# How to Check the Status of Your Proposal
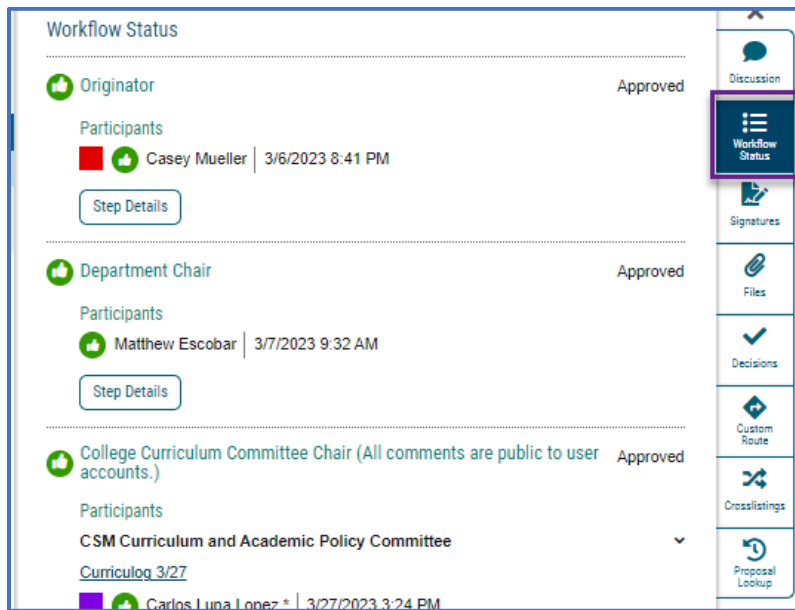
## 5 ways to track your proposals:

## Workflow Status within Your Proposal

**Check out this short [video](#) for this section.**

1. Within your proposal toolbox, navigate to the "Workflow Status" tab.



2. As your proposal progresses through the Approval Process, you can monitor the status of your proposal.
   - When your proposal has been **APPROVED** at a particular step, there will be a green checkmark and the step will be marked "Approved."

   - When a step shows:

     o "Working" - the proposal is still being reviewed at that step
     o "Incomplete" - the proposal has not yet arrived at that step for review
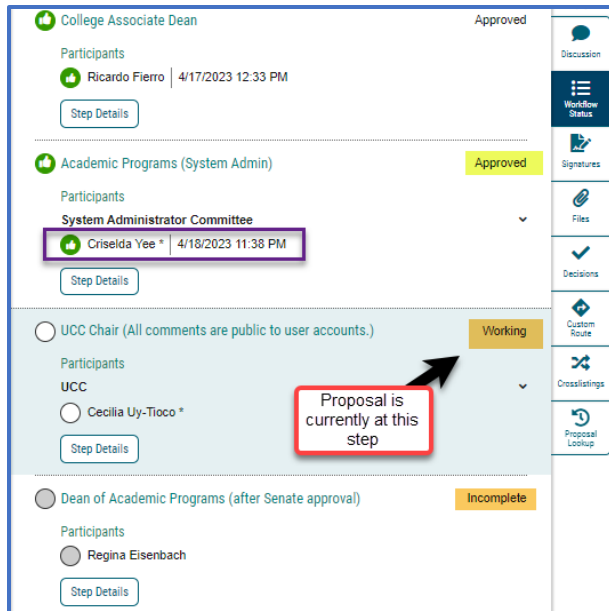
3. You can also check the status from the bubbles under the title of your proposal, if you hover over the next white bubble, it will indicate which step your proposal is at.
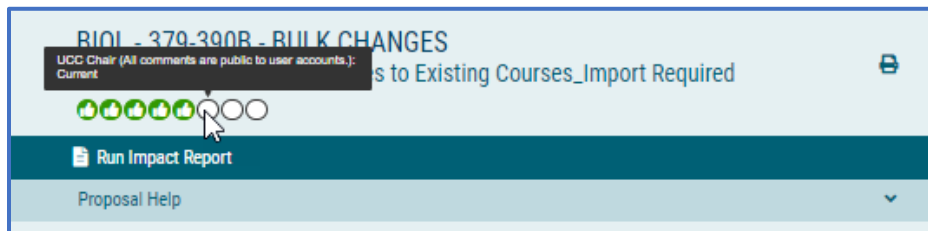


