



We are using this manual form to process any curriculum that cannot currently be processed using existing workflows (e.g.CCN and CBE courses). The form will be uploaded into eLumen, and will be tracked and commented upon via eLumen using the normal workflow process. For any questions, please contact us at bc_curriculum@bakersfieldcollege.edu



Courses

Spring 2024 ▼



SLOs & Assessments



Curriculum



Results Explorer



Strategic Planning

Course Title

Course- Create (Effective Summer 2024)
Course Creation

1. Begin a NEW course in eLumen, and only enter Course Title, Subject, Number, and Department. Save and continue.
2. Use the eLumen workflow to guide you through the options for each question while completing this form.
3. Once the form is complete upload it into the eLumen workflow using the button on the Cover Info page.
4. Submit your course in eLumen.

Cover Info ▼

General Information *indicates required field

Add Cross List Course

Course Code (CB01) * ¹

1. In this field, only use approved course codes. If you are not sure if your course code is approved, consult your curriculum representative. ↵

Subject

Number

Course Title (CB02) *

TOP Code (CB03) *

▼

CIP Code

▼

Department *

▼

Course Description *

SAM Code (CB09) *

▼

Course Control Number (CB00)

Minimum Qualifications

Discipline requiring a Master's Degree * ¹

1. This field requires an entry. Use the Minimum Qualifications Handbook to choose all of the Master's degrees listed for this discipline. You can find the handbook here: [https://www.cccco.edu search Minimum Qualifications](https://www.cccco.edu/search/Minimum%20Qualifications) ↵

▼

Alternate Master Discipline Preferred ¹

1. Master's degree recipients in this field must also possess the required Bachelor's degrees as listed in the minimum qualifications handbook. ↵

▼

Disciplines in which a Master's Degree is not usually available ¹

1. Use the Minimum Qualifications Handbook to choose any Bachelor's degree or higher and two years of professional experience or any associate degree and six years of professional experience listed for this discipline. You can find the handbook here: [https://www.cccco.edu search Minimum Qualifications](https://www.cccco.edu/search/Minimum%20Qualifications) ↵

▼

Disciplines in which a Master's Degree is not generally available BUT which requires a specific Bachelor's or Associate Degree ¹

1. These disciplines require a specific Bachelor's degree and two years of professional experience, and/or other specifications as noted or specifically named Associate degree(s) and six years of professional experience. Use the Minimum Qualifications Handbook to choose degrees listed for this discipline. You can find the handbook here: [https://www.cccco.edu Search Minimum Qualifications](https://www.cccco.edu/Search/Minimum%20Qualifications) ↩

None selected ▼

Proposal Details

Author

Check the box next to an author's name to add the author as a course coordinator to this course.

Proposal Start *

-- Choose Starting Term -- ▼

Submission Rationale *

None selected ▼

Notes for Submission

Notes for Submission

Attachments ¹

1. Upload files (if necessary) for the course approval process. ↩

Upload Files

0 Comment

Add comment

Course Development Options ▼

More Options

Basic Skill Status (CB08)

-- Choose Type -- ▼

Course Special Class Status (CB13)

-- Select Option -- ▼

Grade Options

None selected ▼

Allowed Number of Retakes

0

Allow Students to Gain Credit by Exam/Challenge

Allow Students To Audit Course

Retake Policy Description

Short explanation of the Retake Policy Description for this course.

Rationale For Credit By Exam/Challenge

Short Explanation of the Rationale For Credit By Exam/Challenge

Course Support Course Status (CB26)

-- Select Option -- ▼

In-Service Course (required by California Penal Code)

Associated Programs

Course is Part of a Program (CB24)

No Programs defined

Transferability & Gen. Ed. Options

Course General Education Status (CB25)

-- Select Option --

Request for Transferability (CB05)

Transferability

Transferability Status

-- Select Option --

Pending

Request for General Education Transferability

No general education categories defined

[Add Request for General Education Transferability](#)

Additional information

Is this course an approved upper division course associated with a baccalaureate program at the college?

