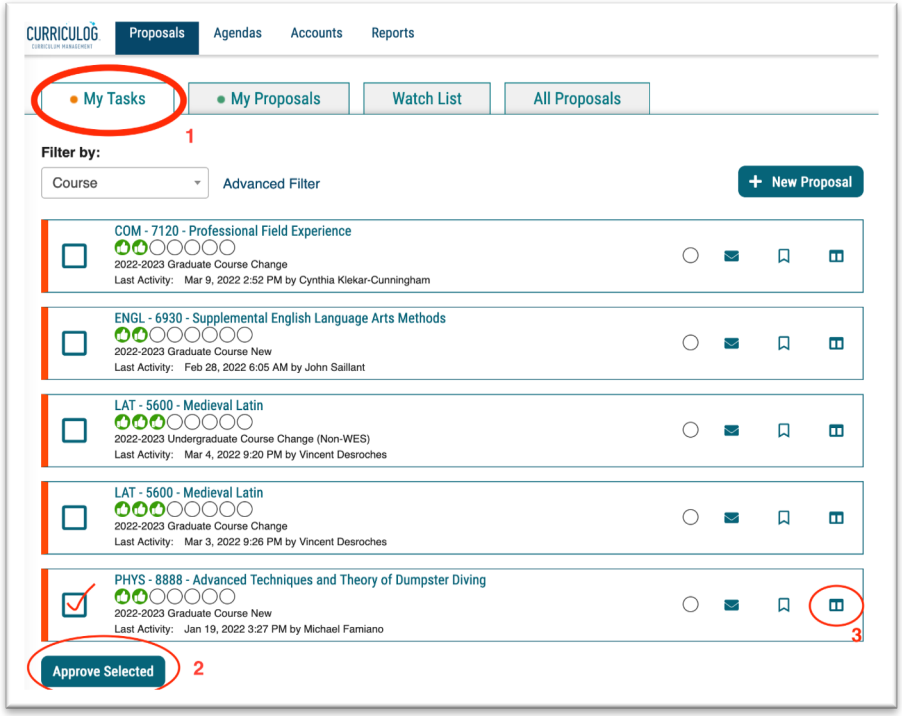
To review and approve a proposal,
log in at wmich.curriculog.com using your Bronco NetID.

You've received notice that a proposal to create a new course or modify or delete an existing course awaits your approval. The most basic steps you could to take are the following:

STEP 1: Find the proposal in question by clicking on the "My Tasks" tab. It might also help you at this stage to select "Courses" from the "Filter by" menu, to be sure that what you're seeing is what you need to work on.

STEP 2: Click to put a check mark in the box to the left of each proposal you're considering and then click the button at the bottom left called "Approve Selected."

Following these steps and clicking "approve all" on the confirmation page that pops up will advance the proposal(s) you've selected to the next level of review.



TIP: click the far-right icon in the proposal box (#3 in the screenshot) to reveal a summary, including the approval pathway assigned to it.

HOWEVER . . .

If you're a committee chair, or if you first wish to review elements of a proposal such as attachments, to comment on something, or to reject a proposal, then follow the steps to review on the following pages

Questions? Concerns? Suggestions or ideas? Let me know at nicolas.witschi@wmich.edu

If you are reviewing proposals as an individual approver (e.g., originator, department chair, dean, etc.), follow the review guidelines on this page; if you are reviewing proposals as part of a curriculum committee, follow STEPS 1 through 6 below and then see page 3 of these guidelines for information on how a committee agenda may be employed.

