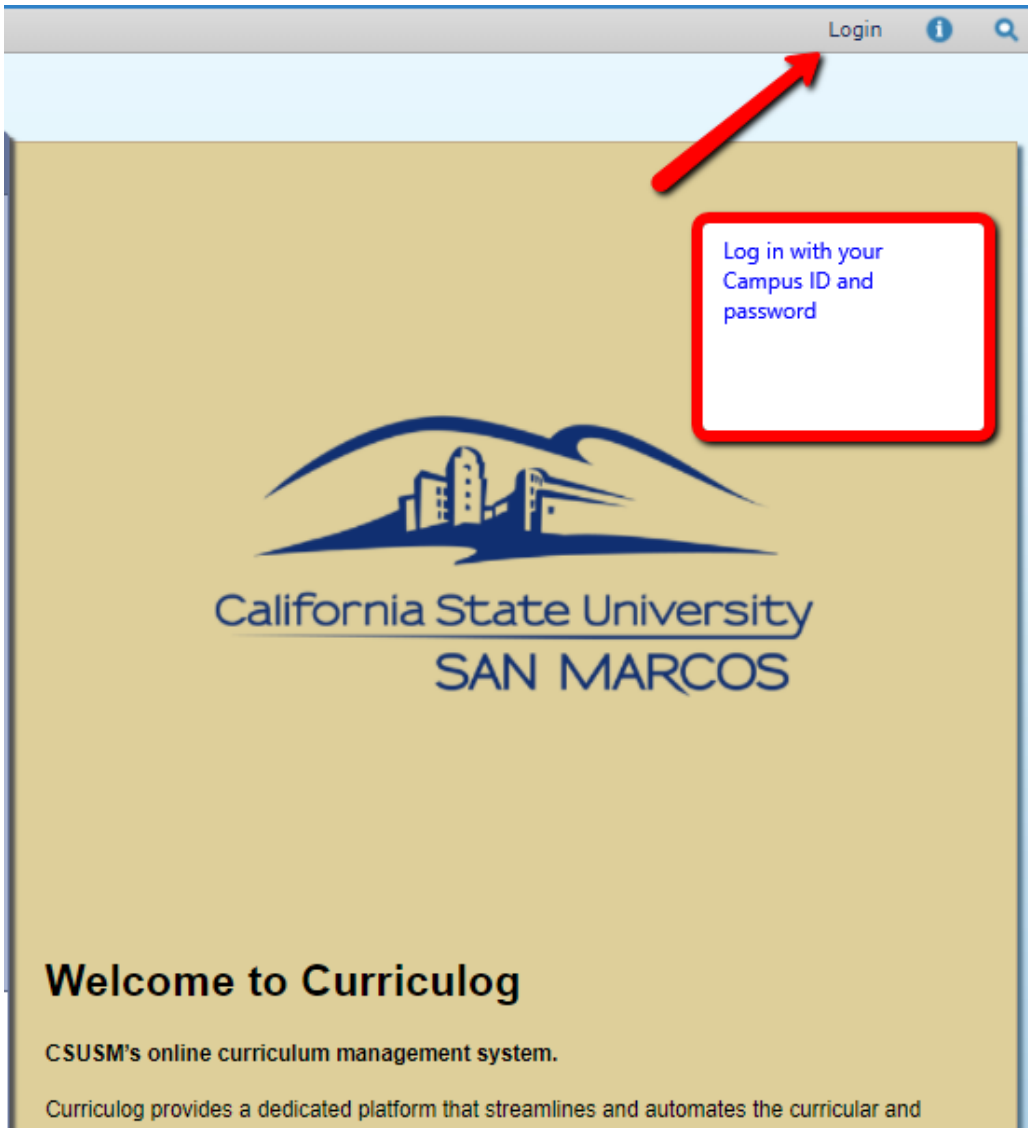
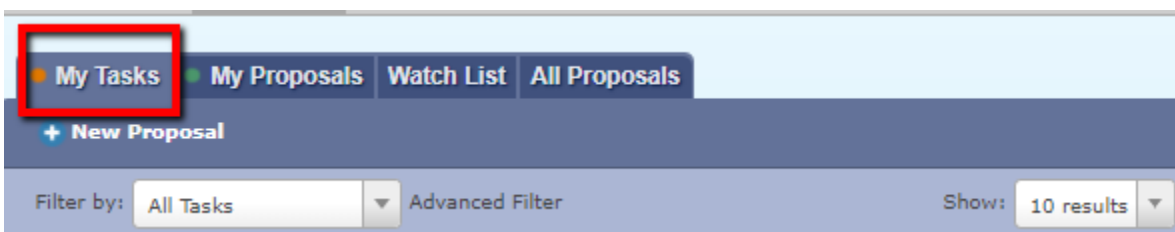


