

Help Guide for Committee Members

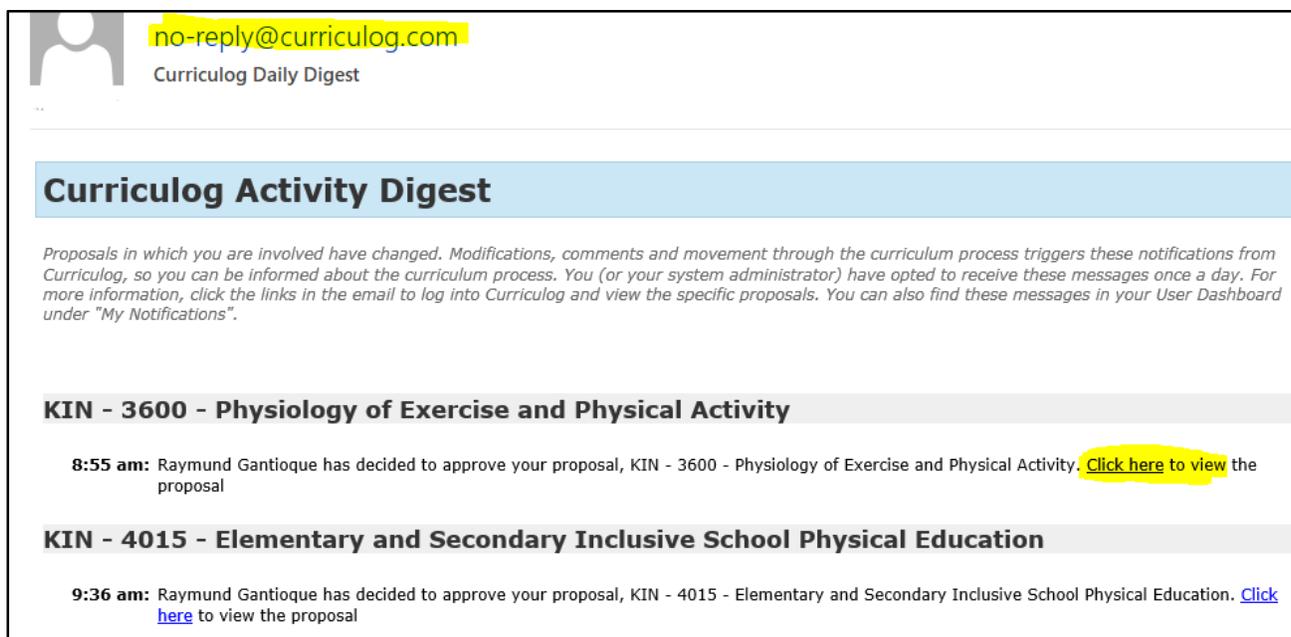
On board of a curriculum committee, you are part of the workflow on the approval process. You want to know ...

- Where to check your notifications?
- What to do when you receive a Curriculog Agenda from the chair?
- How to review proposals on Curriculog?
- How to make comments on a proposal on Curriculog?
- How to make a decision on the proposal?

Check Your Notifications

[1] Check your Cal State LA **email on Outlook:**

Notifications are sent to your Outlook inbox from **no-reply@curriculog**.



