

eLumen Curriculum Workflows

Course Workflows						Program Workflows		
Workflow Order	New Courses†	Modify Courses*	New Distant Education	Modify Distant Education		New Program	Modify Program	New CTE Program
1	Initiate	Faculty	Department Coordinator	Faculty	Faculty	Faculty	Department Coordinator	Department Coordinator
2	Department Approval	Department Coordinator	Department Coordinator	Department Coordinator	Department Coordinator	Department Coordinator	Department Coordinator	Department Coordinator
3	Division Review	Division Coordinator	Division Coordinator	Division Coordinator	Division Coordinator	Division Coordinator	Division Coordinator	Division Coordinator
4	Set Tech Review Agenda*	Curriculum Specialist/ Curriculum Chair	Curriculum Specialist/ Curriculum Chair	Curriculum Specialist/ Curriculum Chair	Curriculum Specialist/ Curriculum Chair	Curriculum Specialist/ Curriculum Chair	Curriculum Specialist/ Curriculum Chair	Curriculum Specialist/ Curriculum Chair
	Tech Review*	Tech Review	Tech Review	Tech Review	Tech Review	Tech Review	Tech Review	Tech Review
	Edit/Approve	Faculty Curriculum Specialist/ Curriculum Chair	Faculty Curriculum Specialist/ Curriculum Chair	Faculty Curriculum Specialist/ Curriculum Chair	Faculty Curriculum Specialist/ Curriculum Chair	Faculty Curriculum Specialist/ Curriculum Chair	Faculty Curriculum Specialist/ Curriculum Chair	Faculty Curriculum Specialist/ Curriculum Chair
5	Set Curriculum Agenda*	Curriculum Specialist/ Curriculum Chair	Curriculum Specialist/ Curriculum Chair	Curriculum Specialist/ Curriculum Chair	Curriculum Specialist/ Curriculum Chair	Curriculum Specialist/ Curriculum Chair	Curriculum Specialist/ Curriculum Chair	Curriculum Specialist/ Curriculum Chair
	Curriculum Agenda*	Curriculum Committee	Curriculum Committee	Curriculum Committee	Curriculum Committee	Curriculum Committee	Curriculum Committee	Curriculum Committee
	Edit/Approve*	Faculty Curriculum Specialist/ Curriculum Chair	Faculty Curriculum Specialist/ Curriculum Chair	Faculty Curriculum Specialist/ Curriculum Chair	Faculty Curriculum Specialist/ Curriculum Chair	Faculty Curriculum Specialist/ Curriculum Chair	Faculty Curriculum Specialist/ Curriculum Chair	Faculty Curriculum Specialist/ Curriculum Chair
5a	CTE Review						Consortium Review (Curriculum Specialist)	
6	Academic Affairs	VP of Academic Affairs	VP of Academic Affairs	VP of Academic Affairs	VP of Academic Affairs	VP of Academic Affairs	VP of Academic Affairs	VP of Academic Affairs
	Board of Trustees Approval	Curriculum Specialist	Curriculum Specialist			Curriculum Specialist	Curriculum Specialist	Curriculum Specialist
	Submit to Chancellor's Office	Curriculum Specialist	Curriculum Specialist			Curriculum Specialist	Curriculum Specialist	Curriculum Specialist
7	Chancellor's Office Approval	Curriculum Specialist	Curriculum Specialist	Curriculum Specialist	Curriculum Specialist	Curriculum Specialist	Curriculum Specialist	Curriculum Specialist
	Activate	Curriculum Specialist	Curriculum Specialist	Curriculum Specialist	Curriculum Specialist	Curriculum Specialist	Curriculum Specialist	Curriculum Specialist

*Some modifications to existing course do not require full approval; Curriculum Specialist can forward the proposals through process, bypassing Tech Review, Curriculum, other local approvals, and Chancellor's Office approval straight to activation.

†SLOs for new courses will be submitted with the proposal, but after that changes may be made directly in the SLO component of eLumen; course outlines will be updated automatically to reflect changes.