Committee Member Guide to Reviewing Proposals

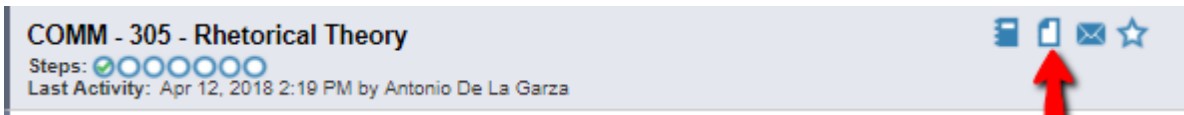
1. Go to <https://csusm.curriculog.com/>
2. Read through the instructions on the “Welcome Page”
3. Click “Login” (top right) and enter Campus ID and Password



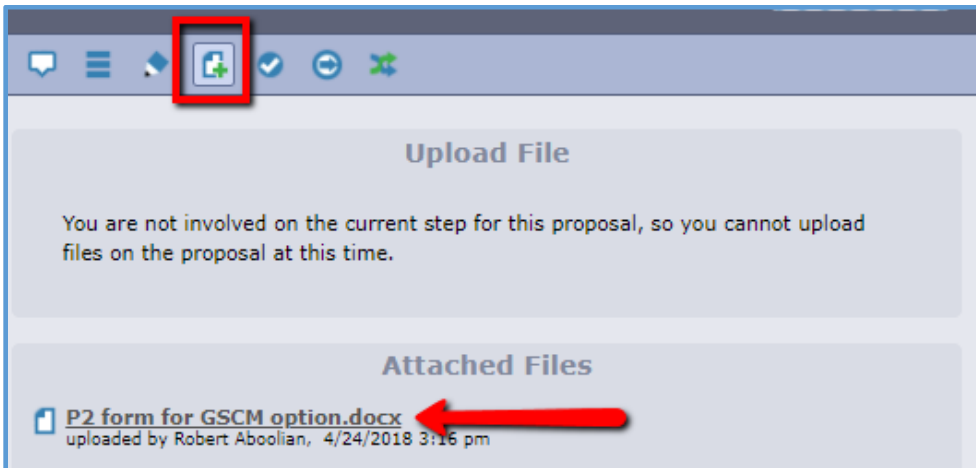
4. Click “My Tasks” (top left)



5. Hover over a proposal and click the “View Proposal”



6. You can also view any attached documents by clicking on the Files icon within the proposal.

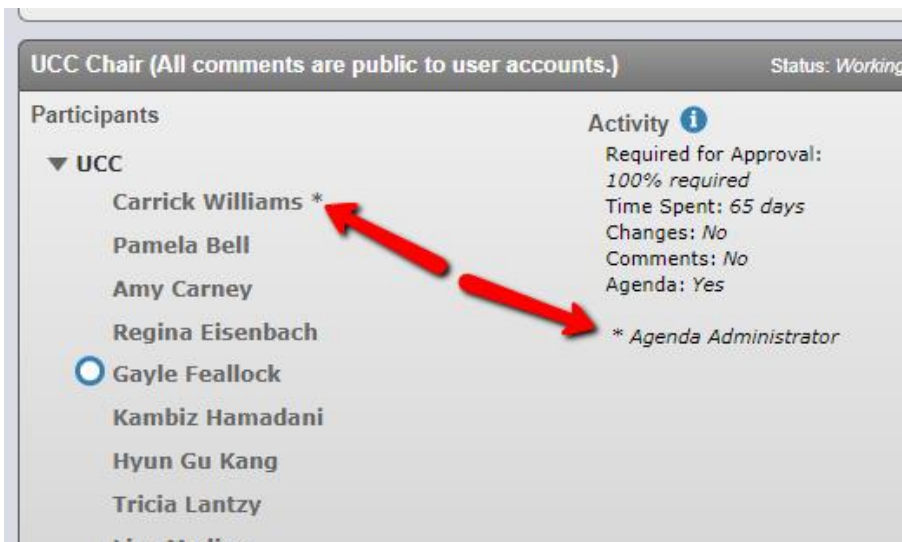



NOTE:

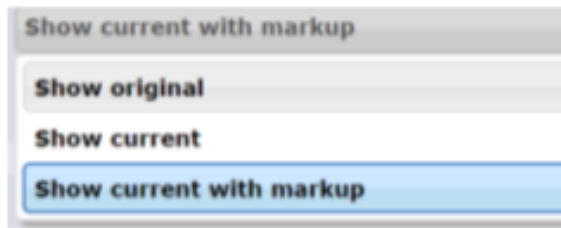
~**ONLY the Committee Chair should EDIT or COMMENT on a proposal.** These are the formal comments addressed to the originator.