Instructions for Individual Approvers

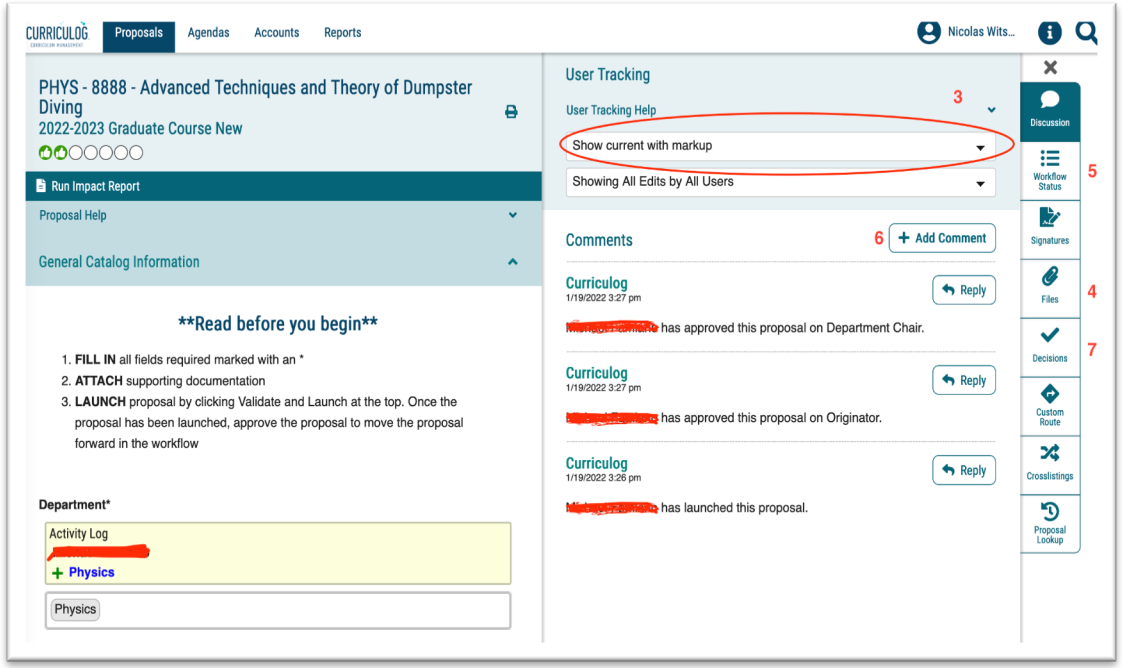
STEP 1: Same as above, find the proposal in question by clicking on the “My Tasks” tab. It might also help you at this stage to select “Courses” from the “Filter by” menu, to be sure that what you’re seeing is what you need to work on.

STEP 2: Click on the proposal title to bring it up in review mode.

STEP 3: At this point, it is recommended that you switch the User Tracking view from “Show current” to “Show current with markup,” which reveals any edits or adjustments made in response to the questions visible on the left-hand side of the screen. Each user’s edits will be rendered in a different color (**N.B.** administrative-level reviewers are currently not authorized to edit, only comment).

STEP 4: Clicking the tab on the right for “Files” will reveal any documents that have been added to the proposal, such as sample syllabi, letters of support or response, and so forth.

STEP 5: Clicking on the tab on the right for “Workflow Status” will show who is active on the approval pathway for a particular proposal.

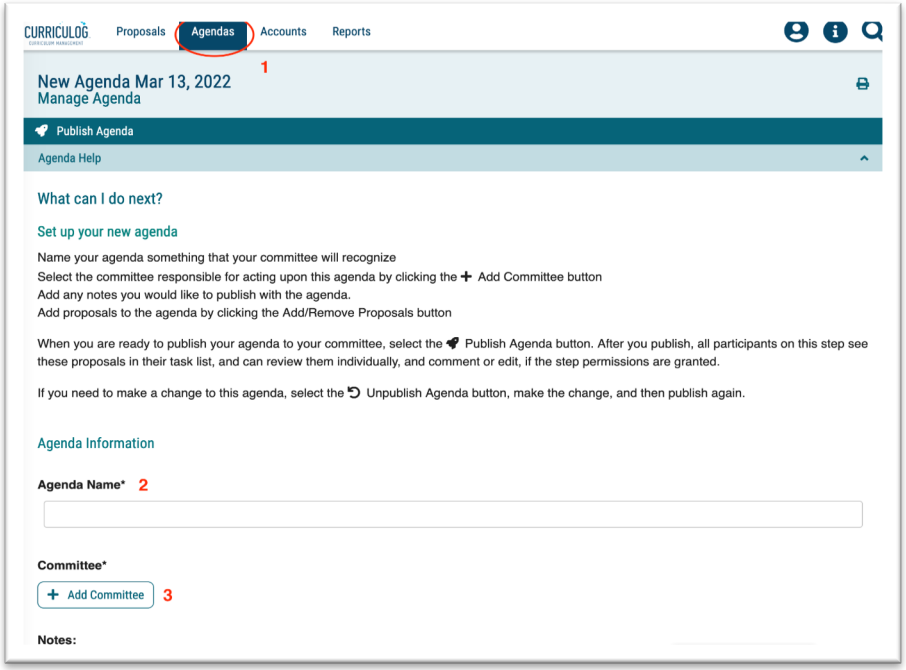


STEP 6: The “Add Comment” and “Reply” buttons allow a reviewer to enter a note that will be visible to the Originator and anyone else involved in the decision pathway. (**N.B.** users not involved in the actual approval pathway will not be able to read these discussion threads).

STEP 7: Once done with your review, you may click the tab on the right for “Decisions” and follow the prompts in the box that appears. This last step submits the proposal to the next person or group in the approval workflow.

Instructions for Committees

The system is currently set up to enable only committee chairs, and in some instances administrative assistants who assist with the arranging of committee agendas, to enter the results of a committee decision.

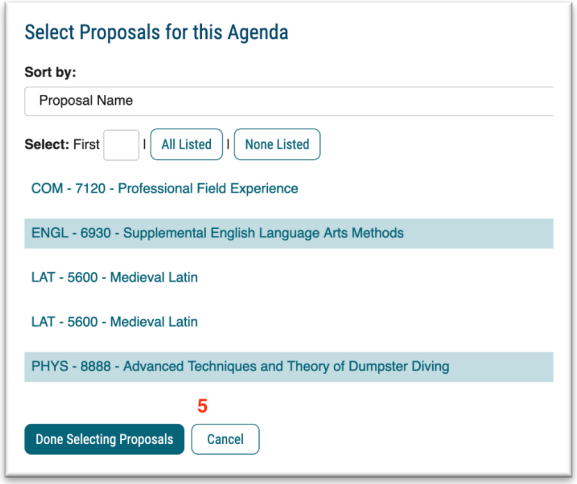


STEP 1: In order to facilitate a committee's deliberations, a committee chair or agenda administrator may simply alert members to the presence of proposals in the system. Or, they may choose to set up an agenda in Curriculog that places a specific set of proposals into each member's Task List. Begin by clicking the link for "Agendas" at the very top of the screen.

STEP 2: To create a collection of proposals to be reviewed by a committee, click the button named "+ New Agenda"; on the ensuing screen you will be presented with a set of options, including name (e.g., committee name and meeting date) and Notes (e.g., guidance for the committee to follow). **TIP**: clicking the words "Agenda Help" shows the help text visible on the right.

STEP 3: Be sure to click "+ Add Committee" to select the committee you are creating this agenda for, just in case it isn't already populated under this heading.

STEP 4: Once you've answered all the other prompts/questions for this agenda, scroll down on this page/form and click the button to "Add/Remove Proposals." Single-click each proposal that you wish to add to the collection.



STEP 5: Clicking "Done Selecting Proposals" returns you to the agenda-creation page. Click "Publish Agenda" at the very top of the page sends a note to every member of the committee to alert them that a set of proposals awaits their review.

STEP 6: Conduct your deliberations and voting however you wish. <u>All members of a committee who are identified in the system as such have the ability to review and comment upon a proposal that awaits the committee's decision, following STEPS 1 through 6 on p2 above.</u> Once ready to approve or reject proposals, the committee chair or agenda administrator can follow the STEPS on p1 of this document to approve multiple proposals. Rejections must be handled individually, STEP 7 on p2 above.