-- Select an option --

If applicable, please indicate whether this course is at a level prior to college transfer level (Choose Not Applicable unless this is an English, writing, ESL, reading and mathematics courses only)

-- Select an option --

Is this course an apprenticeship course?

-- Select an option --

0 Comment

[Add comment](#)

Units and Hours

Credit / Noncredit Options

Course Credit Status (CB04)

-- Select Option --

Course Non Credit Category (CB22)

-- Select Option --

Noncredit Characteristics

-- Select Option --

Course Classification Code (CB11)

-- Select Option --

Funding Agency Category (CB23)

-- Select Option --

Cooperative Work Experience Education Status (CB10) ¹

1. Use the 'Add new profile' tab to create a work experience profile. Enter the units/hours in the new profile ↵

Variable Credit Course

Default Profile

Add New Profile

Profile Name:

Default Profile

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

Weekly Student Hours

Lecture Hours	<input type="text" value="0"/>	<input type="text" value="0"/>	In Class
	<input type="text" value="1:2"/>	<input type="text" value="0"/>	Out of Class
		<input type="text" value="0"/>	Default Ratio
Laboratory Hours	<input type="text" value="0"/>	<input type="text" value="0"/>	
	<input type="text" value="3:0"/>	<input type="text" value="0"/>	
Other Hours	<input type="text" value="0"/>	<input type="text" value="0"/>	
	<input type="text" value="2:1"/>	<input type="text" value="0"/>	

Weekly Specialty Hours

Description

Type

In Class

Out of Class

<input type="text"/>	<input type="text"/>	<input type="text"/>
Other	<input type="text"/>	<input type="text"/>
	<input type="text" value="0"/>	<input type="text" value="0"/>
	<input type="text" value="0"/>	<input type="text" value="0"/>

Add

No speciality defined

Course Student Hours

Course Duration (Weeks)

18

Hours per unit divisor

Course In-Class (Contact) Hours

Lecture : 0.00
 Laboratory: 0.00
 Other : 0.00
Total: 0.00

Course Out-of-Class Hours

Lecture : 0.00
 Laboratory: 0.00
 Other : 0.00
Total: 0.00

Total Student Learning Hours:**0.00****Total Credit Units****Minimum Credit Units (CB07)**

0

Maximum Credit Units (CB06)

0

0 Comment

Add comment

Pre-requisites and Entrance Skills**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 requisites defined

Add Group

Limitations on Enrollment**Limitations on Enrollment** ¹

1. Do not list ore-requisites here ↩

No Limitations on Enrollment defined

Limitations on Enrollment description

Add New Limitations on Enrollment

0 Comment

Add comment

Specifications



Methods of Instruction

No Methods of Instruction added

[+ Add Methods of Instruction](#)

Assignments

Assignments *

					Size ▾		
--	--	--	--	--	--------	--	--

Assignments

Methods of Evaluation

No Methods of Evaluation added

[+ Add Methods of Evaluation](#)

Equipment

Equipment

					Size ▾		
--	--	--	--	--	--------	--	--

Equipment

Textbooks

Textbooks ¹

1. Publish date must be within the last 5 years. ↵

No Textbooks

Author

New Author

Title

New Title

Publisher

New Publisher

Date ¹

1. Publish date must be within the last 5 years ↵

New Date

ISBN

New ISBN

+ Add New Textbook

Other Instructional Materials**Other Instructional Materials**

No other materials defined

Description

Add a Description

Author

Add Author

Citation

Add Citation

+ Add Material

Materials Fee**Materials Fee** ¹

1. See your Dean or Department Chair to determine if you have an approved materials fee. If you do not have an approved fee, place "none" in the box. ↵

Materials Fee

0 Comment

Add comment

Learning Outcomes



Course Objectives

Start writing the new Course Objective name to add it



+ Add New Course Objective

No Course Objectives defined

CSLOs

Start writing the new CSLOs name to add it



+ Add New CSLOs

No CSLOs defined

0 Comment

Add comment

Assessment Mapping



Assessment Mapping

Create a table or spreadsheet that shows how the mapping should be.