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

~**ONLY the Committee Chair APPROVES the proposal** (indicated as *agenda administrator)



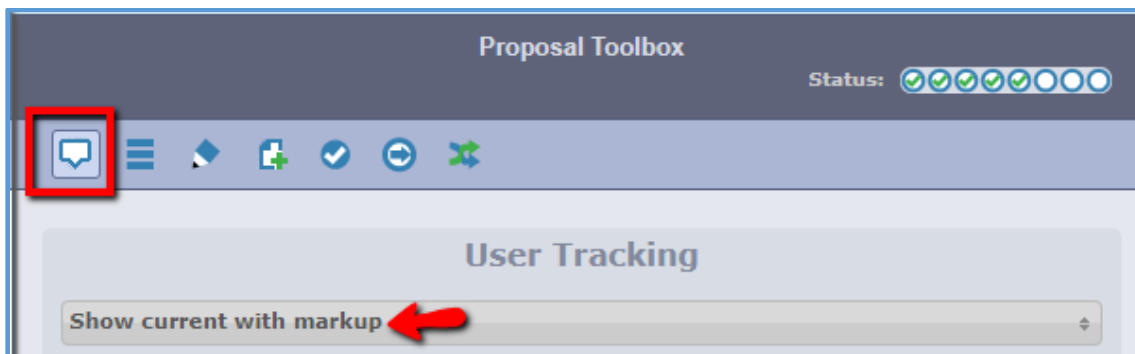
To view edits made, click . Under **User Tracking** scroll to **“Show current with markup”**



(Edits made to the proposal will reflect in different color by editor.)

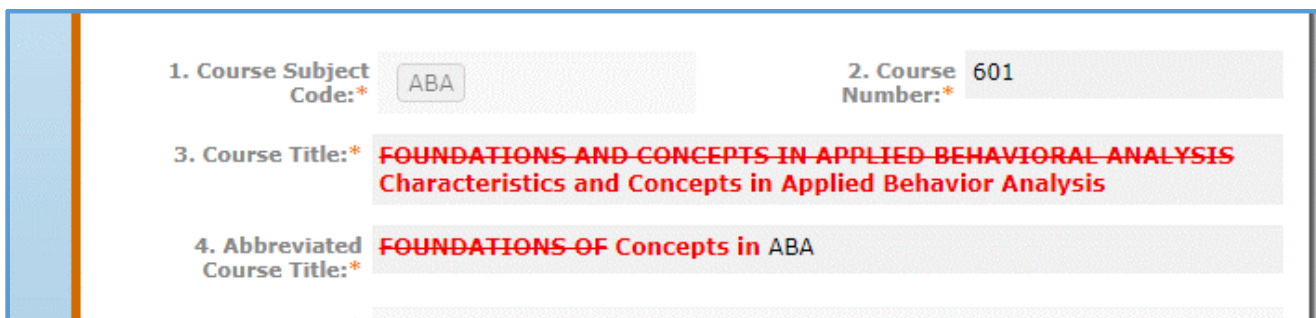
FOR C-2 PROPOSALS

Be sure to first select “Show current with markup” from the dropdown on the “discussion” area.



This view will reveal exact changes that were made to the original curriculum, similar to Track Changes:

FOR EXAMPLE:



AGENDAS

If your Committee Chair has created an Agenda, you can view all proposals there as well:

Click on the **My Agendas Tab**, then find your committee:

My Agendas All Agendas My Archived Agendas Archived Agendas

(TEST) GEC 11/16/17 (TEST)
Proposals: 0
Created: 15 Nov 2017 by Gayle Feallock

2019.04.05 GEC Agenda
Proposals: 3
Created: 04 Apr 2018 by Michael Hughes

CAPC Agenda, April 11, 2018
Proposals: 5
Created: 06 Apr 2018 by Carrick Williams

Click on “View Agenda”:

2019.04.05 GEC Agenda
Proposals: 3
Created: 04 Apr 2018 by Michael Hughes

Click on each proposal link to view the entire proposal”

Agenda Information

Agenda Name* 2019.04.05 GEC Agenda

Committee* General Education Committee

Notes:

General Education Committee (GEC)
DRAFT AGENDA
Thursday, April 5, 2018

Status: Published

Created By: Michael Hughes

Proposals

1. MUSC - 100 - Fundamentals of Music
2. MUSC - 198 - Gospel Choir
3. SSCI - 325 - Animals and Society