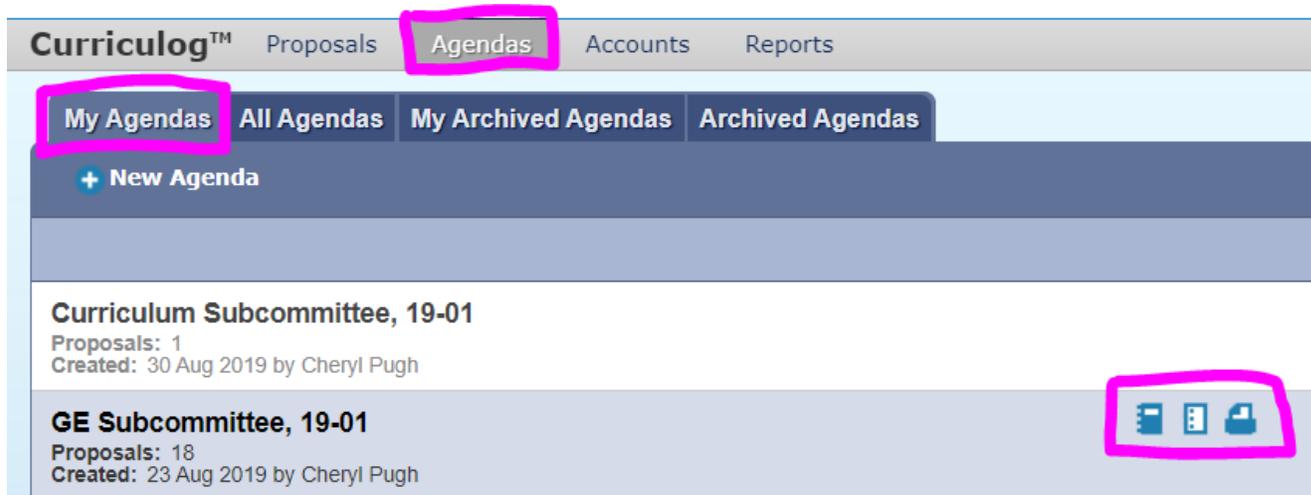
[2] "My Dashboard" in Curriculog

My Dashboard posts any change on the proposals that you are involved with. Click the triangles to turn the pages to look up the posts. There is a link in each post, which opens the proposal.



[3] The Chair of the committee (as the Agenda Administrator) posts agendas on Curriculog. You can look up the agendas on “My Agendas”.

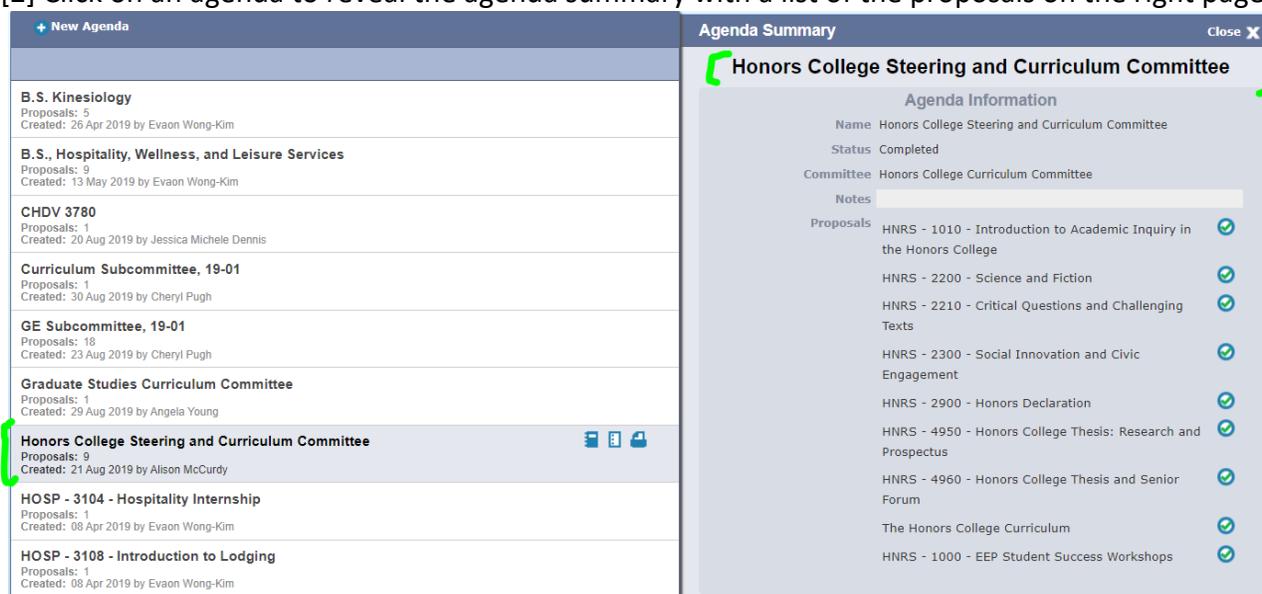
- Hover your cursor on an agenda, three icons will appear.
- Hover your cursor on one of the icons to view or to print the agenda.



