Palo Verde College 2019-2020 eLumen Workflow Deadlines and TRC and Curriculum Meetings

Workflow Roles (to the right):	Faculty Originator:	Division Chair:	Division Members:	TRC Meetings	Curriculum Agenda Deadline	Curriculum Meetings	Appears on Board Agenda:
New or Revised CORs and/or Programs	Submit new or revised COR/POR in eLumen on or before deadlines below (1st Thursday)	Submits COR to Division Members on or before deadlines below (2nd Thursday)	Submits COR to TRC Agenda on or before deadlines below (3rd Thursday)	TRC meetings are held on dates below: (4th Wednesday)	Deadline for CORs to appear on Curriculum agenda (5th week)	Curriculum Meetings are held on dates below 6th week after C/POR origination)	Appears on Board Agenda in the following months:
2019	by 9 a.m. on:	by 9 a.m. on:	by 9 a.m. on:	at 9 a.m. on:	by 9 a.m. on:	at 3 p.m. on:	-
September/Oct	9/5/2019	9/12/2019	9/19/2019	9/25/2019	10/3/2019	10/10/2019	November Board
October/Nov	10/3/2019	10/10/2019	10/17/2019	10/23/2019	10/31/2019	11/14/2019	December Board
November/Dec	11/7/2019	11/14/2019	11/21/2019	11/27/2019	12/5/2019	12/12/2019	February Board
2020							
February/March	2/6/2020	2/13/2020	2/20/2020	2/26/2020	3/5/2020	3/12/2020	April Board
March/April	3/5/2020	3/12/2020	3/19/2020	3/25/2020	4/2/2020	4/9/2020	May Board
April/May	4/2/2020	4/9/2020	4/16/2020	4/22/2020	5/7/2020	5/14/2020	June Board

With eLumen, paper versions of the COR won't exist. You'll need to create or edit the course/program in eLumen. When you click "Submit", you'll start the workflow above. Please make sure you submit by the dates highlighted in yellow in the faculty originator column so the COR/POR can make it through the workflow. Initiators and Reviewers/Approvers need to be aware of their due dates in order to send the COR to the next stage and for the COR it to make it on the TRC and Curriculum agenda deadlines. Please contact Elizabeth Cockrell, x 5404 or email elizabeth.cockrell@paloverde.edu if you need assistance with creating or revising a COR/POR. Thank you. https://pvc.elumenapp.com