The tech review committee will review the course outline of record (COR) and will make recommended changes to the course.
  - After the meeting, the courses will go back to the faculty for updates if advised
- The curriculum committee will vote on the course changes
- If approved, the revise course will then go to the Board for a final vote
- After the Board has voted to approve the changes, the curriculum specialist will activate the course in eLumen.
- The updated courses will then appear in Curriculum library and SLO & Assessments tab for public viewing.