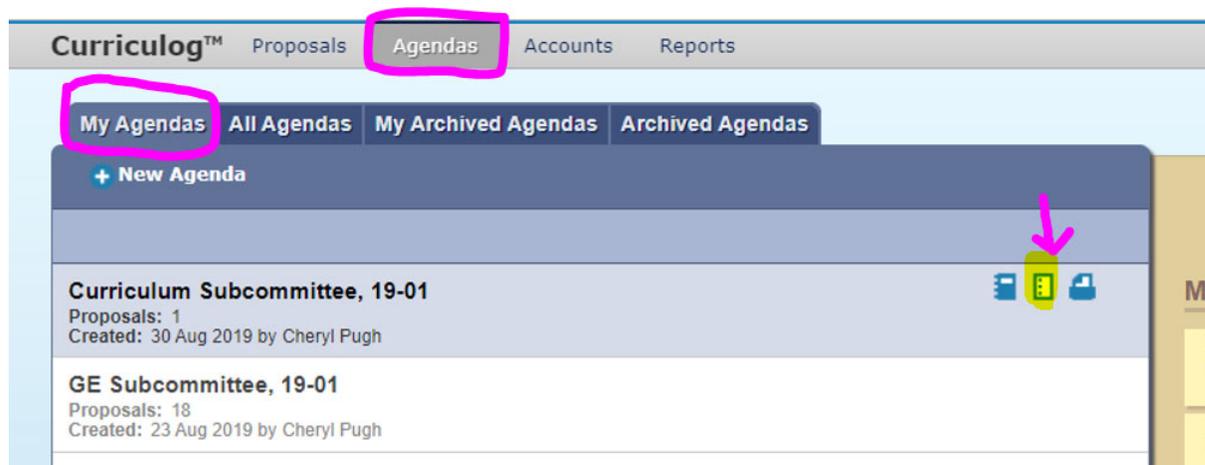
When You Receive a Curriculog Agenda

[1] Look up your agenda(s) from the list.

[2] Click on an agenda to reveal the agenda summary with a list of the proposals on the right page.



[3] Click the highlighted icon, as shown in the below illustration, to open the agenda. The list of the proposals is at the bottom in the agenda.



Agendas

GE Subcommittee, 19-01
Manage Agenda

Agenda Information

Agenda Name* GE Subcommittee, 19-01

Committee* **GE Subcommittee**

Notes:

Status: Published

Created By: Cheryl Pugh

Proposals

1. ART - 2800 - World Animation History	<input type="radio"/>
2. COUN - 3300 - Mind Matters: The Science of Well-being	<input type="radio"/>
3. DANC - 1570 - Cross-Cultural Themes in Dance	<input type="radio"/>
4. EDSP - 3300 - Blindness and Disability Portrayals in Television and Cinema: Bias and Impact	<input type="radio"/>
5. EE - 3310 - Energy and Technology	<input checked="" type="radio"/>
6. ENGL - 2310 - Gods, Monsters, and Heroes in World Mythology	<input type="radio"/>
7. ENGL - 2600 - Literary Los Angeles	<input type="radio"/>
8. ENGL - 2700 - Literature for Change	<input type="radio"/>
9. ENGL - 2730 - Fictions of Gender and Sexuality	<input type="radio"/>

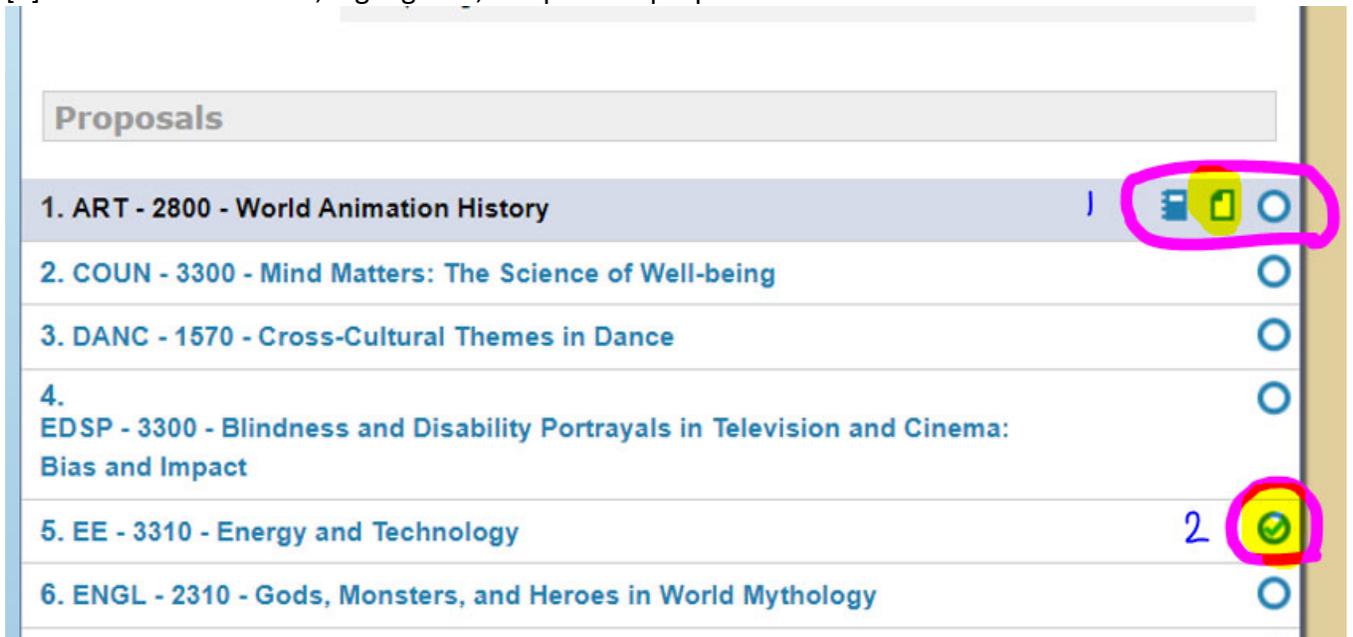
[4] Proposals with empty bubbles are pending review and decision. Otherwise, they are underway one of these status:

