

Committee Chair's Guide to "Making Decisions" in Curriculog

Contents

To APPROVE a proposal:	1
To REJECT a proposal:	2
To CUSTOM ROUTE a proposal:	3
To place a proposal on HOLD:	9

NOTE: If you are using the Agenda Function in Curriculog, you must "unlink" a proposal from the agenda 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" tab.
2. Select the "Approve" radio button.
3. Enter any comments, for example:
"Congratulations, your proposal has been approved. Please remember that changes are not official until they are implemented by Academic Programs and in the ARR; please refrain from advising students based on not-yet-approved changes to the catalog."
4. Click "Make My Decision."

Your Decision

What would you like to do with this proposal?

☐ Approve →
☐ Hold
 ☐ Reject
 ☐ Suspend
 ☐ Cancel
 ☐ Custom Route

Please comment on your decision below.

Make My Decision

Discussion
Workflow Status
Signatures
Files
Decisions
Custom Route

5. The Status in the workflow will reflect your decision:

This screenshot shows a proposal card for 'UCC Chair (All comments are public to user accounts.)'. The status is 'Approved', highlighted with a red box. Below the title, it says 'Participants' and 'UCC'. The proposer is 'Cecilia Uy-Tioco *' with a timestamp of '3/26/2026 2:57 PM'. A 'Step Details' button is at the bottom left.

To REJECT a proposal:

NOTE: The Reject option is generally used if there are significant changes requested of the originator. After the originator makes any revisions and resubmits, the proposal will follow the original approval steps, requiring approval by the Dept. Chair, CAPC, College Dean, etc.

1. Click on the “Decisions” checkmark.
2. Select the “Reject” radio button.

This screenshot shows the 'Your Decision' form. Under the heading 'What would you like to do with this proposal?', there are five radio button options: 'Approve', 'Reject', 'Hold', 'Suspend', and 'Cancel'. A red arrow points to the 'Reject' option. Below this is a text area for comments with the prompt 'Please comment on your decision below.' At the bottom left is a 'Make My Decision' button, highlighted with a red box. On the right side, there is a vertical sidebar with icons for 'Discussion', 'Workflow Status', 'Signatures', 'Files', 'Decisions' (which has a checkmark icon and is highlighted with a red box), and 'Custom'.

3. Enter any comments.
 - a. While the software uses the word “reject” it may be helpful to note in your comment the phrase “Revise & Resubmit”

Cecilia Uy-Tioco

2/28/2023 0:19 am

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

Reply

4. Click "Make My Decision."
5. The workflow will show the proposal was rejected at the current step and will return to the originator.

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

Rejected

Participants

CoBA Undergraduate Curriculum Committee

Emily Tarr *

4/10/2024 9:44 AM

Step Details

Originator

Working

Participants

Andreas Rauterkus

Step Details

To CUSTOM ROUTE a proposal:

Custom Route to Originator for "Revise & Resubmit" is an alternative to the Reject function. The **Custom Route function "leapfrogs"** 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. (Also see [Guide to Custom Routing](#))

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. **However, 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**”

Your Decision

What would you like to do with this proposal?

☐ Approve ☐ Hold

☐ Reject ☐ Suspend

☐ Cancel

☐ Custom Route

Please comment on your decision below.

Do not enter comments yet, you will enter them at a later step

Make My Decision

Discussion

Workflow Status

Signatures

Files

Decisions

Custom Route

2. Click on “Make My Decision.” This window appears:

My Pending Custom Route

Custom Route (requested by Rebecca Romine)

Step Name:

Custom Route

Participants

Rules

Decisions

Deadlines/Reminders

Please comment on this custom route

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

3. Choose to Whom you are routing the proposal:

Custom Route (requested by Rebecca Romine)

Step Name:
Custom Route

Participants

Add Participant

a. Choose "ROLE TYPES"

Who is involved on this step?