4. Your proposal is officially approved once approved at Senate or by the Dean of Academic Programs depending on the proposal type. **The final step in the approval process is used for implementation and archiving only.**
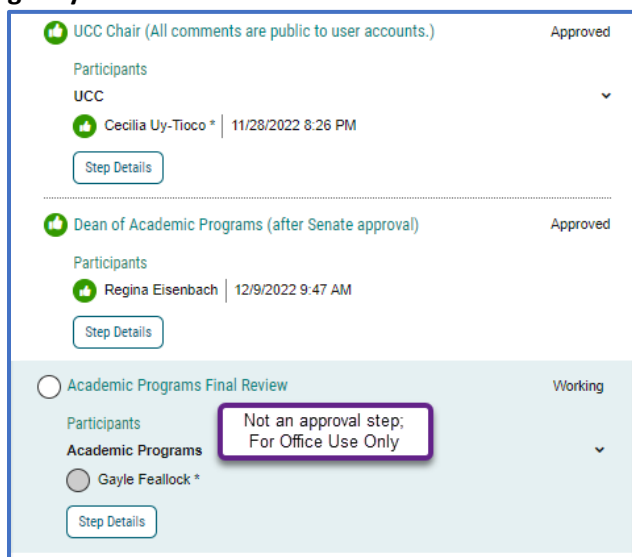
# The Curriculum Tracker

1. Navigate to the Academic Program's Catalog & Curriculum Webpage.
2. Under "Curriculum Records and Forms," select "Curriculum Process & Resources."

## Curriculum Process and Resources

- Curriculum Tracking & Review
- Curriculum Resources and Guidelines
- Curriculum Process and Deadlines
- Syllabus Policy, effective August 23, 2018
- Inactive Courses List
- Topics Chart Master List

3. Select the Curriculum Tracking link for the current Academic Year

## Curriculum Proposal Tracking

This page is provided by Academic Programs to enable the campus community to follow the progress of curriculum proposals (new course proposals, course deletions, course changes, new program proposals, and program changes) in the current cycle.

Curriculum Proposal Links:

- Curriculum Tracking 2023-24 Cycle
- Curriculum Tracking 2022-23 Cycle
- Curriculum Tracking 2021-22 Cycle

4. The spreadsheet will show proposals that have reached Academic Programs within the current AY. You can see when proposals are approved by either GEC, UCC, BLP and Senate as applicable.

| College | Course Prefix | Number | New Number or Prefix | A | Form | Curriculum Comments | Originator | Rec'd by AP | UCC Action | GE Area | GEC Action | BLP Action | Senate Appr |
|---------|---------------|--------|----------------------|---|------|---------------------|------------|-------------|------------|---------|------------|------------|-------------|
| CSTEM | CS | 211 | | Computer Science II | C-2 | Course change | Ali Ahmadinia | 10/21/22 | 11/28/22 | N/A | N/A | N/A | 12/7/22 |
| CSTEM | CS | 310 | | Social Issues and Professional Practices in Computing | C-2 | Course change | Rika Yoshii | 10/06/22 | 11/7/22 | N/A | N/A | N/A | 11/16/22 |
| CSTEM | CS | 311 | | Data Structures and Algorithms | C-2 | Course change | Ali Ahmadinia | 02/13/23 | 2/27/23 | N/A | N/A | N/A | 3/15/23 |
| CSTEM | CS | 320 | | Introduction to Data Science | C | Course change | Nahid Ebrahimi Majd | 10/06/22 | 10/31/22 | N/A | N/A | N/A | 11/16/22 |
| CSTEM | CS | 320 | | Introduction to Data Science | GE | GE Proposal | Nahid Ebrahimi Majd | 11/14/22 | N/A | BB | 12/8/22 | N/A | N/A |
| CSTEM | CS | 321 | | Programming for Data Science | C | New course | Nahid Ebrahimi Majd | 04/04/23 | 4/10/23 | N/A | N/A | N/A | 4/19/23 |

