Please watch the updated videos on program creation and revisions first:
https://www.westvalley.edu.Committees/curriculum/#tabs-6

- Pick the correct template.
- For eLumen hesitant users we recommend looking at the workflow using the Step View not Outline
- It may take to 15-30 seconds (*average is 15 seconds*) to open, submit or save. Please be patient with it. *It is updating status for courses.*
- Always Select “Fall 20##” – do not select Spring, Summer or Winter.
- Update your Program Justification. Your previous Program Justification will populate here automatically from the last revision.
  - List any changes such as removing courses, adding courses, title changes, unit changes, changes to rules, description changes but don’t worry about other changes to the Program Narrative [just check off in the drop down]; the accuracy of all systems related to curriculum depends on how thorough you are listing changes here.
  - Make sure to use full sentences because this goes to the Board of Trustees.
- Program Rules – If you can, wait until the circle stops spinning BEFORE making changes on this tab. It may take to 15-30 seconds (*average is 15 seconds*). *It is updating status for courses.*
  - CHECK OUT THE VIDEOS!!
- Continue work on, submit, review, approve or send back from your Inbox only! You cannot submit if you go in through the Curriculum Dashboard.

- Use the …., the workflow tools, and the reference materials for help while inside the workflow.
- Are you stuck and can’t submit? Look at the Workflow Tools (Blue Banner) for assistance. *Please note: you can still submit to the next stage if your courses are in active workflows. However, the revised and new courses must be approved by the Curriculum Committee before your program is approved by the Curriculum Committee. Disregard this message:*

- All your program rule groups must have titles, if a title isn’t necessary (like for co-reqs or standard/honors, you can type in a period - . – it just cannot be blank.
• You can view your POR (program outline report) from your dashboard if you would like to for the revision/new program you are currently working on. Visit the Curriculum Dashboard, click Actions and View POR
• Do not add Additional PSLOs from other certificates or degrees.
• Don’t forget to Align your PSLOs
• If this is a new program your Class Name should look like: Biology, AS-T OR Mathematics, AS OR Court Reporting, Noncredit CERT OR Apparel Production, CERT.
• Notify the next reviewer after you submit. Unlike courses, there are no email notifications for programs.

Workflow Steps:

Please note some programs still require:
1. **State Approval** *(new and revised noncredit Short Term Vocational, new and revised UCTPs and ADTs, new CTE)*
2. **BACCC approval** *(new CTE)*
3. **Positive or Growing LMI** *(revised and new CTE – credit and noncredit)*
4. **Advisory Minutes AND Recommendations** *(revised and new CTE – credit and noncredit)*