- Approved
- Held
- Canceled
- Rejected
- Suspended

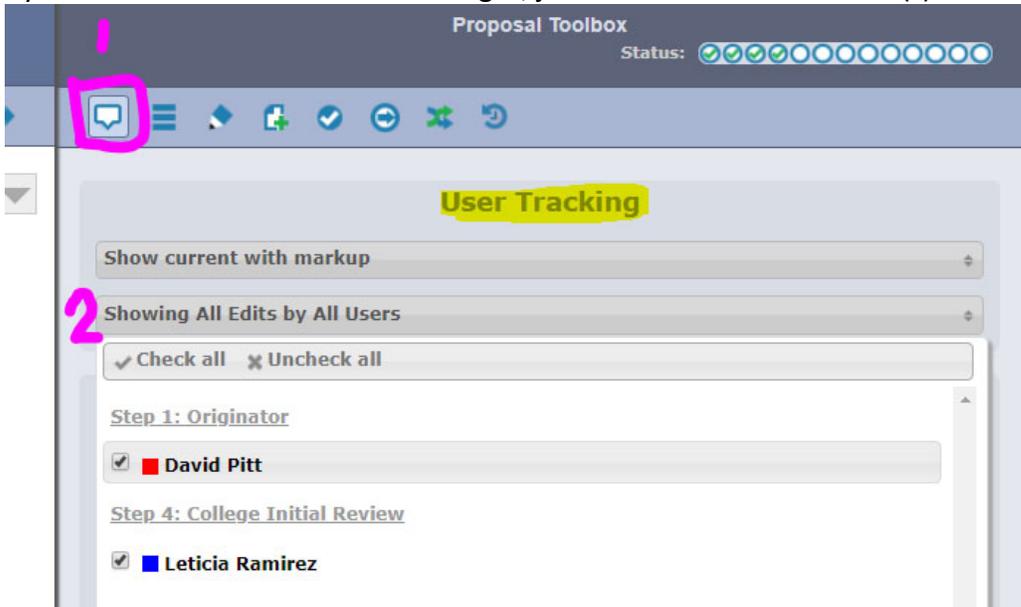
Review Proposals on Curriculog

[1] Hover your cursor to bring up the icons.

