Committee Member Guide to Reviewing Proposals

For members of UCC, GEC, BLP, CAPCs, Senate, etc.
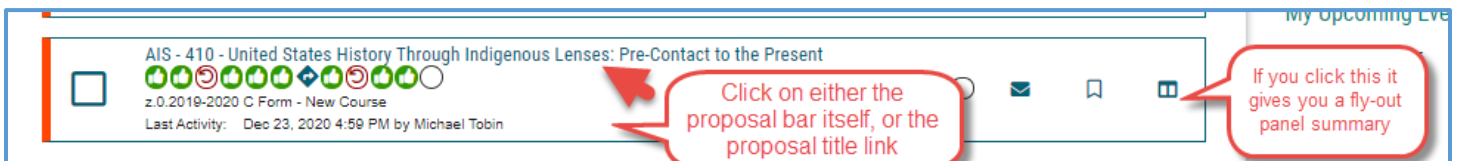
1. Go to https://csusm.curriculog.com/

2. Read through the instructions on the "Welcome Page"

3. Click "Login" (top right) and enter Campus ID and Password
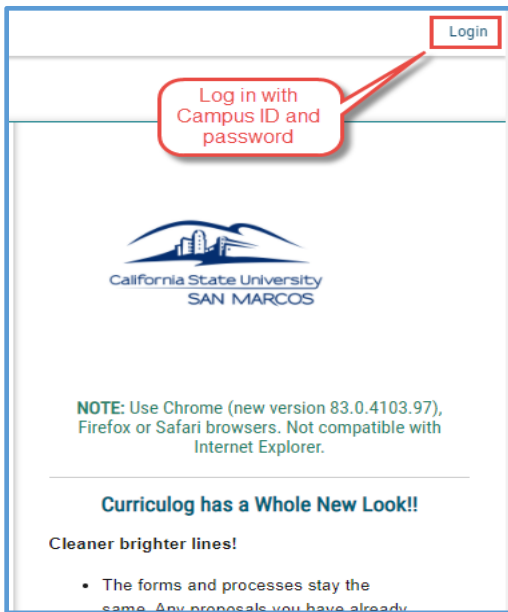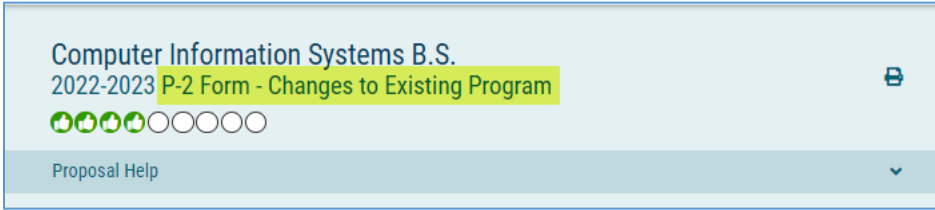

4. Click "My Tasks" (top left)
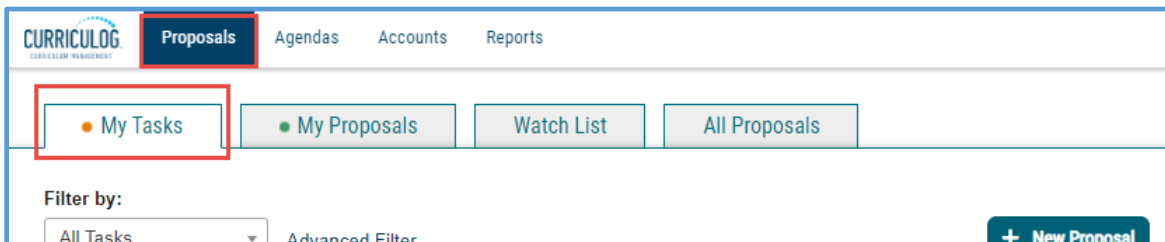
5. From your list of tasks, hover over a proposal and click on the bar or the title to view the proposal:
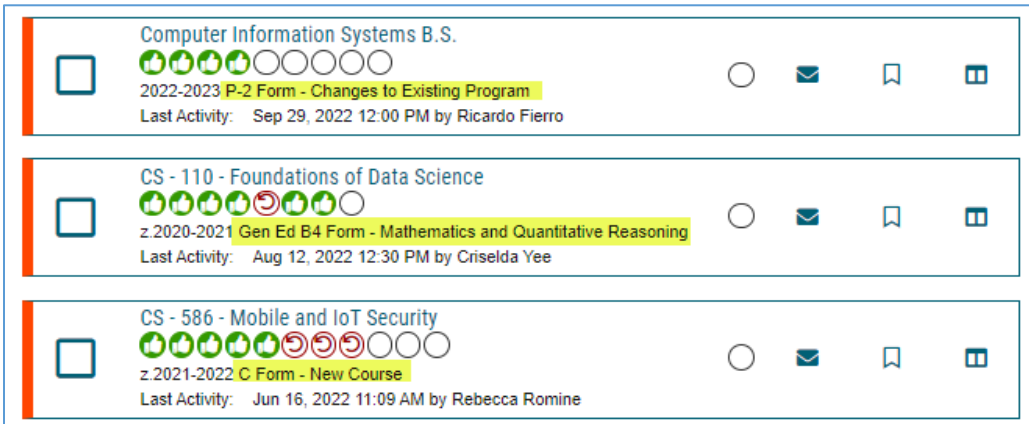