5. Save the Tracker to your Desktop in order to filter by your department or College. See the Sorting Data in Tracker Guide. **Note: New updates to the tracker will not occur to your saved file; check back on the online file for updates.**

# The Curriculum Review Pages

For General Education and Diversity and Equity proposals

1. Navigate to the Academic Program's [Catalog & Curriculum Webpage](#).

2. Select the current AY Curriculum Review page from the side navigation panel.
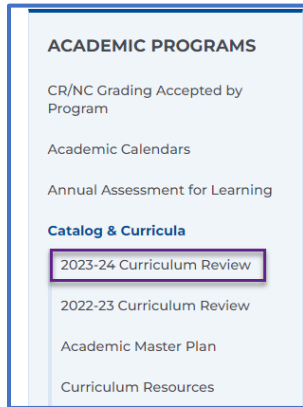


3. Choose the applicable review page depending on your proposal type.



4. The review page will show proposals that have reached Academic Programs and are under review by the committee. When a proposal is ==APPROVED== by the committee, the date approved will be added.

| No. | Program/Course {SD=Supporting Documents} | Form | Date Rec'd by AP | Date Approved |
|---|---|---|---|---|
| | **General education committee updates and approvals** | | | |
| 1 | KINE 408 - Physical Education for Diverse Populations {Cancelled, will resubmit} | DEu | 2/10/2020 | N/A |
| 2 | DNCE 321 - Cultures in Motion {Cancelled, will resubmit} | DEg | 2/20/2020 | N/A |
| 3 | SLP 431 - Deconstructing Disability {Cancelled, will resubmit} | DEg | 1/4/2021 | N/A |
| 4 | TA 410 - Contemporary American Theatre - Society's Taboos {Cancelled} | DEu | 1/26/2021 | N/A |
| 5 | HD 386 - Human Development in a Global Context | DEg | 2/16/2021 | |
| 5.a. | HD 386 C Form (UCC approved 4/8/2021) | -- | -- | SD |
| 6 | HIST 387 - History of the United Nations {Cancelled, will resubmit} | DEg | 3/16/2021 | |
| 7 | HIST 389 - The History of Covid-19 and Pandemics | DD | 3/30/2021 | 10/27/2022 |
| 8 | HIST 389 - History of Covid-19 and Pandemics | DEg | 3/31/2021 | 4/27/2023 |

*Note: for GE/D&E proposals with related C or C-2s, the committee will generally not begin their review until the related course proposal has been approved by UCC.*

# "My Tasks" tab in Curriculog

When a proposal is waiting for an action from you, it will appear under the "My Tasks" tab.



**Note:** Proposals under "My Tasks" include committee steps if you are part of a committee (i.e., UCC, GEC, etc.)

# Curriculog Email Notifications

You can set up your preferred email settings in Curriculog to determine the kinds of notifications you receive and how often.

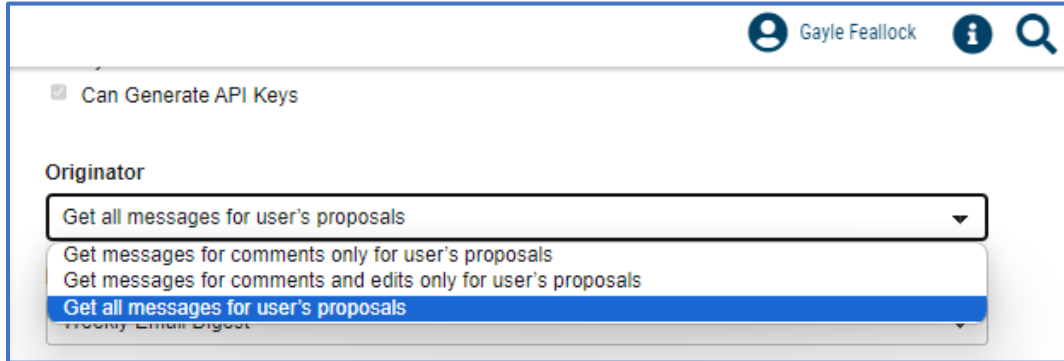1. When logged into Curriculog, select "My Settings" from the drop-down menu under your name.
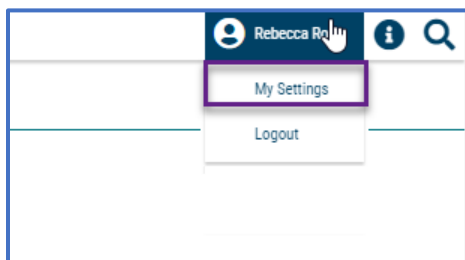