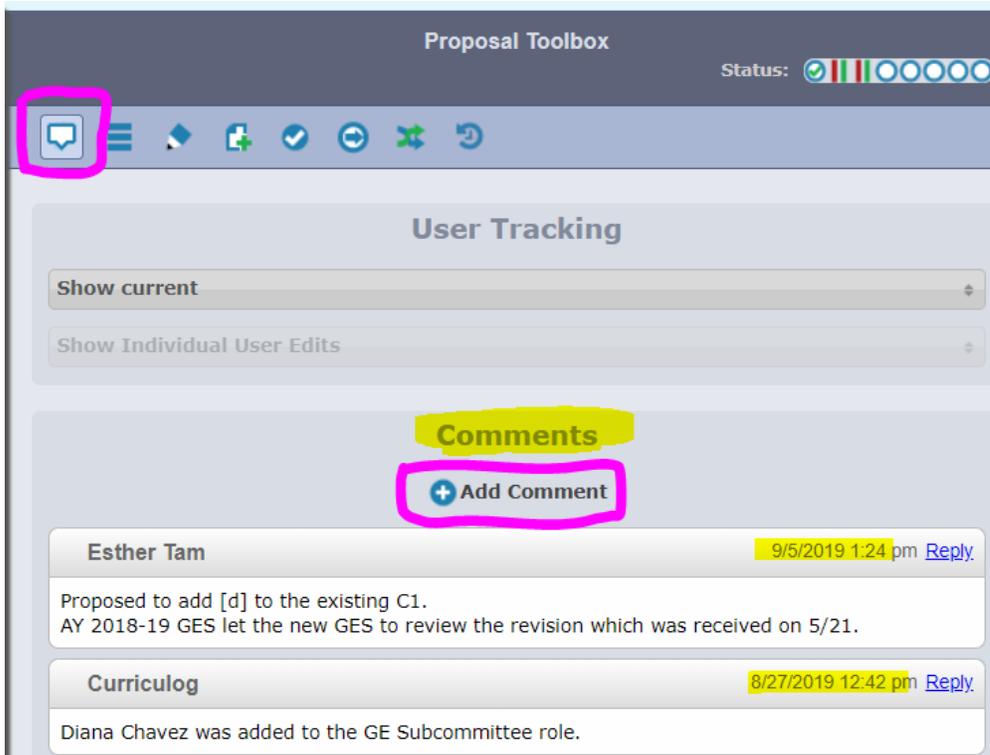
[2] Click the middle icon, highlighted, to open the proposal.



[3] Turn on/off the track changes. Each user has been assigned a color to represent the changes s/he made. If you want to focus on the blue changes, just uncheck the other color(s).

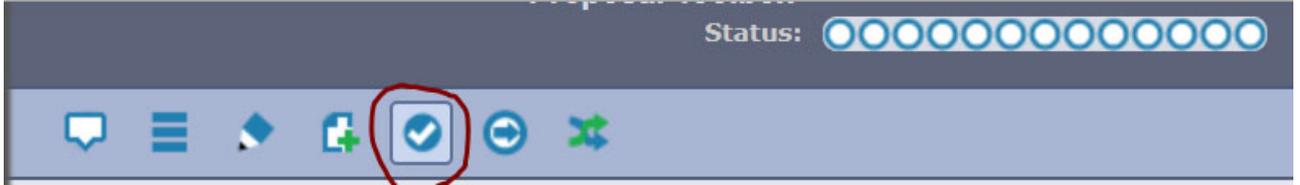


Put a Comment



Make a Decision on the proposal

[1] Click on the DECISION icon  to open the decision page.



[2] Choose one of the 6 decisions.

Approve = Moves the proposal to the next step on the approval process workflow.

Reject = You must provide a comment when you reject your own proposal. The proposal will create a new step and resume the normal workflow for revision.

Hold = Send a request to UGS to hold the workflow. You will be able to continue to work on the proposal, however, it will not advance in the workflow until the hold is removed.

Suspend = Send a request for the proposal to be suspended from the workflow. No work may be done on the proposal and it will not advance in the workflow until the suspension is removed.

Cancel (Withdraw) = Send a request to cancel the proposal and delete it from Curriculog.

Custom Route = Request an additional ad hoc step outside the steps in the approval process.

[3] check the decision circle. Enter your comment (optional) if you have any.

Your Decision

What would you like to do with this proposal?

Approve

Reject

Hold

Suspend

Cancel

Custom Route

Please comment on your decision below.

This proposal is complete and is ready It is leaving my hands for approval process. I will not be able to make any more edits from this point on.

[4] Click the button to confirm your decision.



At now, the bubble next to your name shows your decision.

College Curriculum Committee Status: *Approved*

Participants	Activity i
<p>▼ College of Natural and Social Sciences Curriculum Committee</p> <p> Amy Miller * 9/13/2019 9:34 AM</p> <p> Aminah BakeerAbdulJabbaar 9/12/2019 5:30 PM</p> <p>Kristine Bezdecny</p> <p>Matthew Jackson</p> <p> Nathan Lanning 9/12/2019 1:01 PM</p> <p> William Rosales 9/12/2019 4:31 PM</p> <p>Kaveri Subrahmanyam</p> <p> Mark Wild 9/11/2019 8:55 PM</p>	<p>Required for Approval: 100% required</p> <p>Date Completed: 9/13/2019 9:34 AM</p> <p>Changes: No</p> <p>Comments: Yes</p> <p>Agenda: Yes</p> <p style="text-align: right; font-size: small;">* Agenda Administrator</p>