Role Types

Hierarchy

b. Scroll down to Originator, click on Add Role

IITS Liaison

Librarian Liaison

Library Dean

Originator

President

Program Assessment Committee Member

Provost

Provost Designee

Add Role(s) Cancel

c. And it shows this window:

My Pending Custom Route

Custom Route (requested by Rebecca Romine)

Step Name:
Custom Route

Participants

Originator

Add Participant

Rules

Decisions

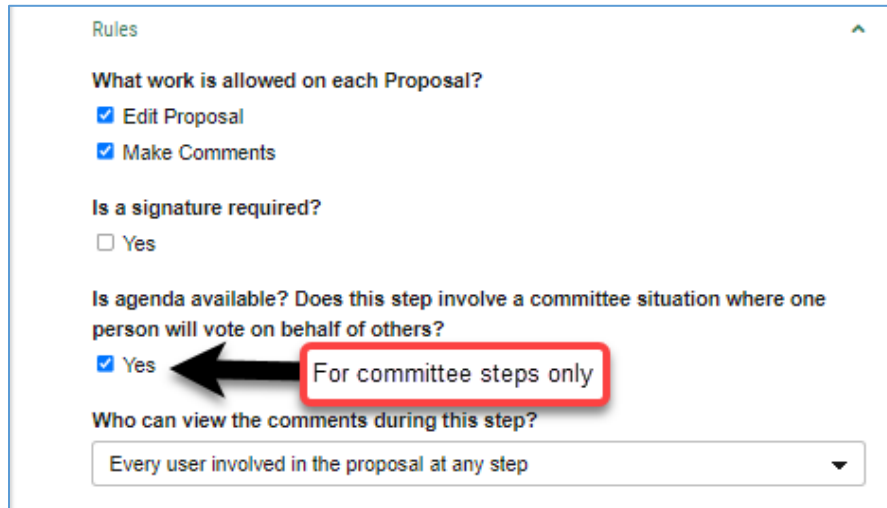
Deadlines/Reminders

NOTE: If you accidentally select the 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.
2. **De-select** the user you wish to remove by clicking the name/Role/Role Type 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 the originator can do both. Choose "Every user involved in the proposal at any step" so that everyone can see the comments.



Rules

What work is allowed on each Proposal?

☒ Edit Proposal

☒ Make Comments

Is a signature required?

☐ Yes

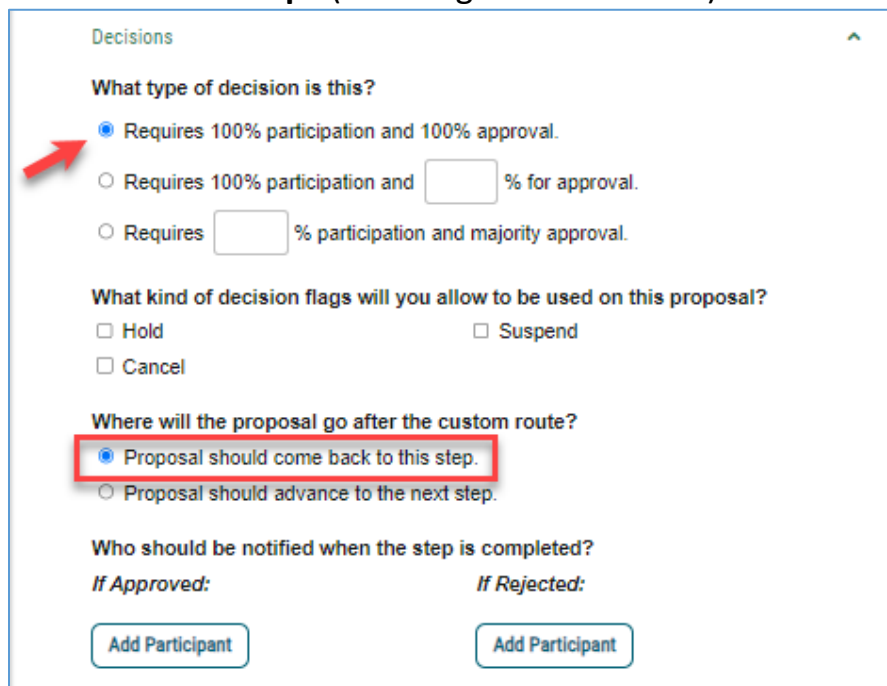
Is agenda available? Does this step involve a committee situation where one person will vote on behalf of others?

☒ Yes For committee steps only

Who can view the comments during this step?

Every user involved in the proposal at any step

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



Decisions

What type of decision is this?

☒ Requires 100% participation and 100% approval.

☐ Requires 100% participation and % for approval.

☐ Requires % participation and majority approval.

What kind of decision flags will you allow to be used on this proposal?

☐ Hold ☐ Suspend

☐ Cancel

Where will the proposal go after the custom route?

☒ Proposal should come back to this step.

☐ Proposal should advance to the next step.

Who should be notified when the step is completed?

If Approved: If Rejected:

Add Participant Add Participant

6. No need to set Deadlines/Reminders:

7. Make any comments in the Comments field:

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

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, a notification 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:

The screenshot displays a workflow management interface. On the right side, a vertical sidebar contains icons for 'Discussion', 'Workflow Status' (highlighted with a red box), 'Signatures', 'Files', 'Decisions', 'Custom Route', 'Crosslistings', and 'Proposal Lookup'. The main content area lists steps in a workflow. The first step is 'UCC Chair (All comments are public to user accounts)' with a status of 'Routed' (highlighted with a red box). Below it, the 'Participants' section lists 'UCC' and 'Cecilia Uy-Tioco * | 5/2/2023 9:41 PM'. The second step is 'Custom Route' (highlighted with a red box) with a status of 'Incomplete'. A red callout box with an arrow pointing to this step contains the text: 'Once the originator makes revisions and again "approves", it will return to the committee step'. Below the 'Custom Route' step, the 'Participants' section lists 'Paul Stuhr'. The third step is 'UCC Chair (All comments are public to user accounts)' with a status of 'Incomplete'. The 'Participants' section for this step is partially visible.

Step	Status	Participants
UCC Chair (All comments are public to user accounts)	Routed	UCC Cecilia Uy-Tioco * 5/2/2023 9:41 PM
Custom Route	Incomplete	Paul Stuhr
UCC Chair (All comments are public to user accounts)	Incomplete	

To place a proposal on HOLD:

1. If the Chair deems it necessary or the Originator requests it, the Chair may request an admin place a “Hold” on the proposal.

The screenshot shows a web form titled "Your Decision". It asks "What would you like to do with this proposal?" and lists five options: Approve, Reject, Hold, Suspend, and Cancel. A red arrow points to the "Hold" option. Below the options is a text box labeled "Please comment on your decision below." with a placeholder text "Enter comment indicating reason for hold". A red box highlights the "Make My Decision" button at the bottom left. On the right side, there is a vertical sidebar with icons for Discussion, Workflow Status, Signatures, Files, Decisions (highlighted with a red box), and Custom Route.

2. The request will be sent to Academic Program to “approve”

The screenshot shows a step in a workflow titled "Originator". It includes a yellow banner that says "Awaiting Administrator Action". Below this, it says "A system administrator is reviewing requests made on this step." Under the "Participants" section, there is a red minus icon next to "Rebecca Romine" and the timestamp "6/23/2023 11:17 AM". A "Step Details" button is located at the bottom.

3. Once the System Administrator approves your hold request, the current step will show the hold.

The screenshot shows the same "Originator" step, but now it shows the "Held" status. A red box highlights the word "Held" in the top right corner. The "Participants" section now lists two entries: "Rebecca Romine" with the timestamp "6/23/2023 11:17 AM" and "Rebecca Romine (System Administrator)" with the timestamp "6/23/2023 11:18 AM". A "Step Details" button is still present at the bottom.

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

Decisions

This proposal is on hold. No more decisions may be made at this time. Please contact your administrator in order to remove the hold on this proposal.

Current Step Activity

☐ Originator Working

Step Summary
This step requires 100% approval from all participants to move forward.

Participants

☐ Rebecca Romine | 6/23/2023 11:12 AM

☒ Rebecca Romine (System Administrator) | 6/23/2023 11:13 AM

Totals
Users Approved: 0
Users Rejected: 0

Discussion
Workflow Status
Signatures
Files
Decisions
Custom Route

5. To release the hold, you must email Academic Programs Curriculum Specialist, 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.”**

Your Decision

What would you like to do with this proposal?

☒ Approve 

☐ Reject

☐ Hold

☐ Suspend

☐ Cancel

☐ Custom Route

Please comment on your decision below.

Make My Decision

Discussion
Workflow Status
Signatures
Files
Decisions
Custom Route