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.
  Proposals can be Approved or Recommend Change.
- **University Review**
  Objections (formal) can be made. Comments (informal) can be made.

**2 WEEKS**

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

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

**2 WEEKS**

- **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

- **Approve or Rejected:**
  Faculty Senate Review (FS Review)

**Version 2014.01.08**

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.*
*Summit College

**Department Review**

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

**College CRC Review**

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

**Faculty Review**

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

**College Review**

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

**Institutional Reviews**