2. At the bottom of the settings screen, you can change your email settings:

3. Refer to these setting descriptions when selecting your preferences.

**ORIGINATOR:** This setting controls for **which type of activity** on a proposal you will receive a notification.



- **"Get all messages for User's proposals":** this means you will receive a notification any time there is an **action** on a proposal that you originated, such as "Approved" at a particular review step.

- **"Get messages for comments only for User's proposals":** this means you will receive notification any time there is a **comment** submitted on a proposal that you originated.

- **"Get all messages for User's proposals":** this means you will receive notification for **any comment or edit** submitted on a proposal that you originated.

**NOTE:** If you serve on a curriculum committee you will also receive notifications for activity on proposals that are at your committee's review step.

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**EMAIL OPTIONS:** This setting controls how frequently you will receive an email with proposal notifications.
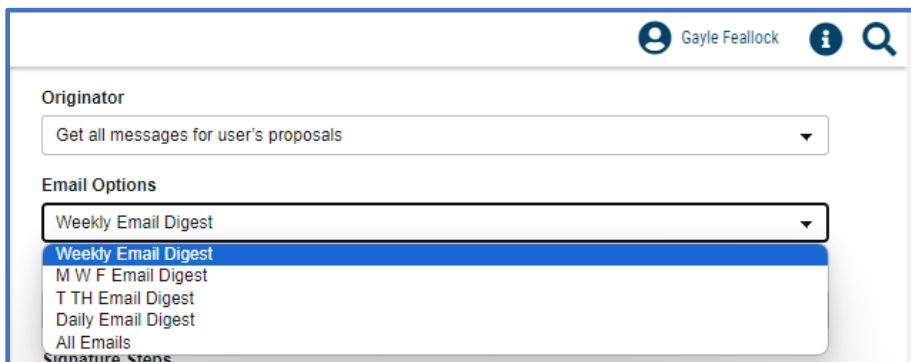


**EXAMPLE:** If you select "Daily Email Digest," the email will include notifications of any activity that occurred prior to midnight the day before.

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**PROCESS:** This setting controls whether you receive a notification for ANY activity on a proposal or if you receive a notification ONLY when an activity impacts your approval step.
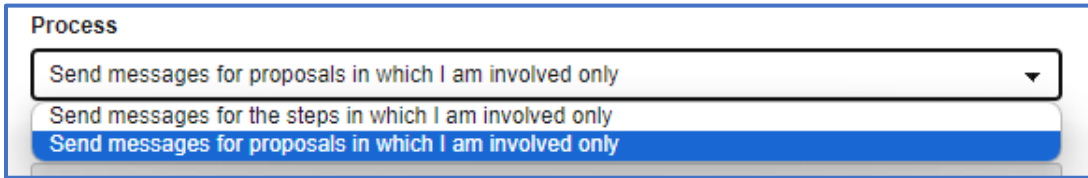


**EXAMPLE:** If you select "Send messages for **proposals** in which I am involved" you will receive notifications for activity at every step along the way of the approval process.

If you serve on a committee such as UCC, you might instead select "for the **steps** in which I am involved" so that you don't receive notifications regarding other reviewers' approval steps.

4. Based on your selections, you will receive notifications related to your proposals when an action is made. For example: