Workflow of a Proposal

Any new proposal that is entered into the system will need to follow a basic outline of steps, in order, to be in compliance with the Board of Trustee Guidelines. Each step must flow in the proper order, as outlined below, or the proposal process will be ended.

Proposal submitted (Originator Review Status)

*Department/College Reviews (College Approval Status)
College Review can Approve or Recommend Change (goes back to Originator). Potential Impact notifications go out once College Reviews have taken place.

2 WEEKS

Proposals can be Approved or Recommend Change.

2 WEEKS

University Review
Objections (formal) can be made. Comments (informal) can be made.

No Objections: Faculty Senate Review (FS Review) takes place

Objections Raised: Curriculum Review Committee decides: Recommend Change (goes back to Originator), Recommend Approve, or Recommend Reject

Approve orRejected: Faculty Senate Review (FS Review)

Provost Status (and Board of Trustee) for final Approval.

Moves to Post Approval and is entered into UCM (Archives.)
(Update Graduate Bulletin, Update Course Catalog, PeopleSoft Review, DARS Review.)

Proposal checks in to Archives

Notification of potential impacts.

CRC serves in advisory role, if needed.

Adapted from Board of Trustee Guideline 3359-20-05.2
*Each College has a workflow built in as to how their College handles curriculum Reviews.

Version 2014.01.07
*College of Engineering Workflow

Department Review

*Actions*: Recommend Change (goes back to Originator) or Approve

UCC or GCC Review

*Actions*: Recommend Change (goes back to Originator) or Approve

Faculty Review

*Actions*: Recommend Change (goes back to Originator) or Approve

College Review (Dean)

*Actions*: Recommend Change (goes back to Originator) or Approve

Institutional Reviews