*For other navigation options, please refer to the guide **"10 Ways to Navigate and Search for Proposals"** found on the Academic Programs web pages.
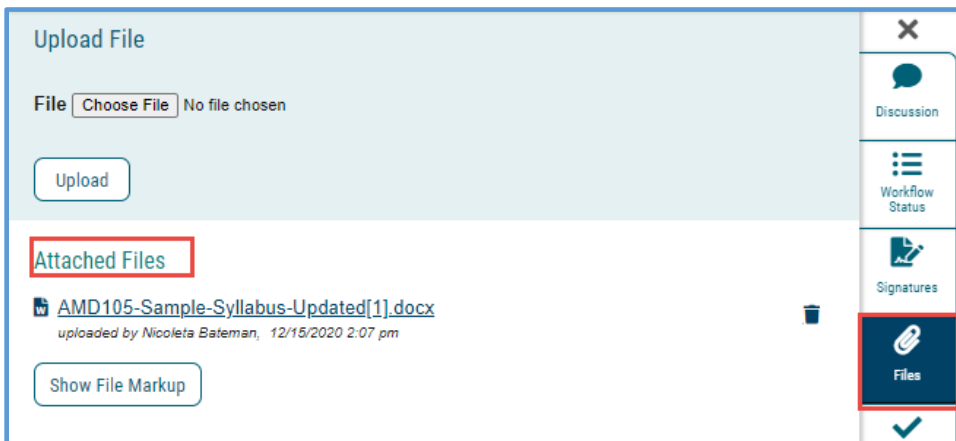
6. You can see what type of form you are viewing by looking under the proposal title. Either in the proposal itself:

Computer Information Systems B.S.
2022-2023 P-2 Form - Changes to Existing Program

Proposal Help

Or from the search page:

Computer Information Systems B.S.
2022-2023 P-2 Form - Changes to Existing Program
Last Activity: Sep 29, 2022 12:00 PM by Ricardo Fierro

CS - 110 - Foundations of Data Science
z.2020-2021 Gen Ed B4 Form - Mathematics and Quantitative Reasoning
Last Activity: Aug 12, 2022 12:30 PM by Criselda Yee

CS - 586 - Mobile and IoT Security
z.2021-2022 C Form - New Course
Last Activity: Jun 16, 2022 11:09 AM by Rebecca Romine

7. You can view any supporting documents by clicking on the "Files" icon within the proposal.

Upload File

File [Choose File] No file chosen

[Upload]

Attached Files

AMD105-Sample-Syllabus-Updated[1].docx
uploaded by Nicoleta Bateman, 12/15/2020 2:07 pm

[Show File Markup]

Discussion

Workflow Status

Signatures

Files

NOTE: ONLY the Committee Chair should edit or comment on a proposal. These are the formal comments addressed to the originator.
Eg:

User Tracking

User Tracking Help ⌄

Show current ▾

Show Individual User Edits

Comments   **+ Add Comment**

Nicoleta Bateman   ↩ Reply
12/15/2020 2:11 pm

CAPC requested minor edits to the course description to bring it more in line with catalog language; proposer agreed and CAPC made the changes on proposer's behalf. Updated syllabus with revised course description and SLOs was provided (proposer worked with Melissa Simnitt on the SLO revisions).

✖

💬 Discussio

☰ Workflow Status

✍ Signatures

📎 Files

✔ Decisions

◆

Carrick Williams   ↩ Reply
11/25/2020 12:06 pm

Decision: Approved pending revision

UCC has reviewed your proposal. We had a few requests that we would like you to consider.

1. Box 12: Please add a comma after "cultural" in the catalog description. We use Oxford commas in the catalog, and it helps to emphasize that cultural issues are separate from technical issues.
2. Syllabus: Please provide a complete syllabus for the course. The template is missing many critical components of a syllabus.
3. As indicated in the catalog description, this course is used by CS majors as well. Please contact the chair of the Computer Science program as an affected program to receive an acknowledgement that they are aware of the change you are making. Load a copy of that email acknowledgement into the proposal. Finally, please indicate in Box 23a the names of the affected programs.

Please indicate how you addressed the points 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.
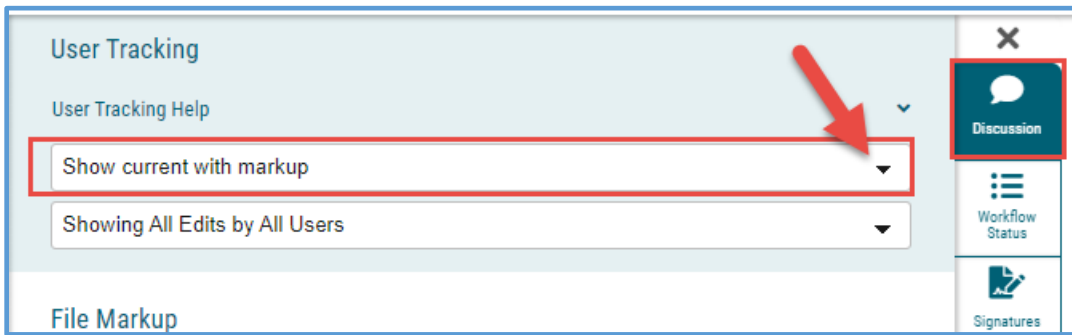
Thank you,

Carrick Williams, UCC chair

Any committee member feedback on the proposal should be made during a committee meeting or via separate email to the committee chair.

For C2 forms:

REV 10/5/22

On the "Discussion" tab, select "Show current with markup":

This will reveal the changes made and requested, similar to "Track Changes" in Word: