Committee Chair’s Guide to “Making Decisions” for Proposals

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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”:

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

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).
6. No need to set Deadlines/Reminders:

7. Make any comments in the Comments field:

![Image of a decision to revise and resubmit]

**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:

![Image of custom route request interface]

8. **After Academic Programs “approves” your request,** the notice will appear in your Dashboard:
Then, when you click back on the proposal and **view the Workflow Status**, it will indicate your custom route:

![Workflow Status Diagram]

Once the originator makes revisions and again "approves", it will return to the committee step.
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.”**