Comment

Add comment

Outline



Course Outline

Course Outline

					Size ▾		
--	--	--	--	--	--------	--	--

Lab Component in this Course

0 Comment

Add comment

Distance and Correspondence Education Criteria and Standards - Effective Summer 2024

Distance and Correspondence Education Criteria and Standards - Effective Summer 2024 ¹

1. 55202 - Course Quality Standards: "The same standards of course quality shall be applied to distance education as are applied to any portion of a course designed to be provided through distance education as are applied to traditional classroom courses, in regard to the course quality judgments made pursuant to the requirements of Section 55002 of this Part, and in regard to any local course quality determination or review process. Determination and judgments about the quality of distance education under the course quality standards shall be made with the full involvement of faculty in accordance with the provisions of subchapter 2 (commencing w/section 53200) of chapter 2." ↩

Upload Files 

Please choose all of the delivery methods applicable to this course.

None selected

Is this course being submitted for Correspondence Education approval?

None selected

Rigor statement: The same standards of course quality shall be applied to distance education as are applied to traditional classroom courses in regard to the course quality judgments made pursuant to the requirements of Section 55002. The same expectations applies to any local course quality determination or review process.

-- Select an option --

If the methods of evaluation differ from a face to face courses, please indicate what the differences are and why they are being used.

If the methods of evaluation differ from a face to face courses, please indicate what the differences are and why they are being used.

If the face to face course has a lab, field trip, or site visit explain how these components will be performed in the online course. Be sure to identify how the lab component will differ from a homework assignment.

If the face to face course has a lab, field trip, or site visit explain how these components will be performed in the online course. Be sure to identify how the lab component will differ from a homework assignment.

How will "regular and substantive interaction" be demonstrated in this course? Title V, section 55204 requires at least TWO of the following. Please choose at least TWO options from the list below.

None selected

If you chose "Other instructional activities approved by the institution's or program's accrediting agency" in the above question, please provide supplemental information.

If you chose "Other instructional activities approved by the institution's or program's accrediting agency" in the above question, please provide supplemental information.

Title V Section 55204 requires regular interaction by instructors.. By checking both boxes below, the instructor is ensuring compliance with Section 55204 of Title V.

None selected

Purely because of the delivery mode, will you require additional software or hardware beyond basic computer and web browser capabilities?

-- Select an option --

If you answered YES to the previous question, please explain below.

If you answered YES to the previous question, please explain below.

Federal and state regulations require that all online course materials be made available in an accessible electronic format. By checking both boxes below, the instructor is ensuring compliance with Section 508 of the Rehabilitation Act.

None selected

A good practice is that section size should be no greater in distance education modes than in regular face to face versions of the course. Will the online section for this course differ from face to face sections?

-- Select an option --

If the online section of the course will differ in size from face to face sections, please provide a rationale for the size difference.

If the online section of the course will differ in size from face to face sections, please provide a rationale for the size difference.

0 Comment

Add comment

Curriculum Technician

Course Administration Codes

Course Control Number (CB00)

Enter the Course Control Number

Curriculum ID (internal use)

Enter the Curriculum ID

Course Prior To College Level (CB21)

-- Select Option --

Course Version Status:

In Development

Curriculum Committee Approval Date:



Distance Education Approved:

Designates courses that may be taught, either in part or wholly, by means of distance education methods.

Board of Trustees Approval Date:



External Review Approval Date:



Time to Next Review:

1

months



Date for Next Review:

Articulation

Course Crosswalk CRS-DEPT-NAME (CB19)

Course Crosswalk CRS-NUMBER (CB20)

Articulation Agreement Request

Transferability

•

Course Transfer Status (CB05)

Pending



Delete Workflow

Save as Draft

Submit