Committee Chair's Guide to "Making Decisions" for Proposals

Contents

NOTE: If you are using the Agenda Function in Curriculog, you must "unlink" a proposal from the agenda in order to make any decisions on a proposal. See the guide "How to create an Agenda" for more information.

To APPROVE a proposal:

1. Click on the "Decisions" checkmark.
2. Make any comments
3. Then click on "Make My Decision."

The Status in the workflow will reflect your decision:

To REJECT a proposal:

Though the software function uses the word "reject" it might be helpful to faculty to note in your comment the phrase "Revise and Resubmit":

Cecilia Uy-Tioco
2/28/2023 0:19 am

↩ Reply

Decision: Revise & Resubmit

UCC has reviewed your proposal and have the following comments. Kindly address the following:
o Box #11: Please update course description to follow standard catalog language. Due to change in course ordering requirement, remove the word "sequence" from first sentence since 210 and 211 are no longer a sequence.
o Please submit C-2 for BIOL 211A, as BIOL 210 is prereq for this course.

Please indicate how you addressed the above in the approval dialog box and approve the proposal (click on the check mark symbol above to bring up the approve dialog box). Once approved, it will return to UCC where we can complete our review.

Please remember that changes are not official until they are approved by the Senate and are implemented by Academic Programs; please refrain from advising students based on not-yet-approved changes to the catalog.

Thank you,
Cecilia "Lia" Uy-Tioco, UCC Chair

Make any comments, select the "Reject" dial, and click on "Make My Decision."

CoBA Undergraduate Curriculum Committee Chair (All comments are public to user accounts.)

Rejected

Participants

CoBA Undergraduate Curriculum Committee

⬇

Emily Tarr * | 2/20/2023 3:02 PM

Step Details

NOTE: When you Reject a proposal, after the Originator makes any revisions and resubmits, the proposal will follow the original approval steps, back up through Dept. Chair, CAPC, College Dean, etc.

The Reject option is used generally if there are significant changes requested of the originator, that would be beneficial for all other reviewers to see as well.

To CUSTOM ROUTE a proposal:

Custom Route to Originator for "Revise & Resubmit" is an alternative to the Reject function. The **Custom Route function "leap-frogs"** the proposal back to the committee, once the originator makes the changes.
Whereas the **Reject function** moves the proposal back up the chain of approval steps.

NOTE: a proposal can custom route from a particular step **only one time**; so, you'll want to make sure that everyone has reviewed and given their input before requesting the custom route. Once the originator makes the corrections, the proposal will go directly back to the committee. **But the committee cannot route the proposal a second time.** (In that case you would have to make comments and edits "on behalf of" the originator.)

1. Click on **"Make My Decision"** and choose **"Custom Route"**

2. This window appears:

3. First Choose **to Whom you are routing the proposal**:

a. **Choose "ROLE TYPES"**

b. **Scroll down to Originator,** click on Add Role

c. **And it shows this window:**

NOTE: If **you accidentally select a wrong person** or role and want to delete them before you send the custom route:

1. Click the "**Add Participant**" link for the Custom Route. (*I know, it's counter-intuitive*!)
2. **De-select** the user you wish to remove by clicking the name/Role/Role Type in order to remove the highlight.
3. Click the "**Add Participant(s)**" button.

This will remove the user selected in error from the Custom Route step and then you can complete the Custom Route request.

4. **Choose Rules:** Choose both **Edit** and **Make Comments** so that originator can do both. Choose every user in the proposal so that everyone can see the comments.

5. **Choose Decisions:** Choose **Require 100%** and Choose "**Proposal should come back to this step**" (meaning the committee).

REV 6/26/23

6. No need to set Deadlines/Reminders:

Deadlines/Reminders	⌄

7. Make any comments in the Comments field:

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Thank you,
Cecilia "Lia" Uy-Tioco, UCC Chair

NOTE: Once you click on "Request Custom Route" it will not immediately be sent to your recipient – the Originator.
The request first must be "approved" by Academic Programs:

Note: By selecting the button below, you are requesting a custom route on this proposal. This request is pending and must be approved by an Administrator. During this time, you may make changes to your custom route request.

If your route is approved, the proposal may leave the current step immediately to begin its custom route. Depending on the options you selected, this item may return to you when the custom route is complete, or it may continue in the workflow.

Preview Custom Route

Request Custom Route   Cancel Custom Route

8. **After Academic Programs "approves" your request**, the notice will appear in your Dashboard:

My Recent Notifications ▼

Jun 26   Proposal Routed: The proposal, LBST - TEST - TEST, has been routed, and is no longer your task. Click here to view the proposal.

Then, when you click back on the proposal and **view the Workflow Status**, it will indicate your custom route:

To place a proposal on HOLD:

1. If the Chair deems necessary or the Originator requests it, the Chair may request admin place a "Hold" on that program proposal.

2.

3. Once the System Administrator approves your hold request, it will appear in "Status":

4. If you click on the "Decision" button ✔ again, you will see this message:

5. In order to release the hold, you will need to email Academic Programs Curriculum Specialist (Criselda Yee, cyee@csusm.edu) or Academic Programs Assistant (Rebecca Romine, rromine@csusm.edu) to make this request.

6. The "Hold" will be released and now available for the Chair to "Make a Decision." **Return to the proposal and select "Approve."**